Volunteer Community Mediator Role Description

**Hours of volunteering**
Flexible
Weekdays and evenings
Minimum of 10 cases per annum

**Commitment**
Minimum 12 months

**Tasks**
To work in pairs to carry out visits to clients and prepare them for the next steps in the mediation

To carry out a joint meeting between the clients and help them reach a sustainable agreement

To maintain contact with the designated Caseworker and office regarding case progression

**Expectations**
Complete ADR Mediation’s Community Mediation training or equivalent

Attend on-going training and development sessions

Attend 1:1 review sessions as agreed

Complete minimum 10 cases per annum

To respond within 24 hours regarding casework

Maintain confidentiality

**Skills, experience and attributes**
Good listening and communication skills

Be approachable, reliable, punctual and sensitive when working with those in conflict

Ability to communicate with people from varied backgrounds and cultures