

**MEDIATION COORDINATOR:  
Post**



**Post: Mediation Coordinator, 28 hours per week**

**Pay: £19,444-£21,770 pro-rata (£25-£28,000 FTE)**

**Location:** Shepherds Bush London W14

**Responsible to:** Director

**Probation period:** 6 months.

**Benefits:** Pension contributions. Interest free loan for travel season ticket.

**About the Service and the Role**

Calm Mediation is a charity providing mediation and conflict resolution to the community dealing with disputes such as noise, anti-social behaviour and shared spaces. Governance of the service is by the Board of Trustees.

The Mediation Coordinator will be responsible for the delivery and coordination of casework received from a variety of sources, such as housing associations. The post holder will manage mediation referrals, case information and oversee a team of volunteer mediators with specific supervision responsibilities for up to 16 volunteers. You will be involved in the promotion of the service, maintaining referral channels, meeting referral targets, complying with relevant standards and running an efficient case management process.

The post holder must have experience of working in a mediation setting and knowledge of mediation practice.

The role will also involve organisation and co-facilitation support for mediation training, including marketing, liaison with clients, interviews and all associated arrangements.

Hours of work will involve occasional weekends and evenings.

**Application process**

Please submit your completed application form outlining your suitability for the post to [corinne@calmmmediation.org](mailto:corinne@calmmmediation.org). Please indicate your availability to start and your contact details.

Deadline for applications: 21<sup>st</sup> May 2017

Interview: 31<sup>st</sup> May 2017

Please see the attached Job Description and Personal Specification for the roles and responsibilities for the post.

*From time to time, Calm Mediation deals with vulnerable people. Please note therefore, that successful applicants will be subject to a DBS check, which must result in a positive outcome prior to appointment.*