



FMC/FMSB DEVELOPMENT EXECUTIVE OFFICER

ROLE DESCRIPTION AND PERSON SPECIFICATION

Accountable to:	Family Mediation Council (FMC) Family Mediation Standards Board (FMSB)
Responsible to:	FMC Chair and FMSB Chair
Terms:	Self-employed status 14 days per month, worked flexibly Monthly rate of £4500 Fixed-term contract of 12 months from 1 April 2016 Reviewed at six and nine months
Purpose:	To provide executive leadership for all the work of the FMC and FMSB

Responsibilities:

- 1 To manage the development of the FMC's and FMSB's strategic and operational business planning and budgeting, and lead on its implementation
- 2 To manage all business activities to meet objectives and plans determined by the FMC and FMSB
- 3 To oversee the management of the FMC's and FMSB's finances, and the presentation of regular financial reports
- 4 To support the effectiveness of the meetings of the FMC and FMSB and any panels or groups they may establish through the production of agenda, minutes and papers as required, and by managing the practical arrangements for meetings
- 5 To support the effective governance of the FMC and FMSB by ensuring that their systems and processes are fit for purpose and by working with others to maintain appropriate mechanisms for their accountabilities
- 6 To direct and oversee the administrative support provided to the FMC and FMSB by the appointed outsourced supplier (currently Not-For-Profit Business Services), ensuring particularly the efficient administration of the regulatory register and processes for accreditation
- 7 To ensure the FMC and FMSB establish and maintain effective communication and engagement with family mediators, securing their support for the FMC's role and the FMSB's regulatory regime
- 8 To direct and oversee the work of consultants engaged for specific purposes, principally communications and – in 2016 – the review of the Standards

- Framework, and to support the work of the Chief Assessor and the panel of Assessors
- 9 To liaise with relevant bodies as required – principally the mediator Member Organisations (MOs), the Ministry of Justice and other elements of the family justice system
 - 10 To maintain a responsive public-facing approach, addressing queries and challenges as they arise

The great majority of the officer's time – broadly 12 days a month – will be spent on establishing and strengthening the regulatory system, and the priorities for the role will reflect the planning and decision-making of the FMSB.

The key outcomes of this development period are expected to be:

- the establishment, with Board members, of a clearer and more rigorous framework of governance;
- the development and implementation of effective processes of business planning and budgeting, and the agreement with the family mediator community of suitable levels of registration fees;
- the successful conduct of the review of the standards framework, delivering agreed outcomes at each stage;
- the development and implementation of effective systems for managing, accessing and presenting information about family mediation and its regulation;
- agreement with the MoJ, HMCTS and the LAA mechanisms for linking regulatory status to court rules and contracts, and systems for monitoring compliance;
- completion of the process for training course approval;
- the strengthening of processes for complaints and disciplinary action, agreed with MOs;
- the development and implementation of a system for the registration of professional practice consultants;
- the integration of child-inclusive practice into the standards framework and its regulation, in line with the Voice of the Child report;
- the development and implementation of a communication strategy for engaging with and demonstrating accountability to family mediators and other stakeholders.

Person Specification

- Experience of managing at a senior level in an organisation or leading a programme of work
- Experience of governance and working with boards
- Experience of and expertise in financial management
- Experience of securing results in conditions of complexity
- Education to degree level or equivalent
- Excellent written and verbal communication skills
- Strong inter-personal skills and sensitivity
- Personal integrity and commitment to high quality service
- Resilience, self-sufficiency and ability to take the initiative
- Methodical in delivery and rigorous in holding self and others to account
- Familiarity with the rules and policies of family mediation

How to apply for this role

Applications should be sent by email to director@familymediationcouncil.org.uk to arrive no later than 5pm on 8 March 2016 and should include:

1. A supporting statement no longer than two pages long explaining why the role interests you and how you meet the criteria outlined in the person specification.
2. Your CV with details of your education, professional qualifications and employment history.
3. Your daytime and evening telephone contact numbers and an email address, which will be used with discretion.
4. The names of two referees. Please note that referees will not be approached without your prior knowledge, and only following a successful application and final interview.
5. A completed equal opportunities monitoring form. Please note that this is voluntary.

Interviews

Applicants with the most appropriate mix of qualifications and experience will be invited to participate in the selection process. Interviews will take place on **14th March 2016** in London and will be conducted by three members of the Board. **Please note that it is essential that you are free on this date to attend the interview should you be invited to do so.**

Candidates who are selected to attend an interview will be notified on 10 or 11 March. Appointments will be made subject to satisfactory references.

Further information

If you have any questions about the role or the process please call Sarah Lloyd on 07535 643570 or e-mail director@familymediationcouncil.org.uk