

RECRUITMENT JUNE 2010



25 June 2010

Mediation Northern Ireland Building Capacity for Change

This information is provided to candidates of the current recruitment processes and to aid understanding on the range of work undertaken by Mediation Northern Ireland.

Recruitment June 2010

INFORMATION FOR APPLICANTS

Current Recruitment

We are currently recruiting three positions:

- Service Manager (full time)
- Training & Case Co-ordinator (full time 2 year contract)
- Finance Reporting Officer (part time 2 year contract)

About Mediation Northern Ireland

Mediation Northern Ireland was established in 1991 and is based in Belfast. The organisation works throughout Ireland and beyond in support of the development of best Mediation practice, particularly in the context of conflict, and in support of reconciliation and community cohesion.

Mediation Northern Ireland's vision is of a peaceful society where conflict and change are handled well through evolving relations

We act according to our core values:

- Non-Violence

We view mediation as a tool of non-violence because in situations of conflict or division it serves the expression of a truth that is wider than any one perspective. Mediation is an instrument of compassion, seeking to relieve the suffering of others and treating all people as worthy of human dignity and respect.

- Integrity

Mediation Northern Ireland strives to be accountable and trustworthy. Therefore, we maintain independence from state control or sectional interests. We act impartially and engage with all sides of conflict or division. Funding is accepted if it is in support of our own aims and act with probity.

- Justice

We believe that justice is served by building and maintaining "right relationships". Hence, we take account of power imbalances in conflictual relationships. We serve the work of reconciliation by managing enmity, overcoming estrangement and resolving differences. From our point of view, diversity is the richness of humanity.

- Respect

We believe that respect for people is an important ingredient in the work of mediation and reconciliation. Part of this is our belief in the basic goodness of people and that everyone has an element of good-will and integrity. People, we believe, have the capacity and willingness to address conflict issues. People do have the right to speak, think and decide for themselves about conflict issues that affect them. Moreover, we believe people have the capacity to develop respect for the other parties in a conflict and, to some degree, understand the viewpoint of the other party.

Our Services

Our services are based in Belfast but we work across Northern and Southern Ireland, Great Britain and internationally.

We work with individuals, communities and organisations; in the public, private and third sector.

Our work supports people to build relations and to manage conflict in the community, in the workplace and to build local skills, resources and capabilities for mediative work in support of community cohesion and good relations.

Our core activities include:

- Delivery of quality mediation and training services.
- Building of strategic mediative capacity in organisations and sectors.
- Providing opportunities for reflective and relational leadership.

Mediation Northern Ireland's programmes are structured along 5 main programmes:

- **Mediation Development**- this programme develops the practice of mediation and associated disciplines. This works to ensure that societal leaders have appropriate skills and mindsets for the challenges they face, as well as continuing to develop awareness and experience of mediation.
- **Social Partnership** - this project advances community cohesion by using mediation to strengthen social partnerships

- **Policing & Justice-** within this programme we assist the evolution of policing and justice as a shared endeavour between police officers, the legal sector and citizens in order that mediation and mediative approaches will be further embedded in delivery within the sector.
- **International-** we are committed to contribute to the development of indigenous mediative activity in identified areas outside of Northern Ireland. The intended outcome of this programme of work is enhanced local capacity, in specific places outside of Northern Ireland, to respond to conflicted issues of societal significance
- **Organisational Development-** the goal of this area of our work is to maintain Mediation Northern Ireland as a relevant and effective social enterprise. The aim is to deliver sustainable, high quality mediation practice and development programmes.

The work of Mediation Northern Ireland has recently been recognised by the Carnegie UK Enquiry 'Making Good Society' as: *'an innovative programme introducing new elements to familiar process of community engagement and work for cohesion'*.

Fuller information is available on our website www.mediationnorthernireland.org

Structure

The organisation has charitable status and is governed by a voluntary Board of Trustees. The staff team of 12 is led by the Director, Peter O'Reilly. Peter heads up a Management team which includes the Assistant Director and the Service Manager. In addition to the staff team, Mediation Northern Ireland's programme of work is delivered by a panel of over 20 freelance 'Associate' practitioners and a number of local and international volunteers. In the last year we have recruited and trained a group of 'next generation' mediators to add to the Associates panel and have instigated another training programme for mediators who will work at an international level.

Partnerships

The organisation works collaboratively with organisations and groups in the public, private and third sectors. Some notable current partnerships include:

- Work with four local community & voluntary sector organisations (N&WBPCF, BRN, Tides & BIP) in a Belfast wide mediation capacity building programme.
- Workers' Educational Association (NI) in the delivery of council & community based leadership and community cohesion programmes

- Queen's University Belfast School of Education in the delivery of a Masters Degree in Mediation which is using a work-based learning methodology.
- The Romania based Centre for Peacebuilding Education (PATRIR) and local public voluntary and private sector organisations on a *Systemic Peacebuilding Programme*
- Community & Council leadership in Burnley & Blackburn in a Good Relations Building Programme
- With the Macedonian Centre for International Co-operation on an international civic dialogue programme.

Funding

Mediation Northern Ireland has a current year's budget of £1.15m. This income is coming from a range of grant funding and from sales of services to public and other sector customers. These sources include, the Big Lottery, Regenerate East Lancashire, Special EU Programmes Body, and various local authorities and other bodies in England, Northern and Southern Ireland. We also sell or provide training and other conflict support services to individuals and businesses. The Service Manager & Finance Reporting Officer are part funded by the Community Relations Council.

Mediation Development Centre

Most of our work is located and developed in the Mediation Development Centre at 83 University Street, Belfast. This was opened in 2005 by the Dalai Lama and the poet Michael Longley.



As well as providing a base for our mediation practice, training and other developmental work, we have a small library and offer space to groups and mediation practitioners to meet. We have an active internship programme with at least two international volunteers working in the building alongside our locally recruited staff team.

Recruitment June 2010

PROCESS INFORMATION

There are three recruitment processes underway.

- Service Manager (full time)
- Training & Case Coordinator (full time 2 year contract)
- Finance Reporting Officer (part time 2 year contract).

The three posts will work across the full range of Mediation Northern Ireland's programmes.

Pension

On top of the salary for each post, Mediation Northern Ireland will make a payment equivalent to 6% of each post's annual gross salary.

Deadline & submission of application forms.

Applications must be received by the deadline of 2pm on Thursday 15 July 2010, to this address

Mediation Northern Ireland

83 University Street

Belfast

BT7 1HP

The deadline will be strictly applied and late applications can not be considered.

Application forms must be signed by the applicant. We will not accept emailed applications and we do not have a fax machine.

Application form and monitoring papers.

- **Application form**

Each post has different recruitment criteria and will be shortlisted by different recruitment panels. If you are applying for more than one post you must complete a separate application form for each and clearly identify which post you are applying for.

A Microsoft Word version of the application form is available in our website
www.mediationnorthernireland.org

A CV is not required with your application. You should include all relevant information on the application form and if you have had previous contact with Mediation Northern Ireland, not assume that the panel will know you or your experience. If you need to add further pages to the application form please ensure they are numbered and that your name is on the extra pages.

- **Equality Monitoring**

Mediation Northern Ireland is committed to fair and equitable recruitment practices. You are requested to enclose with your application, an equality monitoring form which does not have your name on it. This information will be separated from the application form before the recruitment panel gets the information. It will be used to compile our return to the Equality Commission.

- **Rehabilitation of Offenders Form**

Please seal this form in a separate envelope and mark the cover with your name and 'R of F form'. This envelope will only be opened if you have progressed past the first phase of short listing.

The information contained within the envelope will be considered against the job requirements, for example an unspent conviction for Fraud may preclude an applicant being shortlist for the Finance Post.

Applicants who have not been shortlist will have their sealed envelopes returned to them unopened.

- **References**

We ask you to provide the names of two people who can provide a character reference for you. These should not be relatives. Please provide referees who can describe different roles you have carried out.

Any offer of employment will be subject to receipt of satisfactory reference reports.

At least one referee should be from someone who has had a recent (within 2 years) managerial/supervisory responsibility for you in a workplace, educational or volunteering setting.

We will take up references for successful candidates, or in the event of a second interview, prior to this. We will endeavour to advise you before we approach referees.

The successful applicant for Service Manager & Training & Case Coordinator will be offered employment subject to agreeing to Mediation NI having an Access NI vetting process undertaken. Employment will commence conditional on the later receipt of satisfactory result of this check.

- **Short listing**

Please remember we will only consider the information provided on your application form.

To be short listed for interview successful applicants will provide written information which demonstrates using clear details and examples, of how qualifications, experience and abilities relate to the criteria described in the person specification.

It is in candidate's interest to describe fully on the application form their background against each criteria in the employee specification. Please help us by not assuming we will understand abbreviated names of qualifications or organizations.

We ask that you do this by repeating each essential & desirable criteria and describing how you believe you meet each of these, one by one. This may mean you overlap on some examples of your experience but do describe to us a full range of your background.

If you can't describe how you meet a desirable criteria you may still apply, but to narrow the number of short listed candidates, there may be a need to use and compare application information against some or all of the desirable criteria.

- **Interview**

Interviews are expected to be held in Mediation Northern Ireland's offices in University Street Belfast.

We will confirm in writing/by email the date and time if you are shortlisted.

On-street free parking in the area can be slow to find. There are meter parking bays in the streets off Botanic Avenue or there are public car parks in Posnett Street.

- **Appointment dates**

We anticipate each post holder will commence work in September.

- **Job Sharing**

Mediation Northern Ireland will consider proposals from applications for job sharing of the Service Manager & Training & Case Coordinator post, but not for the part time Finance role.

Applications will be considered on merit and normally the highest scoring applicant over a threshold is offered the full time role.

If this person is interested in job sharing, this is the time to tell us (don't include this information in your application).

Mediation Northern Ireland will consider half time job sharing proposals. If such a proposal is made, we will then consider making a job sharing offer in the order of the next highest scoring candidates who have reached the threshold.

If it is not possible to facilitate an effective job share arrangement suitable to the needs of the post, the post will be offered to the candidate who has the highest score over the threshold and who can work full time.

- **Secondment**

Mediation Northern Ireland is willing to consider secondment opportunities for all the posts if the secondment is for 2 years or more.

A secondment will need to commence in September 2010 and our funding for it will be equivalent to the existing terms and conditions of employment for the posts.

- **Further Information**

These notes are designed to answer some of the questions about the organization or recruitment process and there is more information on our work at www.mediationnorthernireland.org.

If you still have queries you can speak to someone who will not be part of the recruitment panel for each post. The person to talk for each job is:

- Service Manager - Laurie Randall (current) Service Manager.
- Training & Case Coordinator- Andrew McCracken, Assistant Director
- Finance Reporting Officer- James Johnston Finance Officer (full time).

- **Feedback**

We welcome feedback on our recruitment processes and also are happy to discuss the outcome of applications with unsuccessful candidates after short listing, or after interview for those who progress to that stage. The initial contact for this will be Andrew McCracken, Assistant Director.