

Job Description

Job Title: Mediation Service Development Worker
Report to: Chair of the Vale Community Mediation Service.
Hours: 3 days (21 hours) per week (some evening/weekend work required).
Salary: NJC pay scale 6
(points 26-28 / £22,221 – £23,708 pro rata, at discretion of Board)

Role

To develop and co-ordinate VCMS, promote its services to potential users, secure funding for its operations and manage the team and finances effectively.

Duties

To manage the day to day running of the organisation, including:

- Being responsible for the implementation of the business plan and marketing strategy;
- Promoting the service and obtaining new business;
- Monitoring income and expenditure;
- Monitoring delivery of funding bids and reporting to funders and the Board as appropriate;
- Managing and supporting the Admin Worker;
- Supporting and supervising the Volunteer Mediator team;
- Maintaining partnerships with organisations using the service;
- Meeting regularly with the Chair to discuss progress.

Additional duties, as and when required:

- reviewing the VCMS business plan and marketing strategy as appropriate, in conjunction with the Board;
- securing on-going core and other funding as required, and ensuring that applications for funding are made in conjunction with the Board;
- budgeting and financial planning, in conjunction with the Board;
- recruiting new volunteers as appropriate, and organising training where necessary;
- overseeing the delivery of accredited training through the internal verification process / working towards Approved Internal Verifier Status, in conjunction with the training team (*as appropriate*);
- researching and keeping up to date with current developments in mediation both locally and nationally;
- working towards the attainment of any appropriate quality awards for the service and ensuring that mediators are accredited as required.

Also:

- undertaking all duties with due regard to VCMS's policies and ensuring that these are complied with;
- ensuring that all activities undertaken are carried out to the highest standards of integrity and professionalism;
- assisting the process of internal audit by preparing for audits and co-operating with auditors as and when required.

Person Specification

Essential skills and experience:

- experience of managing projects in the voluntary sector;
- experience of managing budgets;
- experience of managing staff and volunteers;
- experience of writing, managing and reporting on funding bids;
- good marketing and presentation skills;
- good report writing skills;
- good IT skills – familiarity with all Microsoft Office applications;
- excellent interpersonal and communication skills.

Desirable skills and experience:

- experience of overseeing the delivery of accredited training/holder of National Open College Network Approved Internal Verifier qualification;
- understanding of mediation and mediation processes;
- experience of strategic and business planning.

The successful candidate will be expected to obtain a National Open College Network Approved Internal Verifier qualification, if they do not already hold one, within an agreed timescale. All appropriate training will be supplied by VCMS.

The successful candidate will require a CRB check.