

JOB SPECIFICATION: Project Officer – Practice and Training

Organisation: Scottish Mediation

Salary: £29,536 - £33,818 pro rata

Salary info: 17.5 Hours per Week, Part Time

Job Type: Permanent

Closing date: 2 May 2016 at 12noon

Location: Edinburgh

Holiday Entitlement: 25 days + 12 public holidays pro rata

Application notes:

The closing date for application is 31st July 2020 at 12noon

Interviews are scheduled for w/comm 17th Aug 2020

Interviews are being planned to take online.

Application is by Application Form 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:

The 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

Accountability:

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

The Aim of the Job:

The role will be to support the advancement of mediation in Scotland and the delivery of the SM Strategic Plan by developing mediation practice standards, commission training and CPD and managing the Scottish Mediation Register to support excellence in the practice of mediation.

Job Content and Responsibilities:

Mediation Practice Excellence

Mediation's standing relies on the quality of professional practice across all fields. The Project Officer supports this by assisting practitioners to attain high standards of competency in their mediation practice. The Project Officer will seek to achieve this through the development and implementation of guidance on SM's Practice Standards, supporting schemes to verify achievement of standards and promoting and facilitating sharing and learning, supervision, mentoring and peer mediation opportunities. Much of this work is done through SM's Committee for Excellence in Mediation and the Project Officer will report and give support to this committee and its Chair.

Mediation Training and CPD

The Project Officer is SM's mediation training specialist and his/her responsibilities include leading the development and commissioning of training and CPD to support the SM mediator membership. S/he will provide support for volunteers in projects operated by SM by organising training and supervision. S/he will lead the Scottish Mediation Register Accredited Scheme by providing professional advice and carrying out assessments to develop and support the curriculum.

Mediation Awareness

SM requires to enhance the depth of awareness and knowledge of mediation in Scotland by engaging and developing a well-informed cadre of people across the professions and within communities and business. In support of this the Project Officer will deliver and commission presentations and training to public, private and educational establishments which raise the depth of knowledge and understanding of the processes and potential of mediation in practice.



Project Support and Development

The Project Officer will support the maintenance and development of skills of mediators engaged in SM projects. S/he is required to ensure that appropriate arrangements are made to set and monitor standards of performance, work targets, discipline, guidance, encouragement, support and training for volunteers and consultants. The Project Officer will also support the Scottish Mediation Helpline providing advice, identifying training needs and coordinating the training for staff involved in Helpline calls.

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.

Income Generation

SM is striving to become less reliant on external grants so that a greater proportion of its income will come from the provision of services. The Project Officer is expected to assist in identifying initiatives and managing services and events to support the achievement of this aim.

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 SMN'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's work. It is the SM's 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 of specifying and commissioning training.
2. Understanding of mediation.
3. Knowledge of issues surrounding professional practice and the development of standards.
4. Proven experience of and ability in the use of Microsoft Office, Excel Spread sheets and databases.
5. Good investigation, planning and organisational skills.
6. Experience of organising and promoting events.
7. Experience of working on your own initiative.
8. Ability to work as part of a small team.
9. Good communications skills.
10. A commitment to Equal Opportunities.

Desirable

1. Experienced in delivering training.
2. Knowledge of data gathering methods.
3. Budgeting and financial management experience
4. Experience of working in the third sector.
5. Skills of a mediator.
6. Experience of working collaboratively with organisations in the private, public and third sector.
7. Knowledge of funding bodies and institutional funders in Scotland or sources of funding for Scottish Charities.