



# **Cambridge Nightline Treasurer Recruitment Pack 2026**

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## Welcome from the Chair

Thank you for your interest in applying to join the Board of Trustees for Cambridge Nightline as Treasurer.

Cambridge Nightline has been providing listening services to university students based in Cambridge for over 50 years. Our service is entirely student run, with volunteers giving up their spare time to provide a safe space for thousands of other students. We offer phone and instant messaging services to students from both the University of Cambridge and Anglia Ruskin University. Our service is characterised by four simple principles, which are shared by other Nightlines: anonymous, confidential, non-directive, and non-judgemental. These principles separate us from other sources of support provided by both universities. Rather than provide advice and attempt to fix people's problems, we offer students a safe space to talk through their issues.

Cambridge Nightline is proud to be one of the few Nightlines in the country that is wholly independent from both their University and Students' Union. We believe that this independence allows our service users to have more trust and confidence in us, and that it gives us the power to manage our operations in the manner that best benefits the student community.

Historically, Cambridge Nightline has been led entirely by the student Executive Committee, who dedicate their time to keep the service running and growing. Given the recent closure of the national Nightline Association, and the increasingly stringent legal requirements for helplines, it was necessary for Cambridge Nightline to grow its leadership structure. It has therefore recently appointed a Board of Trustees, and is working towards becoming a registered charity. Our aim as Trustees is to provide oversight and guidance to the student Executive Committee, whilst supporting them as much as possible to continue to lead the direction of the service.

We hope that this recruitment pack will help you understand our organisation and the Treasurer role, and will encourage you to make an application.

Should you have questions, or wish to discuss the role further, please feel free to contact [sarah@cambridgenightline.org.uk](mailto:sarah@cambridgenightline.org.uk)

**Sarah Sewell**  
**Chair of Trustees, Cambridge Nightline**

## About Cambridge Nightline

Cambridge Nightline is a confidential and anonymous listening service run by students, for students. We provide peer-to-peer support to students at Cambridge University and Anglia Ruskin University, and open 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 2,000 trained student volunteers.

Cambridge Nightline has been in operation for over 50 years and is proud to have been awarded the Contribution to the City award by the Cambridge Students' Union in 2024. We are open from 7pm to 7am on Tuesdays, Thursdays and Saturdays during term time, with goals to increase the number of days open per week in the coming months. Our 4 core principles are as follows: Anonymous, Confidential, Non-Judgemental and Non-Directional. We are an entirely volunteer run organisation.

## About the Board of Trustees

Cambridge Nightline recently appointed a Board of Trustees to provide strategic oversight and leadership for the organisation. The purpose of the Board is to work alongside the student Executive Committee to ensure that Cambridge Nightline is working towards its charitable purposes, is complying with all applicable rules and laws, and is making best use of its resources to achieve its aims.

Being a charity trustee with Cambridge Nightline will be a rewarding experience and gives a unique opportunity to support and shape a citywide mental health charity.

Trustees will have legal responsibility for Cambridge Nightline's management and administration. They must take considered and informed decisions in the best interests of the organisation. Trustees are not expected to be experts on all areas of their work but are expected to seek guidance and support where necessary and to bring their own knowledge and experience to contribute to discussions.

You can find out more about being a Charity Trustee from the [Charity Commission for England and Wales](#).

## Key Information

Role type	Voluntary role (unpaid), travel expenses reimbursed
Term	3 years, with opportunity for renewal for a second 3-year term
Start date	Spring/Summer 2026
Location	Remote, open to applicants resident in the United Kingdom, the Isle of Man, or the Channel Islands.  There will be the expectation to meet in person for our Annual General Meeting, held in Cambridge in Lent Term (February) each year.
Accountable to	Board of Trustees

# Job Description

## Role of Treasurer of the Board

The Treasurer of the Board of Trustees will take the lead at board level in assuming responsibility for the financial oversight of Cambridge Nightline. You will work alongside the Board of Trustees and student Executive Committee in reviewing the organisation's financial performance to ensure its finances are managed responsibly, in accordance with the objects of the organisation and with legal requirements.

The Treasurer of the Board will work closely with the Student Treasurer to oversee the budget and financial administration, and to ensure the sustainability of the organisation's funding and reserves. As Cambridge Nightline works towards becoming a registered charity, you will provide advice and guidance to the Board of Trustees to ensure financial compliance with charity law.

The following website contains useful resources as to the role and responsibilities of charity treasurers: <https://honorarytreasurers.org.uk/>

## Key Responsibilities

### Financial

In collaboration with the Board of Trustees and Student Treasurer:

- Ensure compliance with financial regulations and reporting requirements
- Ensure the financial sustainability of the organisation
- Ensure that the organisation applies its resources exclusively in pursuance of its charitable objects and for the benefit of the public
- Providing oversight of the organisation's financial administration and reporting
- Lead in the identification, assessment and management of financial risks

### General Trustee Responsibilities

- Make decisions in the best interests of the organisation
- Properly prepare for meetings of the Board and Committees in order to make informed and considered decisions
- Take an active part in meetings, listening to the views of others, assessing information, and contributing and challenging where necessary
- Communicate effectively with other trustees, volunteers and staff in and between meetings
- Be accountable to members of the organisation

- Work with and support other trustees, committee members and volunteers
- Provide advice and support to volunteers on matters within your area of expertise

### **Legal and Governance**

- Avoid any personal conflicts of interest where possible and, where conflicts arise, ensure that they are declared and managed in accordance with the organisation's governing documents

### **Strategic and Risk Management**

- Ensure that the organisation pursues its stated objects, as defined in its governing document, by contributing to the development of long-term strategy
- Assess risk and safeguard the reputation, finances, aims and values of the organisation
- Ensure that the organisation defines its goals and evaluates performance against agreed targets
- Safeguard the good name and values of the organisation and the Nightline movement

## Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Eligible to be a Charity Trustee (see 'eligibility' below)</li> </ul>	<ul style="list-style-type: none"> <li>Qualifications in Accounting, Finance, or a related field</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of managing finances in a professional environment, including managing budgets and reporting.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in Accounting, Finance, or a related field</li> <li>Strategy / business management in charitable or related sectors with the ability to plan and develop the charity</li> <li>Previous experience with a telephone helpline or mental health charity (or similar)</li> <li>Managing and engaging volunteers and/or young people</li> <li>Previous experience as a charity trustee</li> <li>Experience in mental health, law, Higher Education, governance, and/or safeguarding.</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>Excellent communicator, verbal and written - approachable, clear and professional</li> <li>Strategic and creative approach - not being afraid to change the way we do things to improve outcomes</li> <li>A strong team-player – a contributor of opinion and thoughts, whilst having the ability to collaborate and be accepting of others views</li> <li>Logical approach to decision making - ensuring difficult decisions are</li> </ul>	N/A

	taken calmly on the best available information, and with the beneficiaries of the charity in mind	
Knowledge	<ul style="list-style-type: none"> <li>• Willingness to invest time in understanding the Nightline movement</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the wider student mental health sector</li> </ul>
Values	<ul style="list-style-type: none"> <li>• Commitment to the vision and aims of Cambridge Nightline</li> <li>• Commitment to equality and diversity - seeking to ensure that Nightline best reflects the population it serves at all levels</li> <li>• Professional integrity - leading a culture of honesty, openness, fairness and trust</li> <li>• Willingness to give the minimum time commitment</li> <li>• A willingness to collaborate and be in constant dialogue with student volunteers, valuing their voices and ideas</li> </ul>	N/A

## Commitment

The core commitment for all trustees is to attend the following meetings, including time spent preparing by reading papers, asking questions and seeking advice in advance:

**Board of Trustees** - Board meetings are held at least once a term (currently every 6 weeks). Additional meetings may be called for urgent matters - these would be held online at weekends or in the evenings.

**General Meetings.** Cambridge Nightline's Annual General Meeting (AGM) is usually held during term time in February. Additional general meetings may be called in extraordinary circumstances.

Trustees may also be asked to attend other meetings and away days during the year to help contribute to the development of the Nightline.

# Equal Opportunities

Cambridge Nightline is committed to providing equal opportunities to all. We welcome applications from candidates of all backgrounds.

If you may require any reasonable adjustments as part of the application process (for example, a different format of the application pack, or adjustments for interview), please contact [sarah@cambridgenightline.org.uk](mailto:sarah@cambridgenightline.org.uk) to discuss these. We aim to accommodate all reasonable adjustments to ensure that all candidates are treated fairly.

## Eligibility

### Charity Trustee Eligibility

It is a criminal offense to act as a charity trustee if you are disqualified and have not obtained a waiver from the Charity Commission.

More details on the disqualification rules can be found [here](#).

### Safer Recruitment & Safeguarding

We operate safer recruitment checks as part of our applications process. This will require suitable references, and checks to ensure eligibility to be a charity trustee.

## How to Apply

Please provide a **CV and cover letter**. In your cover letter, please reflect on how you meet the person specification and why you are applying for the role.

The application deadline is **30 April 2026 at 23:30**. We will inform all applicants of the outcome of the application.

Interviews will be conducted over video call, with a panel including representatives from the Board of Trustees and the student Executive Committee.

For any queries about the recruitment process, please contact:  
[sarah@cambridgenightline.org.uk](mailto:sarah@cambridgenightline.org.uk).