



# JOB AND PERSON SPECIFICATION 2024 – BOARD DIRECTOR

## The College of Mediators

The mediator membership body representing mediators of all types

### History of the College of Mediators

The College of Mediators was set up in 1996 as the UK College of Family Mediators, an independent regulatory body for family Mediation in the UK. With the creation of the Family Mediation Council in 2007, the College's remit was widened to include all types of Mediation, as well as family, and it became the College of Mediators. It has since grown and developed across all fields of Mediation and continues to do so. This variety of practice across Mediation areas is reflected in the College membership and the variety of organisations that are College-approved training providers.

### Job Summary

**Position:** Board Director

Part time, circa two hours per week, but applicants with more hours to spare to help with College issues are most welcome!

**Type of appointment;** fixed term for four years, renewable for another four years, so in total eight years.

**Location:** Home based

**Remuneration** None, but reasonable expenses will be paid

### Job Description

Acting as a Board member of the College. Board meetings are currently every two months between the 15<sup>th</sup> and 25<sup>th</sup> of each month. Board meetings are currently held online.

### Primary Responsibilities:

- Receiving and reading Board papers to prepare for Board meetings
- Attending Board meetings
- Taking on additional responsibilities, depending on availability and type of mediation expertise and/or experience

## Reporting and Contacts

The Chair of the Board of Directors is Martin Ellis, who is also Treasurer.

The Chief Executive Officer (CEO) is Paul Turner.

## Person Specification

### Relevant Skills and Experience:

<b>Essential</b>
<ol style="list-style-type: none"><li>1. Able to analyse a wide range of data and information in board papers and other communications.</li><li>2. Able to make decisions in a timely manner which they are happy to explain to others.</li><li>3. Able to move comfortably from detailed operational issues to wider strategic issues within a board meeting.</li><li>4. Always represent the best interests of the College of Mediators.</li></ol>
<b>Desirable</b>
<ol style="list-style-type: none"><li>1. An understanding of the mediation sector in the UK, most likely as a qualified mediator</li><li>2. Previous experience as a board member, especially of a membership organisation.</li><li>3. Skills and experience to bring additional expertise to the Board, such as; family mediation, community mediation, workplace mediation, finance, legal, marketing, positions in other mediation organisations, government departments (especially the Ministry of Justice), or IT for smaller organisations.</li></ol>

### Relevant Qualifications:

<b>Essential</b>
<ol style="list-style-type: none"><li>1. None</li></ol>
<b>Desirable</b>
<ol style="list-style-type: none"><li>1. Qualification as a mediator – family, commercial, community, workplace, SEND, or medical. Not essential but <u>highly</u> desirable.</li><li>2. If not a qualified mediator, then a qualification from another professional organisation in the UK.</li><li>3. In the absence of such a qualification in 1 or 2 above, then significant experience in a regulated profession in a senior role.</li></ol>

### **Essential Communications Skills:**

1. Able to listen to issues raised at Board meetings and to contribute to the debate, in a constructive and positive manner.
2. Able to challenge proposals robustly but not aggressively.
3. Able to admit that they might have been wrong.

### **Essential IT Skills:**

1. Comfortable using technologies including Zoom and Microsoft Teams

## **How to apply and our recruitment process**

### **Application process**

To apply for this role, please submit your CV (two pages max) and a covering letter (two pages max) to Martin Ellis, Chair of the Board of Directors at martin.ellis@collegeofmediators.co.uk. The CV and covering letter should both be in 12-point typeface please.

Please do not hesitate to let us know if you require any reasonable adjustments during the application process or to enable you to perform this role. We will be happy to make any reasonable adjustments that are necessary.

We are committed to providing equal opportunities and treatment for everybody involved in our organisation. Therefore, we will deal with all applications and candidates in a manner that is consistent with equal opportunities and discrimination laws, as set out in our equal opportunities policy.

Your covering letter should explain:

1. how you meet the essential or desirable skills and experience, and qualifications, requirement as explained above, using examples from other staff or board posts/roles where applicable.
2. What you would bring to the Board of the College, in addition to your skills, experience and qualifications in 1 just above – in other words, what makes you different from other applicants?
3. Your understanding of the mediation sector in the UK. You can focus on one type of mediation (family, commercial, community, workplace, SEND or medical) if your experience is limited to just that one type. If you do not have previous experience of the mediation sector or any part of it, please do apply as your CV and covering letter may mean your experience could be helpful to us, in which case please explain why you are interested in joining the Board of a mediation membership organisation without previous experience of the sector.
4. A declaration of any current or potential conflict of interest. Please declare anything that might be relevant. We can discuss later whether there is any significant conflict of interest.
5. The contact details for two referees; their name, position, organisation, their email address, your current/previous relationship with them, and how long they have known you for.

We intend to respond to applications within 14 days of the date of application.

**Decision process**

If the applicant is invited for an interview online, the applicant will be interviewed by the Chair and two Directors. Only in exceptional circumstances will a second interview be required, which will be with the Chair and two different Directors. Once the interview process is complete, we will aim to make a decision within five working days of the interview.

Any queries should be directed to Martin Ellis, Chair at [martin.ellis@collegeofmediators.co.uk](mailto:martin.ellis@collegeofmediators.co.uk)