



Lambeth **Mediation** Service

Mediation Administrator (part-time, equivalent of 3 days per week)

Salary: £25-28,000 depending on experience (pro-rata)

Location: Lambeth Mediation Service (LMS), 25A Wincott Street, LONDON, SE11 4NT

An exciting opportunity has arisen for a mediation administrator to support Lambeth Mediation Service (LMS) in its development and support of its services. As part of this role there will also be the opportunity to mediate.

Lambeth Mediation Service is a conflict resolution charity based in the heart of Lambeth. It provides impartial, professional community, workplace mediation and conflict surgeries to the community and beyond.

The Mediation Administrator will be responsible for welcoming visitors and residents to LMS by supporting the team with core administrative tasks. The administrator will also be required to participate in mediations from time to time. The post holder will on occasion be required to work evenings and weekends.

For more information, please read the job description and specification attached.

How to apply: Complete the attached application form and send with a copy of your CV to admin@lambethmediation.org.uk.

Please entitle your e-mail: Mediation Administrator Application 2024.

Closing date: 6 June 2024

Interviews: 13 June 2024

For information please contact: admin@lambethmediation.org.uk www.lambethmediation.org.uk