

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