



Appointment of Training Course Reviewers

Training course reviewers play a critical role in ensuring that mediators enter the profession ready to start their new careers, with the knowledge and foundations to enable them to succeed.

The Family Mediation Standards Board (FMSB) is seeking to appoint reviewers to join its existing team. Reviewers consider and approve applications for the provision of family mediation foundation courses and child-inclusive mediation training courses. This includes first course approval and subsequent reviews.

Successful reviewers will be paid for the work they undertake.

Successful candidates will be required to:

- Familiarise themselves with the Family Mediation Standards Framework, including the professional competencies, the course approval process, specific guidance sent to the training providers, the course approval application form and the course evaluation documents.
- Review the applications for compliance with the Family Mediation Standards Framework and against the evaluation criteria, which will be provided to them. First course applications are determined on paper; subsequent reviews require attendance at part of the course (usually no more than one day) either in person or online.
- Evaluate the applications and make recommendations to the FMSB Training Panel as to whether the courses are approved, approved subject to minor amendments, requiring further information prior to approval being given or not approved.
- If approval is not given, details of specific requirements not met, recommendations to bring the application up to the appropriate standard or if subject to minor amendments, the changes that are required.
- Review any further information requested and subsequently received from the applicant, and evaluate this additional information.

- Report their decision to the FMSB Training Panel within a specified timeframe and complete all necessary paperwork provided to them by the FMSB for this purpose.
- Once they are experienced, mentoring new course reviewers as and when required.

The successful candidates will:

- Hold full FMCA.
- Have at least five years' experience of family mediation practice
- Have a degree or equivalent qualification
- Have professional standing, meet the good standing requirements for FMC Registration Renewal and be able to demonstrate extensive participation in general professional activities such as training, committee work, management experience, publishing on professional topics
- Have experience of assessment. This may have been gained as a trainer or training course assessor, or in a different context.
- Be able to work independently and within a structured timescale
- Be also able to work in a small team to come to a consensus on course approval

The successful candidates will not:

- Have been a foundation course provider or trainer in the last three years; or
- Be on the main board of an FMC Membership Organisation or other organisation that provides foundation training or other mediation training or have been involved in the delivery of such training within the last three years; or
- Be subject to an open complaint submitted to the FMSB (including where a complaint has been upheld and consequential actions are yet to be completed) or subject to any restrictions on their practice as a result of any upheld complaints made to the FMSB.

Appointment will be for a period of three years; reviewers will be eligible for reappointment. Applications for appointment are invited to send their CV and two references detailing how you meet the above criteria to operations@familymediationcouncil.org.uk by 31st October 2026. You will be asked to provide evidence of relevant supporting professional accreditation certificates.