

# Position Description: FDR Trainer & Assessor



*Mediation Institute is an innovative specialist online training provider of dispute resolution training throughout Australia. We use online learning and live video mediation role plays and training.*

## The Role

Mediation Institute is seeking a contract Trainer to join our team to deliver Vocational and industry level training, coaching and assessment in dispute resolution including at the Graduate Diploma level for our Family Dispute Resolution Practitioner students.

The role requires timely assessment and feedback, role-play simulation mentoring, including demonstrating skills, when necessary, and updating training records and materials as required.

Find out more about our courses

- [Family Dispute Resolution Training with Mediation Institute](#)
- [NMA Mediator Training](#)

## Responsibilities

The job requires remote work.

Your responsibilities will include, but are not limited to:

- Conducting online training and assessments using the Canvas Learning Management System (LMS) - training will be provided if you are not familiar with Canvas
- Mentoring student role plays conducted via Zoom
- Providing webinars and online learning on occasion
- Providing Student Support as required
- Completing training and student welfare related administrative tasks.
- Co-mediating with students undertaking work placement in Family Dispute Resolution during their work placements with Interact Support Clients.

*Optional. This requires you to learn the Interact Support systems and processes in your own time but has the opportunity for additional mediation work directly paid by Interact Support.*

## About you

You must be passionate about client self-determination in dispute resolution and helping to develop the next generation of highly skilled and digitally competent mediators and family dispute resolution practitioners.

Mediation Institute trains students who are employees of government funded services, private practices and those aspiring to enter the industry.

We would very much like to increase the diversity of our training team and favourable consideration will be given to people who identify as First Nations or from a Culturally or Linguistically Diverse (CALD) Background.

- The role is contract and flexible making it very suitable for a mediator running your own practice or working part time with a government funded service.
- We have monthly team meetings which you would be expected to attend most time.
- It would be useful for us if you are able to mentor role plays in the evening (2-hour sessions) on a regular basis.

## Skills and Experience

### Mandatory Requirements

- You must be a registered Family Dispute Resolution Practitioner (FDRP)
- have TAE40116 Certificate IV in Training and Assessment or equivalent higher education qualification *or work as an assistant and be willing to complete the TAE qualification in a timely manner.*
- have NMAS Mediator Accreditation *or be eligible to apply for it via the experienced qualified pathway.*
- be currently providing family dispute resolution services. *We will consider upskilling otherwise appropriately qualified candidates, at your own time cost, who are not fully confident in property mediation.*
- have excellent verbal & written communication skills
- be self-motivated, trustworthy, reliable and able to time manage and prioritise
- have reliable Internet and computer equipment
- have an Australian Business Number (ABN) while it is ideal if you are registered for GST that is optional depending on your circumstances.

## Desired Qualifications and Experience

- Be confident delivering training and assessment, including skills assessment, remotely using online learning and video meeting technology.
- Experience co-mediating and co-mediating with interns or new mediators
- A degree or higher-level qualification in Law, Social Work or Psychology
- Experience working with diverse communities and cultures you identify with highly regarded

## Benefits

- Competitive training contractor rates – between \$50 to \$95 (inc. GST if payable) per hour depending on tasks being undertaken.
- Supportive, collegiate team providing opportunities for professional growth and development opportunities.
- The ability to determine your own hours and availability on a week-to-week basis.

## What's next?

If this sounds interesting to you, please apply now with your resume and a cover letter telling us why you would like to join the Mediation Institute training team.

***Please do not apply if you are not qualified to provide vocational training or on the way to becoming qualified.***

**Send your information to [office@mediationinstitute.edu.au](mailto:office@mediationinstitute.edu.au)**