

Policy Team Lead

About Nightline

Nightlines are confidential and anonymous listening services run by students, for students. They provide peer-to-peer support at night when other services are often closed. Nightline services cover over 100 universities and colleges across the UK thanks to the efforts of over 2,500 trained student volunteers.

The Nightline Association is the umbrella charity that provides support, guidance and quality assurance for Nightline services across the UK. The Association is run almost entirely by volunteers whose energy, skills and passion are the driving force of supporting and developing the Nightline movement.

About the Role

Role type:	Voluntary role, travel expenses reimbursed
Role level:	Team Lead
Location:	Remote, open to applicants resident in the United Kingdom
Accountable to:	Head of Development

Your primary responsibility is to coordinate and manage the team of volunteers who support the policymaking of the Nightline Association's member Nightlines, with enthusiasm and diligence. Your role is to support the members of the team to complete their roles as effectively as they can.

Nightline Policy is supported through the team's production of documents, through presentations and training given at conferences to member Nightlines. The team also works with individual Nightlines to advise on the writing of key policy documents required for following good practice.

A key part of this role of the development of a library of template policies for member Nightlines. You will decide which policies to prioritise and coordinate the team to research, develop and write them.

The team currently comprises three volunteers who have varied experience across Nightlines and policymaking. The team is supported by the Head of Department for Services, Ellie McCarthy.

Activities and Responsibilities

- Line manage team volunteers to regularly check in on their progress
- Lead the monthly team meetings
- Attend Team lead meetings once every three months
- Attend the annual Spring Conference and present a session on Policy
- Attend Away Days (2 per year on a Saturday)
- Attend Regional Conference (on weekends in October/November)
- Maintain the Team's google drive
- Review work and documents generated by Policy Advisors
- Provide the strategic oversight for the work of the Policy Team
- Liaise with other parts of the Nightline Association to ensure Nightlines are effectively supported
- Other reasonable duties as required by the Head of Development

Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Previous experience with a Nightline or a similar organisation • Experience maintaining and/or writing policy 	<ul style="list-style-type: none"> • Experience implementing policy in a Nightline or similar organisation • Working in a professional capacity writing, creating or advising on policy • Leading and line managing people
Competencies	<ul style="list-style-type: none"> • Good standard of written English • Highly developed organisational skills • Ability to work independently and manage own workload • IT Skills sufficient to use Google Docs and Gmail • Ability to communicate via email in an approachable and professional manner • Ability to critically read and assess work and provide constructive feedback and comments 	<ul style="list-style-type: none"> • IT proficiency and previous experience working collaboratively in a Google Drive environment • Familiarity with Google Workspace and Slack • Confidence in presenting to an audience
Knowledge	<ul style="list-style-type: none"> • Good understanding of the five core principles of Nightline • Understanding of the process of policy creation 	<ul style="list-style-type: none"> • An understanding of the different ways in which Nightlines can operate • Completed education or training in policy

Commitment

As a rough guide, we usually expect volunteers to commit to an average of 2-3 hours of volunteering per week. We always seek to promote a healthy balance with your other commitments, so volunteering can be flexible to suit your needs.

You are expected to attend online team meetings roughly once a month, and to keep up to date with your emails and messages on Slack. The Nightline Association also has three away days each year which you are encouraged to attend when you can.

How to apply

Instead of collecting CVs, we ask all candidates to [complete the application form](#) on our website and the anonymous [equal opportunities monitoring form](#). In your application we ask that you reflect on how you meet the person specification for the role and why you want to volunteer with the Nightline Association.

Anonymised applications will be shortlisted by a panel based on how well each applicant fits the person specification. We will contact you no more than 10 working days after the closing date to inform you whether you have been shortlisted for an interview.

Interviews are conducted over Google Meet (video call optional), usually in the evenings as the majority of our volunteers study/work in the daytime. Shortlisted candidates will be sent joining information and interview questions at least 30 minutes before the scheduled interview time.

For any queries about the recruitment process or requests for reasonable adjustments to support your application, please contact applications@nightline.ac.uk.