



JOB SPECIFICATION: Project Officer – Civil Justice

Organisation: Scottish Mediation Network

Salary: £27,841 - £31,877 pro rata

Salary info: Full time

Job Type: 6-month fixed term contract

Closing date: Wednesday 10th October 2018

Location: Edinburgh

Holiday Entitlement: 25 days + 12 public holidays pro rata

Application notes:

The closing date for application is

Application is by Application form. 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 440 individuals and organisations involved in delivering mediation services to the public and private sector in Scotland. It receives substantial funding from the Scottish Government's Justice and Health Directorates.

Website: www.scottishmediation.org.uk

JOB DESCRIPTION

Engaging Positively with Conflict

Scottish Charity Number SC034921 Company Registered in Scotland SC258173
Registered Office: 18 York Place, Edinburgh, EH1 3EP

Accountability:

The Project Officer – SG Joint Project will report to the Director of SM and will be responsible for working collaboratively with other colleagues.

The Aim of the Job:

Scottish Mediation are seeking a Project Officer to undertake a piece of research and policy development work to support a significant increase in the use of mediation in the justice system in Scotland. This will include identifying what is currently happening in Scotland in relation to mediation in the justice system, what it is intended to achieve, what the evidence is of the benefits of using mediation from this, examine other jurisdictions where mediation is being used, lead the convening of an expert group of interest, and work in collaboration with Scottish Mediation and the Scottish Government to develop options for the use of mediation in the justice system.

Job Content and Responsibilities:

Research

A key part of the project will involve research into mediation in Scotland and into other jurisdictions. Much of the research will be desk research however there will be primary research required mainly with key stakeholders in the justice system.

Policy Development

A key output of the post will be the production of policy options designed to increase access to and the use of mediation in the civil justice system in Scotland. The policy work will include attention to the financial impact of proposals and how proposals will be funded

Stakeholder Engagement and Relationship Development

To provide additional insight an expert roundtable will be convened to support the project. This will comprise key stakeholders such as the Law Society, Judicial expertise and Faculty along with mediation experience. It is anticipated that this group would meet 2/3 times with an initial meeting once the project officer is appointed and at key points thereafter.

The Scottish Government is a co-sponsor of the project and part of the role will involve ensuring that good communication and reporting on the project takes places with their key staff.

Project Management

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

Engaging Positively with Conflict

Financial Performance

The Project Officer is responsible for ensuring that initiatives and services within his/her responsibility are carried out in line with the project and revenue budgets and that financial management information is prepared and available for reporting to the Board, funders and others with an interest.

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 Project Officer has a special responsibility to support the Director in communications relating to projects and services in his/her area of responsibility and where these require board level consideration. 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 Project Officer is expected to support the Director in fostering 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 Project Officer is expected to discharge this responsibility in line with SM's policy and in its best interests.

Personal and Professional Development

The Project Officer is expected to maintain a high level of knowledge in matters of mediation policy and service delivery and to maintain an awareness of good practice in all areas of SM work. It is SM policy to encourage the personal development of members of staff and to support them in line with the requirements of the job.

PERSON SPECIFICATION

Essential

1. Experience in delivering project work.
2. Experience of undertaking research.
3. An understanding of the Scottish Justice System.
4. An understanding of mediation.
5. Proven experience of and ability in the use of Microsoft Office, Excel Spread sheets and databases.
6. Good investigation, planning and organisational skills.
7. Experience of working on your own initiative.
8. Ability to work as part of a small team.
9. Good communications skills.

Engaging Positively with Conflict

10.A commitment to Equal Opportunities.

Desirable

1. Experience of working in the third sector.
2. Skills of a mediator.
3. Experience of working collaboratively with organisations in the private, public and third sector.