



BRIGHTON & HOVE

Independent Mediation Service

BRIGHTON AND HOVE MEDIATION SERVICE

VOLUNTEER MEDIATORS - JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Volunteer mediator

RESPONSIBLE TO: Community Development & Training Co-ordinator

HOURS OF WORK: Flexible

LOCATION: Working from home

PAY: Unpaid - expenses only

RESPONSIBILITIES:

To mediate between parties involved in community conflict. To help the parties to resolve their differences or to reduce the intensity of conflict between them by mutual agreement without recourse to the formal process of the law.

METHOD:

To work in pairs, assisting those in dispute to negotiate over the issues that divide them. To be responsible for the conduct of the process of mediation.

REQUIREMENTS:

To attend training and supervision sessions provided by the Service and to act in compliance with the Service's policies. To complete all relevant paper work.

SKILLS AND/OR EXPERIENCE REQUIRED:

To be able to listen and communicate.

To be able to act non-judgementally.

To have the ability to empathise with and relate to people from varied backgrounds.

To have negotiating experience or skills or the potential to develop these skills through the training given by the Service.

For or further information please contact:

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