

Mediation Northern Ireland

Job Description: Training and Case Co-ordinator

Job purpose: To contribute to the work of Mediation Northern Ireland, by undertaking duties in relation to the management of training and cases.

Responsible to: Services Manager

Salary Scale: NJC Senior Officer 2 Scale

Duties:

The duties of this position are:

1. Managing training and cases

- Co-ordinate training requests and projects
- Co-ordinate practice work
- Ensure appropriate support and supervision of Mediation Northern Ireland practitioners
- The monitoring, recording and reporting of information on practice and learning, for internal and external purposes
- Contribute to preparation of tender documents and funding applications
- Contribute to publicising Mediation Northern Ireland mediation practice and training provision

2. Associate Development

- Assist in the recruitment and induction of Associate Practitioners
- Implement a suitable development programme for Associates and others as appropriate
- Co-ordination of the Associates team's practice

3. Design and Develop curriculum

- Co-ordinate the design and development of curriculum and individual training events (including externally accredited courses and advanced programmes)
- Deliver training courses

4. Mediation

- Participation in dispute intervention and good relations practice

5. Other duties

- Participate in staff meetings
- Represent Mediation Northern Ireland through attendance at conferences, meetings and events
- Undertake other duties, commensurate to the nature of the post, as directed

Location:

Whilst based at Mediation Northern Ireland's offices, the post holder may be required to be involved in service provision throughout and beyond Northern Ireland

Hours:

The working week is 37.5 hours and a time off in lieu system is in place. This post may include work on residential, at weekends or in the evenings as the projects may require. Annual leave is 25 days per year, plus statutory days.

Probationary Period:

The successful candidate will be required to serve a probationary period of 3 months.

Contract:

The contract for this post will be for two years subject to extension in the event of satisfactory performance, continued funding and need for the post.

**Mediation Northern Ireland
Training and Case Co-ordinator
Person Specification**

Essential Criteria	Desirable Criteria
<p>Education:</p> <ul style="list-style-type: none"> • 6 GCSEs (or equivalent) including English • A minimum of Level 2 OCN (or equivalent) training in mediation 	<ul style="list-style-type: none"> • Degree or equivalent. • Professional qualification in one of the following areas: Mediation/ Social Work / Social Policy / Youth & Community / Community Relations / Peacebuilding. • Qualification in teaching adults
<p>Work experience:</p> <ul style="list-style-type: none"> • At least 2 years experience in co-ordinating / managing the work of a team - employed or volunteers. • Experience of monitoring and evaluation of a programme of work of at least one year long. • Three years experience of design development and delivery of training curricula • Three years experience in community relations work (either in the statutory or voluntary sectors) including experience as a mediator. 	<ul style="list-style-type: none"> ▪ Experience of responsibility for the design and implementation of a team training programme. ▪ Experience of course-accrediting procedures (e.g. OCN, NVQ, ILM etc) ▪ Experience and understanding of peace building and how mediation fits into this. ▪ Recruitment and team-building experience. ▪ Experience as a mediation practice supervisor. ▪ Experience in providing training in mediation, community relations or other similar skills in an informal educational setting.

<p>Knowledge & Abilities</p> <ul style="list-style-type: none"> • Articulate: highly developed verbal communication skills • Good people management capability • Well developed written communication skills • Self starter, enjoys taking the initiative, whilst being a good team worker • Confident and capable in working with diverse groups. • Ability to be self servicing with IT applications [e.g. Word & Excel] • Organised, able to manage a range of tasks with a minimum of supervision 	<ul style="list-style-type: none"> • Knowledge of developments in community relations policy in N.I. in recent years. • Interest in politics and current affairs.
<p>Motivation & personality</p> <ul style="list-style-type: none"> • Prepared to work in a challenging and demanding environment • Have good self-awareness. • Empathetic; tolerant of others views • Resilient; remains calm and effective in the face of setbacks or pressure • Committed to the values and aims of Mediation Northern Ireland. 	

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