



JOB SPECIFICATION : Peer Mediation Network Coordinator

Organisation: Scottish Mediation

Salary: £24,415 pro-rata

Salary info: 21 hours per week (evening and weekend may be required)

Job Type: Fixed term for 2 years (Funded by Young Start)

Closing date: 15th May 2017 at 12 noon

Location: Based in Edinburgh (with travel required throughout Scotland)

Holiday Entitlement: 25 days + 12 public holidays pro-rata

Application notes:

The closing date for applications is 15th May 2017 at 12 noon

Interviews are scheduled for 2nd June 2017.

Application is by application form only. Send all completed applications to admin@scottishmediation.org.uk or by post to 18 York Place, Edinburgh, EH1 3EP.

For any queries contact us on 0131 556 1221 or admin@scottishmediation.org.uk

Organisation profile:

Scottish Mediation (SM) is the umbrella body for Scotland's network of around 400 individuals and organisations involved in delivering mediation services to the public and private sector in Scotland. It is funded by the Scottish Government's Justice and Health Directorates. SM is an Equal Opportunities employer.

Website: www.scottishmediation.org.uk

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Registered Office: 18 York Place, Edinburgh, EH1 3EP



OVERALL PURPOSE OF THE JOB

Peer Mediation Network Coordinator

Accountability:

The Peer Mediation Network Coordinator will report to the Director of SM and will be responsible for working collaboratively with other colleagues.

Aim of the Job:

The role will be to continue the development of a pilot peer mediation network in Scotland, focusing upon schools in two areas. This is a follow-on project, having just completed the first two years where the foundations of the Network have been set up. By the end of this project the aim is to have a sustainable model of peer mediation which could be rolled out across Scotland.

Job Content and Responsibilities:

Development and Delivery of Training and Support

The Peer Mediation Network Coordinator will be responsible for coordinating and delivering support sessions and potential training for peer mediators, and the adults working with them. The role is also to identify appropriate people to work with schools and young people with the aim of building up a support network for peer mediation.

The Peer Mediation Network Coordinator will also be responsible for delivering awareness raising sessions for staff in schools to encourage a 'whole-school approach' to peer mediation.

Organisation of Large-Scale Event

The Peer Mediation Network Coordinator will be responsible for organising and delivering a conference bringing together peer mediators from across Scotland.

Preparation of Materials

The Peer Mediation Network Coordinator will be responsible for developing all necessary materials for the project including the preparation of a half yearly newsletter and updating relevant peer mediation guides.

The Peer Mediation Network Coordinator will also be responsible for the preparation of a peer mediation film.

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Stakeholder Engagement and Relationship Development

The Peer Mediation Network Coordinator will be responsible for engaging and developing positive relationships with all stakeholders such as schools and young people and other adults supporting the scheme, to ensure smooth delivery of the project. They will also liaise with an external evaluator to arrange external evaluation of the project.

In addition the Peer Mediation Network Coordinator will offer online and telephone support to peer mediation projects within relevant schools.

Project Management

Effective management of SM's projects is vital to the confidence that stakeholders and service users have in mediation. The Peer Mediation Network Coordinator is responsible for setting and monitoring appropriate standards of achievement and for ensuring that all aspects of the project are satisfactorily co-ordinated.

Volunteer and Consultant Management

The Peer Mediation Network Coordinator will be responsible for the co-ordination of the work of any volunteers and consultants deployed on the project.

Information and Internal Communications

All staff share a responsibility for ensuring that the internal links between and within parts of the organisation, staff, trustees and the membership, are effective. The Peer Mediation Network Coordinator has a special responsibility to support the Director in communications relating to the project. The SM Team meets regularly as a forum for consultation and liaison and in particular it deals with matters where individual responsibilities meet, where liaison can assist the parts of the organisation to act in a concerted way and where policy analysis is required to assist the Board of Trustees to meet its responsibilities.

Promoting SM and Public Relations

The Peer Mediation Network Coordinator is expected to foster good relations with all SM stakeholders and interested parties within government, the third and private sectors and members of the public. In all representational roles the Peer Mediation Network Coordinator is expected to discharge this responsibility in line with SM's policy and in its best interests.

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Personal and Professional Development

The Peer Mediation Network Coordinator is expected to maintain a high level of knowledge in matters of mediation and peer mediation and to maintain an awareness of good practice in all areas of SM's work. It is SM's policy to encourage the personal development of members of staff and to support them in line with the requirements of the job.

GENERAL RESPONSIBILITY

To follow all Scottish Mediation's and Mediation UK's policies and procedures.

PERSON SPECIFICATION

Essential

1. Experience of working with schools and young people
2. Knowledge of the schools system in Scotland
3. Understanding of mediation
4. Experience of organising and promoting training and events
5. Experience of managing projects
6. Experience of developing project materials and resources
7. Strong communication and interpersonal skills
8. Good organisational and planning skills
9. Proven experience of and ability in the use of Microsoft Office, Excel Spreadsheets and databases
10. Experience of working on your own initiative
11. Ability to work as part of a small team
12. Experience of carrying out desk based research
13. A commitment to Equal Opportunities
14. Willingness to join the Protection of Vulnerable Groups (PVG) Scheme
15. A full driving licence

Desirable

1. Experience of delivering peer mediation training
2. Trained in mediation skills
3. Experience of mediation
4. Access to own vehicle

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