

**Mediation Service
Application Form
Mediator (Voluntary unpaid)**

Name	
Job Title	
Work Address	
Telephone number/Email address	
Employee Number	

Please provide a brief summary of why you are interested in this role

The role requires that you are able to commit to 6 mediations each year and attend 2 personal development sessions, equating to on average 4 hours per month.

A full mediation usually consists of 3 appointments, 2 x 1 ½ hours and 1 x 3 hours. These appointments are spread over 2 weeks and mediators are required to book out time in their diaries in advance to facilitate this.

We ask that you discuss this requirement and obtain agreement from your line manager before you apply.

Please provide contact details of your line manager.

Please give brief details of any experience you have which demonstrates the following skills or experience: please use a separate sheet if necessary.

Able to demonstrate an understanding of the potential interpersonal conflicts that may arise from a student's perspective

Effective communication skills including verbal, listening and written

Please return your completed form to the Mediation Service : Email mediation@manchester.ac.uk or by post to Mediation Service - Equality and Diversity Unit, G.029 John Owens, Oxford Road , M13 9PL

Able to gain trust and respect to build rapport with participants
Able to act in an impartial and non-judgmental way
Able to maintain confidentiality
An ability to deal with a diverse range of individuals

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Experience of working with students in a past or present role

Knowledge of the University's Dignity at Work and Study Policy, Grievance Policy and the Students Complaints Process

An awareness of the support services that are available to staff and students within the University and knowledge of how to access them

Please provide any further information relevant to your application

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Please provide the contact details of one referee that we can ask about your suitability for this role.

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