

**Information Booklet**

**Trainee Mediator**

**2021 - 2022**

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| **Trainee Mediator** |

About the Legal Aid Board

The Legal Aid Board is an independent, publicly funded organisation. We have been in existence since 1979. We provide civil legal aid and advice on foot of the Civil Legal Aid Act 1995. Our remit was widened in 2011 to include responsibility for providing a family mediation service. Family mediation services are provided from sixteen locations, a number of which are co-located or in the process of being co-located with law centres. We have thirty three full time law centres located throughout the country. The Board provides legal services through Private Practitioner Schemes and is also responsible for the administration of three ad hoc Criminal Legal Aid Schemes.

The Board's Mission Statement, set out in its Statement of Strategy 2021-2023, is

*"To deliver timely effective inclusive and just resolution of family and civil disputes to those most in need of our assistance through high quality legal representation and advice and / or mediation and to manage other aspects of legal aid which have been entrusted to us.”*

The Board’s Strategy and Plan for the Provision of Family Mediation Services 2021 – 2023 sets the following objective for our internal environment:

*“We will recruit and train new mediators each year and in doing so we will seek to have regard to having a more diverse workforce of mediators.”*

The Statutory Board consists of a chairperson and twelve ordinary members. They are appointed by the Minister for Justice and have a five-year term of office.

We have an executive management structure primarily located at its Head Office at Quay St, Cahirciveen, Co Kerry and also at an office at 48/49 North Brunswick St, George’s Lane, Smithfield, Dublin 7.

More details about the Legal Aid Board can be obtained by accessing the Board’s website [www.legalaidboard.ie.](http://www.legalaidboard.ie/)

Overview of the Trainee Roles

There are two full time programmes offered by the Board and the Board will recruit up to six trainees over the two programmes. Following a competitive process, a Trainee accepted onto either programme will be based in a Family Mediation Office and will be required to sign and return a Trainee Mediator Contract. Subject to Garda vetting a starting date and location will be agreed with Human Resources. Both programmes include a module comprising of a placement in one of the Board’s Law Centres. Applicants may only apply for one programme and need to be able to demonstrate at interview that they have the necessary qualities, both academic and personal, to undertake this professional training programme. Successful completion of a Traineeship with the Board confers no right to future employment as a Mediator with the Board.

All queries in respect of Trainee Mediator 2021 - 2022 recruitment should be sent to [recruitment@legalaidboard.ie](mailto:recruitment@legalaidboard.ie)

Entry Requirement:

Programme 1

Includes Certified Mediation training course presented by the Institute of Public Administration

**Trainees who are accepted onto this programme are required to enroll on the** Certified Mediation Training Course presented by the Institute of Public Administration (IPA). The aim of this course is to provide participants with a comprehensive understanding of all aspects of mediation as well as expertise in mediation skills for the management of workplace and organisational conflicts and disputes. It comprises of a 60 hour training programme plus attendance at an ‘Assessment Day’ and successful completion of the assessment process i.e. a videoed role-play and written self-assessment piece, which is assessed by an independent MII approved assessor.

It is anticipated that Trainees accepted on this programme will commence in January 2022 and will be advised of the start and end date of the Traineeship. On successful completion of this programme the Trainee may be invited on to Programme 2 the duration of which is 6 months. Tuition fees for the above course or equivalent will be met by the Board. If the Trainee does not complete the Traineeship and/or is not successful, there is no obligation on the Board to offer a place on Programme 2.

This is a full time programme based in a Family Mediation Office for 4 months. Further information on the IPA course is available on request and it is anticipated that on site attendance at the Institute of Public Administration in Dublin is required.

To apply for this programme applicants are required to have:

1. Obtained a QQI Level 7 qualification or equivalent on or before 26th November 2021
2. No prior mediation or conflict resolution training is required

Entry Requirement:

Programme 2

Includes 2 m**odules**

**Module 1 - Family Mediation Knowledge Based Course**

There are 11 parts in module 1 which will be delivered by in-house mediators and external providers as follows: Family Mediation Processes, Family Law/Court System, Financial Planning including pensions, Couple Dynamics, Conflict Dynamics, Domestic Abuse & Screening Process, Child Focused Mediation, High Conflict Families, Child Protection, Finalising Mediated Agreement, Review and Practice Issues. This module will take approximately 1 month to complete.

**Module 2 - Advance Family Mediator training**

Module 2 is aimed at producing Advanced Family Mediators who can work in the field of mediation with confidence, having gained case experience and received tuition. The focus of this part of the programme is on direct case experience and the application of skills and knowledge, through that experience. Family mediators employed by the Board practice the Comprehensive All Issues Family Mediation Model. The Trainee is expected to gain competence in managing this process, to aide this, part of the programme divides its learning outcomes into three key areas. This module will take approximately 5 months to complete.

This is a full time programme based in a Family Mediation Office for 6 months and the commencement date will be agreed with the successful applicant however, it is anticipated will commence in May 2022.

Applicants accepted on this programme are required to have:

1. Successfully completed a recognised 60+ hours generic training in mediation and conflict resolution.
2. a) Obtained a QQI Level 7 qualification or equivalent on or before 26th November 2021.

OR

b) Prospective trainees, who do not possess a primary degree or QQI level 7, may gain entry to Programme 2 through recognition of prior learning ( RPL) or work experience. They will be required to submit a personal statement outlining that prior learning, knowledge and/or experience for consideration.

General Matters

Eligibility to compete

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway.

Candidates must, by the date of any job offer, be:

* A citizen of the European Economic Area. The EEA consists of the Member States of the  
  European Union, Iceland, Liechtenstein and Norway; or
* A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
* A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
* A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
* A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa;
* A citizen of the United Kingdom of Great Britain and Northern Ireland.

Principal Conditions of Service

General: The appointment is to a position of a Trainee Mediator in the Legal Aid Board.

Pay: The gross rate of pay offered is €480.79 and will be payable weekly in arrears.

Tenure: The appointment as a Trainee Mediator is strictly temporary.

* Programme 1 will be for a fixed period of **4 months** and is not covered by the Unfair Dismissals Acts.
* Programme 2 will be for a fixed period of **6 months** and is not covered by the Unfair Dismissals Acts.

The appointment is to a temporary, un-established position in the Civil Service. It carries no entitlement to established status (by way of limited competition or otherwise).

**Successful completion of a traineeship with the Board confers no right to future employment as a Mediator with the Board. Service as a Trainee Mediator does not constitute service as a Mediator with the Board.**

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| Current Employees  Where a successful applicant is a current employee of the Board prior to the traineeship, they must take a career break for the period in question. The period of the career break will not count as qualifying service and will not reckon for incremental or superannuation purposes or towards qualifying for annual leave or promotion. They will be subject to the normal conditions that apply to Career Breaks generally as per the relevant Circular.  It is a matter for the staff member concerned to arrangements in place to allow civil servants the option of reckoning the period of career break for superannuation purposes, subject to certain conditions (Department of Finance Letter to Personnel Officers dated 14 March 1990 entitled “Reckoning of Career Break Periods for Superannuation Purposes”, as amended by Part III (3) of Department of Finance Circular 4/2006, refers). Current employees interested in availing of this option are advised to clarify the position with their own Unit/PeoplePoint prior to commencing a career break. |

The return to employment on completion of training of those who were on the Board’s staff prior to the traineeship will be subject to the normal conditions that apply to Career Breaks generally: - i.e., will be dependent on an appropriate vacancy arising, and may be in a different geographical location than that which applied prior to the traineeship. Return to employment will be in the grade and employment terms which applied prior to the traineeship commencing.

Duties

Appointees will be required to perform any duties which may be assigned to them from time  
to time as appropriate and to engage with the Mediator Traineeship programme for the duration of their tenure.

Outside Employment

The successful candidates may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties or conflict in any way with the position of a trainee mediator in the Board.

Headquarters

The headquarters of the successful candidate will be a mediation office to be decided by the Legal Aid Board having regard to the availability of trainers and the location of the successful candidate(s). When absent from home and headquarters on official duty a trainee mediator will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations.

* Notwithstanding an initial assignment to a particular location appointees may be transferred to a different location or assigned to such specific duties at a different location as the Board may determine from time to time so as to enable it to perform its functions under the Act and enable the trainee engage fully in the programme.
* The duration of a transfer and/or assignment to other duties will be determined by the Board.
* A number of locations have been identified where each trainee will be based and are indicated in the application form. While they may be liable to change at the discretion of the Board, each candidate is invited to indicate which locations they are willing to be headquartered. No traveling expenses will be payable if a person is not located proximate to the locations they have indicated on their application.

Hours of attendance

Hours of attendance will be fixed from time to time but will be 43.25 gross hours (or 37.5 net hours) per week. The trainee may be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations.

Annual Leave

The annual leave allowance will be 7.5 days for Programme 1 and 11 days for Programme 2 respectively for the duration of the traineeship. This allowance, which is subject to the usual conditions regarding the granting of annual leave and the provisions of the Organisation of Working Time Act 1997, is on the basis of a 5 day working week and is exclusive of the usual public holidays.

Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars for the civil and public service.

Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts direct to the Legal Aid Board. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

Sick leave entitlements will be the same as those which apply to un-established civil servants subject to meeting the requirements and conditions for such entitlements applying to un-established civil servants. Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the most current sick leave circulars.

Superannuation and Retirement

The position is currently non-pensionable but will be subject to the public service pension levy.

Competition Process

How to apply

In order to apply a candidate must submit a completed application form. An application form is available from our website at [**www.legalaidboard.ie**](http://www.legalaidboard.ie)

Candidates should note that the onus is on the candidate to submit a fully completed application. Where an incomplete or blank application form is submitted, a candidate’s application may be cancelled without further notice.

Application forms must be submitted by email and must be sent in **.PDF or MS Word format only**.

Completed application forms must be submitted by email to [recruitment@legalaidboard.ie](mailto:recruitment@legalaidboard.ie) by 4pm on the specified closing date using the subject line “Trainee Mediator”.

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| **Only applications fully submitted electronically by email will be accepted into the campaign. Applications will not be accepted after the closing date.** |

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that the Legal Aid Board is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense as the Legal Aid Board will not be responsible for refunding any expenses incurred.

Prior to recommending any candidate for appointment to this trainee position the Legal Aid Board will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional traineeship arises the Board may, at its discretion, select and recommend another person for the traineeship.

Closing date

The completed application form must be forwarded so as to reach the Board not later than **4.00 pm Friday 26th November 2021.** If you do not receive an acknowledgement of receipt of your application within 2 working days of applying, please contact: Human Resources at 066 9471021.

Candidates should make themselves available on the date(s) specified by the Board and should make sure that the contact details specified on the application form are correct.

The Board will not be responsible for refunding any expenses incurred by candidates.

Selection Methods

These may include:

* shortlisting of candidates on the basis of the information contained in their application;
* presentation;
* a competitive interview and
* Candidates who do not possess a primary degree or QQI level 7 and are applying for programme 2 will be required to submit a personal statement outlining that prior learning, knowledge and/or experience with their application.

Due to the risks associated with COVID-19 interviews will be held remotely. The Legal Aid Board is an Equal Opportunities Employer. Reasonable accommodation will be provided to candidates who identify that they have a disability which would render it more difficult for them to participate effectively in a remote interview process.

Shortlisting

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the traineeships are such that it would not be practical to interview everyone, the Board may decide that a number only will be called to interview. In this respect, the Board will select, based on an examination of the application forms and the requirements of the position, those who appear to be the most suitable for the mediator traineeship role. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the traineeship, rather that there are some candidates, who based on their application, appear to be better suited to undertake the traineeship. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience on the application form.

Confidentiality

Subject to the provisions of the Freedom of Information Act, 1997 applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process. Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

Security Clearance

All applicants will be required to complete and return a Garda Vetting Form as part of their application (this must be done for each individual job application) and vetting information will be requested from An Garda Siochana for any candidate being considered for an offer of a position. Job offers will only be made where the Board has deemed the candidate suitable following consideration of the outcome of the Garda vetting process. The Board will fully comply with the requirements of GDPR at all stages. The appointment of a candidate is also dependant on satisfactory reference checking.

General Information

CPSA Code of Practice Review and Complaint Procedures

* The Commission for Public Sector Appointments (CPSA) is Ireland’s regulator for public service recruitment. The CPSA’s primary statutory responsibility is to set standards for recruitment and selection, which they publish as Codes of Practice.
* The Legal Aid Board will consider requests for review in alignment with the review and complaint procedures outlined in the Code of Practice published by the CPSA. The Code of Practice are available on the website of the Commission for Public Service Appointments http://www.cpsa.ie/

Candidates' Obligations

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.  
  
**Candidates must not:**

* knowingly or recklessly provide false information,
* canvass any person with or without inducements, and
* interfere with or compromise the process in any way.

A third party must not personate a candidate at any stage of the process.

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

* where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and
* where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by the Board, or who do not, when requested, furnish such evidence as the Board require in regard to any matter relevant to their candidature, will have no further claim to consideration.

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| **Data Protection Act 2018**  When your application is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and as part of the recruitment process, certain information you provide will be forwarded to the employing organisation. Such information held by the Legal Aid Board is subject to the rights and obligations set out in the Data Protection Act 2018.  For more information on how we retain and use your personal data, please review our Data Protection Data Statement, which includes instructions on their right to withdraw consent at any point:  This is available at <https://www.legalaidboard.ie/en/Contact-Us/Data-Protection/>  To make a subject access request under the Data Protection Act 2018, please submit your request in writing to; Data Protection Officer, Legal Aid Board, 48-49 North Brunswick St, Georges Lane, Smithfield, Dublin7. D07 PE0C or via [dataprotection@legalaidboard.ie](mailto:dataprotection@legalaidboard.ie).  Ensure that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes. |

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Contact Us

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