

Job Title: Projects & Partnerships Consultant

Organisation: Civil Mediation Council (CMC)

Hours: 20 hours per week (spread over 4 days)

Location: Remote / Hybrid (with occasional in-person meetings or events)

Reports to: Chief Executive Officer

Role Overview

The Civil Mediation Council (CMC) is seeking a proactive and highly organised Projects & Partnerships Consultant to support and strengthen the work of its working groups, events, and strategic initiatives. This is a part-time position (20 hours per week) ideal for someone with excellent coordination skills, an interest in mediation, and a talent for bringing people together to achieve shared goals.

Key Responsibilities

Working Groups & Project Support

- Coordinate the activities of existing CMC Working Groups, including:
 - Scheduling and arranging meetings
 - Collaborating with Working Group Chairs to agree agendas that align with member interests and strategic priorities
 - Supporting the facilitation of additional meetings or sub-groups as required
 - Managing working group projects and tracking actions and outcomes
 - Reporting to the Operations Team and Board on working group activity
- Support the creation and setup of new Working Groups aligned with CMC's strategic priorities
- Ensure effective communication between Working Groups and CMC's central governance structures

Events & Webinars

- Contribute to the planning and delivery of the *Mediation in Session* webinar series by:
 - Developing session ideas aligned with current themes and member interest
 - Liaising with the Secretariat and speakers to coordinate logistics and promotion
- Assist with the organisation of CMC's Annual Conference, including:
 - Researching and sourcing high-quality speakers and facilitators
 - Helping to shape the event programme and schedule
 - Working closely with other team members to ensure smooth delivery
- Assist with the organisation of the CMC Annual Lecture

Partnership Development

- Help identify and develop opportunities for collaboration that support CMC's strategic objectives

- Act as a key point of contact for individuals and organisations involved in working groups and events
- Build positive, professional relationships with a range of stakeholders in the mediation sector

Communications

- Work closely with comms team
- Write articles for CMC social media, website or blogs
- Support podcasts

Fundraising

- Identify suitable funds
- Support applications for funding to further strategic priorities

Person Specification

Essential:

- Proven experience in project coordination or administrative support roles
- Strong organisational and time management skills
- Excellent written and verbal communication
- Confidence working with a range of stakeholders, including senior professionals
- Ability to work independently and as part of a small, collaborative team

Desirable:

- Interest in or knowledge of the mediation field
- Experience supporting events or webinars
- Experience working with committees or working groups in a membership or non-profit environment
- Previous experience of writing funding bids

What We Offer

- A flexible, part-time role in a dynamic and growing organisation
- The opportunity to contribute to the advancement of mediation in England and Wales
- Collaborative and supportive working environment
- Opportunities for learning and professional development

The salary is £40,000 pro rata (£21,333 based on 20 hours).

How to Apply

Please apply with your CV and cover letter to secretariat@civilmediation.org.

Closing date for applications is 28th November at 5pm.