# MSD Mediation Service Expression of interest

Completed forms should be emailed to [the project lead](mailto:maria.granellmoreno@ndorms.ox.ac.uk?subject=RE.%20Mediator%20Expression%20of%20Interest) by 5pm 11th October 2024.

## About you

I am expressing an interest in taking part in the scheme as **[a Mediator] [Administrative support]** (delete as appropriate)

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Grade |  |
| Current FTE |  |
| Line Manager |  |
| Department |  |

## Statement:

Mediator Expressions only

Please provide a short statement (100-200 words max)

* 1. Outlining why you wish to become a mediator.
  2. Demonstrating how you meet each of the selection criteria outlined in Annex 1.

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## Line Manager support:

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| --- |
| I confirm that I am supportive of [INSERT NAME] to become a workplace mediator, understanding they will need to spend 5 days on training, and approximately 0.05FTE until December 2026 on the role. |
| LINE MANAGER NAME |
|  |
| LINE MANAGER SIGNATURE |
|  |
| Any additional comments |
|  |

## Departmental Head of Administration and Finance Support:

|  |
| --- |
| I confirm that I am supportive of [INSERT NAME] to become a workplace mediator, understanding they will need to spend 5 days on training, and approximately 0.05FTE until December 2026 on the role. |
| HAF NAME |
|  |
| HAF SIGNATURE |
|  |
| Any additional comments |
|  |

# Annex 1:

## Personal Specification:

The mediators we seek will need existing communication and inter-personal skills and a commitment to Equality, Diversity and Inclusion, but do not have to have formal training or mediation qualifications or experience. Experienced and trained Mediators are also welcome. We envisage that mediators will be, in order of preference:

* From MSD departments (except NDORMS and NDPCHS as they have reached their maximum number of mediators per department).
* Those in other Medical Science Division office/units who believe they meet the selection criteria;
* And those in other University departments/units who believe they meet the selection criteria.

We welcome applications from colleagues:

* In part-time roles
* On fixed-term contracts, where their contract has an end-date of December 2026 or later: we will not be able to consider applications from those whose contract expires before that date because of the considerable investment in mediators and the hopefully long-term nature of the project.

**Knowledge, skills and experiences needed to be a mediator:**

**Commitment to diversity**

* Demonstrates an existing commitment to an inclusive and diverse staff and student body and is willing to commit to this project
* Willing to acquire a good working knowledge of mediation, and to develop that knowledge.

**Communications skills**

* Able to create a positive and non-judgemental environment
* Handles challenge and conflict with confidence and empathy
* Willing to learn and grow
* Empathic and non-judgemental communicators.

**Professional skills**

* Excellent interpersonal and listening skills with the ability to relate well to staff at all levels
* Able to build relationships which engender trust and confidence and enable collaborative working.
* A willingness to reflect on and enhance your own practice over time.

## The Role of the Mediators:

## We are seeking 12 volunteers (the future mediators) who are interested in widening their professional skills. Following the [Workplace Mediation Training](https://www.consensiopartners.co.uk/training/accredited-workplace-mediation-courses/) it is envisaged that the new mediators will prepare and co-mediate with either Isuara, Louise, Polly, Richard and/or Maria (the five mediators already trained and with experience dealing with cases through the service). **Preparation, mediation cases, mediators’ meetings, and the option to deliver trainings, will take up to 5% of their FTE (funded by the scheme or their own departments).**

## The Training

The volunteers will be required to attend training either online or in-person.The online format is 9 half days over 2 weeks, ending with an assessment on the 10th session. There is also a requirement to submit a written assignment after the training[. See details of the Training course and official accreditation.](https://www.consensiopartners.co.uk/training/courses/accredited-workplace-mediation-certificate/)

The intention is to organise an in-house in-person course. This would be five full days of training, split over two weeks, plus a one-hour role play assessment on day six. The written piece of work is due four weeks after the course ends.

This course is accredited by the Open College Network (OCN) and focuses on the principles, the process and the practice of mediation. The course provides delegates with the practical tools and the necessary accreditation to work as in-house mediators.

## What will be the benefits for the mediators?

The mediators will be carrying out mediations as a 0.05 FTE of their normal role so **it is important to have line manager or equivalent support for this task**. The role will bring personal and professional benefits.

At the training, new-Mediators will:

* Understand the key principles of mediation and the benefits of this approach in the workplace.
* Practice key skills and essential strategies of effective mediators by using various case studies and role play scenarios. All case studies and role plays will be practiced in a safe learning environment with constructive feedback from the trainer.
* Be given a structured process with which to resolve a variety of workplace conflicts.
* Discuss best practice and to apply this to mediation sessions.
* Develop the confidence to work as an in-house or consultant mediator.

After the training, the new-Mediators will:

* Develop communication skills
* Increase their understanding and knowledge of mediation
* Be part of a new project that will empower staff/students to manage their conflicts in a positive and healthy way.
* Be part of the building up of the project and see it grow.

## Ongoing Support

Continuing support for mediators will be available from the lead and mediators of the service. The mediators team meet regularly for half an hour, online, every three weeks. We also plan to bring the group of mediators together, frequently in the early stages, and subsequently every term or 6 months, to reflect on practice, share experiences and refresh the training learnings as required.

## Timelines

The project aims to recruit 12 mediators by the end of October 2024. Mediators should be able to commit their 5% FTE up to end of December 2026.