

Scottish Mediation Seeks New Executive Director

An unexpected and exciting opportunity has arisen at Scottish Mediation for the key role of Executive Director to lead the organisation. This is a great time to be joining, with mediation playing a more central role in Scottish public life and Scottish Mediation continuing its work supporting excellence in mediation. This unique opportunity is one of the most interesting senior roles in the sector.

Whether in the courts, schools, workplaces and in our communities, mediation has a significant role to play. Scottish Mediation has both led and collaborated with others to drive the uptake of mediation and helping to build a coalition of the willing, is a key part of the Executive Director's role.

Overview

We now seek an experienced and capable individual with a track record in leadership, strategic engagement and management. You will work with the Board, Staff and Membership of SM to promote mediation in Scotland. SM is also responsible for delivering key projects including the Scottish Mediation Helpline and Mediation in the Complaints Handling Service.

Scottish Mediation (SM) is the umbrella body for Scotland's network of members 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 a charity which, promotes the use of mediation and other related forms of conflict resolution. Supports and promotes education, training and research in skills and best practice whilst creating and encouraging links between mediators and Scottish public, private, voluntary and community organisations. Responsible for promoting standards of professional conduct and training.

Role Responsibilities

The Executive Director will report to the Board of SM and will be responsible for working collaboratively with all other colleagues. The successful candidate will be expected to forge key relationships with SM Office Bearers, SM co-workers, SM Board members, Scottish Government (specifically Justice and Health Directorates), SM Initiative Groups, the Scottish Mediation community whether members or not, other relevant organisations, intermediary organisation in the public and private sector and statutory bodies in Scotland.

The **key areas** of work are:

- To champion mediation and alternative approaches to conflict in Scotland
- To develop SM's strategic direction and appropriate business strategies
- To deliver the outcomes agreed by the Board and with funders
- To obtain further funding and make SM financially sustainable
- To ensure that SM's governance is appropriate
- To manage SM resources, the budget, the staff & the premises

Key Skills for this role:

Strategic

- ❖ To provide leadership to SM and be responsible for the management and administration of SM within the strategic and accountability frameworks laid down by the Board.
- ❖ Together with the Chair, enable the Board to fulfil its proper governance duties and responsibilities and ensure that the Board receives timely advice and appropriate information on all relevant matters.

Leadership and Management

- ❖ Act in partnership with the Board to ensure that SM has a clear vision and a resolute strategic direction in line with its core values and principles.
- ❖ Contribute actively to the Board's role in setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- ❖ Help to promote the values and ethos of SM.
- ❖ Provide leadership, management and professional direction to SM staff and volunteers to deliver services designed around mediation in all its spheres.
- ❖ Foster a culture in the SM office, at all its events and in all its activities consistent with the values of the SM; and ensure that everyone works effectively to promote and maintain a user-friendly and accessible organisation.
- ❖ Ensure that open and fair systems are in place for staff recruitment and management.
- ❖ Ensure that the SM is compliant with equality and diversity anti-discrimination and disability legislation.
- ❖ Ensure that appropriate accommodation and resources are available to SMN staff, Board, members and volunteers for their work to be effective.

Delivery

- ❖ Ensure that regular and timely reports on progress on funded tasks are delivered to funders.
- ❖ Ensure that promised activity and outcomes are delivered within agreed timescales and if they are not, appropriate timely explanations are given.
- ❖ Develop and foster good relationships with government, statutory, voluntary and private bodies.
- ❖ Represent SM and mediation at events and in the media.

- ❖ Review the external environment for changes that may affect SM and mediation across its various spheres in Scotland; to advise the Board accordingly to take necessary action.

Funding

- ❖ Ensure SM's financial sustainability; which will include working with the Board to produce, review and update:
 - forward & operational plans
 - income generation strategy
 - annual budgets
 - financial management information reports
 - activity and outcome reports
- ❖ Meet agreed targets and outcomes of initiatives carried out for the Scottish Government.
- ❖ Generate fee income through presentations, workshops and consultancy about mediation.

Governance

- ❖ Act as Company Secretary for the Scottish Mediation.
- ❖ Together with the Chair, support the Board to fulfil its proper governance duties and responsibilities including:
 - Supporting the Board to ensure that SM has an effective corporate governance structure, appropriate to its size, complexity, stage of development, and its charitable objects.
 - Ensuring that all relevant issues requiring the attention of Board members are brought to the Board.
 - Ensuring that any conflicts of interest of Board members are known and managed.
 - Overseeing the efficient administration of the Board and its business.
 - Helping the Board recruit, train and retain Board members with the skills and knowledge required to govern the SM effectively.
 - Support the Board in achieving the aims of SM; and act as a channel of communication between the Board and staff.
- ❖ Report regularly to the Board on progress towards the strategic objectives, forward and operational plans and annual targets.
- ❖ Support SM's compliance with relevant charity and company law as well as any other statutory and regulatory requirements; in addition to internal governance policies.

- ❖ Ensure that SM financial dealings are systematically accounted for, audited and publicly available.
- ❖ Ensure that SM takes a proportionate approach to risk management.
- ❖ Ensure that mediation is considered and offered as an option when disputes, conflicts and differences in any of the activities of the SM.

What is on offer:

Salary range: £50,229 - £52,500 (with a 1% uplift on completion of probation)

Pension: Employer Contribution is 5% of salary with NEST or a defined contribution provider of choice.

Job Type: Full time/ 35 hours per week

Location: Edinburgh

Annual Leave: 25 days plus public holidays

Closing date: **12 noon on Monday 17 August 2026**

Please Note: Phase 1 interviews will be online during August with Phase 2 in person in Edinburgh nearer the end of August 2026.

How to apply:

If you are looking for an interesting new senior role and believe you are ready for a new challenge, then Scottish Mediation would like to hear from you !

You should complete the attached brief **application form** and submit along with your **CV** and **covering letter** explaining:

Why you have chosen to apply for this role. You may wish to add your experience, skills and qualifications regarding your interest in mediation and conflict resolution and your personal qualities and motivation for this role.

Applications should be emailed to: admin@scottishmediation.org.uk
 Headed Confidential – Job Application – Ref 02/26 by 12 noon on 17 August 2026