



Volunteer Administrator

Job Description

Calm Mediation is a charity helping London residents resolve their conflicts through mediation and victims and offenders to repair the harm. The role is for administrative support to the Director and three casework Coordinators 3-4 days a week. You will be the first person our customers talk to and, on occasion, this may mean communicating with emotional individuals. The role will involve the use of a networked IT system and office equipment for data input, generate letters, monthly statistical reports and assist with the logistics for our conflict training courses. In addition, you may assist with the upkeep of our website articles and initiating our social media profile. We are based in Hammersmith W14 0HN. Calm Mediation pays all out of pocket expenses related to the role such as travel and lunch.

To apply please forward your CV to info@calmmediation.org or post to Unit 10 Berghem Mews, Blythe Road, Hammersmith, W14 0HN