

Volunteer Application Form:

Please send your completed application to apply@ESCM.org.uk or by post to ESCM, The Woodhatch Centre, Whitebeam Drive, Reigate, Surrey RH2 7LS. If you have questions please call 0208 144 5612

This application consists of three parts:

- Part I: General information about you and references
- Part II: Questions relevant to those applying to become a mediator
- Part III: Questions relevant to those applying to help in other areas

Part I

Applicant Information						
Role(s) <i>circle any that apply</i>	Mediator	Admin Support	Fund raising	Marketing support	IT	Other
Surname:		First Name		Title		Date
Home Address:						
Telephone	Daytime:		Evening:		Mobile:	
Personal E-mail						
Where did you hear about this opportunity?						
REFERENCES: Please give the contact details (address, email and telephone number) of two people who know you well but are not related to you. If possible, we would prefer that <u>no more than one named referee is known to you as a friend.</u> If you are presently employed please use your employer as a referee. If you are not presently employed, please use a recent employer (if possible) as a referee.						
First Referee:						
Relationship to applicant:						

Second Referee:

Relationship to applicant:

Part I (continued)

Please note any relevant qualifications/experience and any current or previous voluntary work. (See the notes at the end of this form for mediator characteristics.)

If working, please give brief details of your occupation. What skills and experience can you contribute to the area you are applying for? For non-mediator roles, please attach either a c.v. or a summary of your experience in the relevant areas.

Part II

For Volunteer Mediator applicants...

I could commit 10-12 hours per month

I am available to attend all six days of the training course (if dates known). These are usually held on 3 weekends, from 09.00 - 5.00 Saturday & Sunday.

I have my own transport

I would be available to mediate on the following days (Please circle)

Weekdays		Weekends	
mornings	afternoons	evenings	all suitable

Why are you interested in this opportunity?

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Part III

For other roles

In what way(s) would you like to help?

What specific skills and/or aptitudes do you have?

How much time per week could you commit to helping?

Do you have a strong preference for working alone or as a team member?

Do you have a preference for where you do the work? If so, where?

Are there times of the day or during the week when you cannot work? If so, when?

SIGNATURE:

DATE:

Volunteer Mediator Role Description

We offer a valuable, confidential service, creating an opportunity for those we help to clear the air and start again. If you are a good listener and can spare the time, we would like to hear from you.

What is mediation?

Mediation is a form of dispute resolution assisted by an unbiased third party. A mediator does not give expert opinions and advice, evaluate rights or impose a solution. Instead our mediators help uncover underlying reasons for a conflict by listening, providing a neutral space to talk, rebuild trust and resolve issues. The role in joint meetings is one of chairing the procedure, facilitation and enabling.

What kind of issues does a mediator handle?

Issues vary and often involve several layers of difficulty. Typical disputes between neighbours—arising from noise, animals, disputed boundaries, high hedges and parking, or anti-social-behaviour.

What geographic areas do we cover?

Reigate & Banstead and Tandridge boroughs.

Who can become a mediator?

There are no pre-defined qualifications to become mediator, yet some people are more suited to the role than others. The process needs self-starters who are

- active listeners able to keep confidences
- able to be impartial and open-minded
- calm dealing with emotions
- able to challenge ideas or behaviour when appropriate
- possessed with a low need for recognition and having things turn out your way
- able to work with people of all ages, and from different backgrounds and culture
- have a sense of humour

We are looking for people who...

- are committed and willing to volunteer with us for 24 months
- are available for training (6 full days, over three weekends)
- are available approximately 8 hours per month (once trained)
- have their own transport
- are easily contactable and who can keep up regular communication with the service
- are team players (our mediators all work in pairs)

Training is offered by ESCM under the Open College Network scheme.