

Bristol Mediation

Notes Accompanying Volunteer Mediator Agreement

The Volunteer Mediator Agreement aims to value the people who volunteer their time as mediators for Bristol Mediation by clarifying our commitment to each other. These notes clarify some of the points in the Agreement.

Supervision / Annual Review

We provide support and supervision groups (peer supervision) and arrange 2 groups per month. If mediators feel that they need additional support then 1:1 supervision can be arranged in consultation with the Volunteer Manager

The supervision structure requires mediators to attend a minimum of 3 Support and Supervision Groups per year, attend annual reviews and individual supervision as required.

Training

To support on-going development practitioners are required to attend at least 2 skillshares/training sessions per year

Out of pocket expenses up to our current maximum

We reimburse mediators for expenses as a result of volunteering. This includes travel, parking, telephone calls and text messages. (Before committing to any additional expenses other than the above, you must have confirmation this will be reimbursed from the Director/Volunteer manager; otherwise you may incur these costs. Please see the expenses policy for further details.)

Volunteer a minimum of 95 hours of your time per year (Approx. 2/3 hours per week)

In arriving at this figure, we have considered the needs of the organisation and our clients. The 95 hours per year includes casework, on-going training, Skillshares, Support and supervision group attendance and annual review / individual supervision (when needed).

It is difficult to estimate the number of cases due to differences within each case. As a rough guide, we are asking for a minimum of about 6 cases per year which is a commitment of 1 every other month.

If mediators wish to vary this agreement on a temporary basis (a short break from taking on cases), they need to discuss this with the Volunteer Manager to clarify various needs and issues (such as whether on-going supervision attendance is to be maintained). Prolonged and on-going breaks may result in removal from the active mediator list.

If a mediator is unable to keep to the agreement, unless previously agreed, they will be asked to step down from mediating with Bristol Mediation.

Volunteer Mediator Agreement

Bristol Mediation's commitment to you in carrying out mediation case work

To provide the following:

- Training and development opportunities*
- Support and supervision groups*
- Individual supervision / Annual Review **
- Administrative casework support*
- Out of pocket expenses, up to our current maximum **
- Indemnity insurance while working for Bristol Mediation*

Your commitment to Bristol Mediation

Practitioner agrees to:

- Volunteer approximately 95 hours of their time per year (2/3 hours per week) to Bristol Mediation*
- Attend a minimum of 3 group supervision sessions per year*
- Attend a minimum of 2 skillshares/training sessions per year*
- Work within Bristol Mediation's Good Practice Guidelines and policies (See Mediators Handbook for further information on our guidelines and policies)*
- Carry out the key tasks described in their Job Description*
- Complete new practitioner checklist within first 12 months of practice*
- Contact the Volunteer Manager if for any reason they are not able to meet the expectations set out in the volunteer agreement.*

Signed: _____ (Volunteer Mediator)

Signed: _____ (On behalf of Bristol Mediation)

Date: _____