

# Volunteer Charity Administrator

## Oxfordshire Family Mediation

### Description :

Mediations generally go on between 9am and 5pm here at Oxfordshire Family Mediation, but in order to provide better service to our clients, some of the mediators are providing later appointments to suit working clients. We need between 2 and 4 volunteers who are willing to stay for shifts: 4-6 on Monday and Thursdays, and 4.30-8 on Tuesdays and Wednesdays - depending on appointments in the diary, so full time staff do not eat into their family time, and mediation can still go ahead out of office hours.

Tasks would include, calling clients to arrange mediation appointments, taking referrals from solicitors, and general office administration. However there may also be opportunities to sit in on mediation intakes to see what the process is like, also, attending a family court hearing to pick up referrals from court.

As we are a charity there may also be an opportunity to help with fundraising and events.

We will provide all the training that you need on the placement, including use of the relevant office equipment and customer service training where necessary. This valuable admin experience will look good on CV's, and we will be happy to provide a reference if the volunteer helps for a period of time.

### Organisation Description :

Mediation for separating partners; support service for children,; training for professionals on the impact of separation on children; workshops for children in school.

### When Required :

Opportunity takes place from Thu 2 Oct 2008 to Fri 2 Oct 2009

Mon-Thurs PM Mon-Thurs Eve

Commitment: Part Time

### Areas of Interest :

Children, Families

### Types of Activity :

Administration, General and Helping

### Skills and Qualifications :

We are looking for someone who is reliable, with reasonably good IT skills and preferably someone with administrative experience, although we are willing to teach people who are keen to learn.

Maybe useful for someone who is studying in the field of Law, Psychology, Social work or Business Administration at college or University.

## Additional/Specific Suitabilities :

<b>Age/Gender Restrictions:</b>	Young people preferred over 18 but all offers welcome!
<b>Disabled Access:</b>	Poor, would not be suitable for wheelchair user
<b>Equal Opportunities Policy:</b>	Yes
<b>Expenses:</b>	Paid transport fares
<b>Induction:</b>	Come in for a meeting to see if suitable for them and us
<b>support on offer:</b>	Always other members of staff around, and on phone all times
<b>Training:</b>	No specific training provided, learn as you go

## Directions :

On the main parade of shops in Headington on the London Road, we are opposite Café Bonjour, between Mojo's baguette shop and Shanghai house Chinese on the same side of the road as Headington Park

Buses from Oxford City Centre go from outside Marks and Spencer, the number 7 or 8 to Oxford Brookes and Barton.

## Recruitment Method :

Informal Discussion

## Contact Information :

Contact:

**Claire Still or Julie Koretz**  
**125 London Road**  
**Oxford**  
**OX3 9HZ**  
**Tel: 01865 741 781**  
**Email: admin@ofm.org.uk**

Alternatively contact:

**Volunteer Centre Oxfordshire (service of OCVA)**  
**The Old Court House**  
**Floyds Row**  
**St Aldates**  
**Oxford**  
**OX1 1SS**  
**Tel: 01865 251946**  
**Fax: Contact - Wendy**  
**Email: vol@ocva.org.uk**  
**Web: www.ocva.org.uk**

Details valid from Thu Oct 2008 to Fri Oct 2009