

PERSON SPECIFICATION – Family Mediator

Criteria	Essential	Desirable	How Assessed
Qualifications	<ul style="list-style-type: none"> • Qualified solicitor • Accredited family mediator 	<ul style="list-style-type: none"> • Other relevant achievements/ Qualifications e.g. Resolution specialist accreditation, membership of panels relevant to the post, other FMC qualifications (CIM, PPC) 	C.V. Certificates
Experience	<ul style="list-style-type: none"> • Appropriate work experience (2 years+ PQE in family law) • Experience of family mediation work 	<ul style="list-style-type: none"> • Supervision and training responsibilities • Involvement with professional family law organisations or local voluntary or business organisations or 	C.V. Interview
Skills/Abilities/Knowledge	<ul style="list-style-type: none"> • Detailed knowledge of family law and family mediation framework and regulations • Ability to produce accurate work to tight deadlines under pressure. • Personal work planning and organisational skills • Ability to think clearly & 	<ul style="list-style-type: none"> • Ability to supervise the caseload of others effectively • Knowledge and understanding of our ethos • Active interest in what we do and how we do it – empathy & understanding of problems faced by our 	C.V. Interview

	<p>logically & communicate clearly orally and in writing</p> <ul style="list-style-type: none"> • Good command of written & oral English • Ability to identify problems & their solutions & work on own initiative • Ability to manage own caseload • Effective use of IT • Exceptional client care skills 	clients	
Aptitude/Personal Qualities	<ul style="list-style-type: none"> • Flexible approach to working conditions and working environment • Honesty, tolerance, common sense, energy and a good sense of humour 	<ul style="list-style-type: none"> • Enthusiasm for embracing the new and unfamiliar 	C.V. Interview