

Job Description

Job Title: **Family Group Conference Coordinator**

POSCODE:

Grade: SO2

Overall purpose of the job

The core purpose of this post is to promote collaborative decision-making and active participation with families to achieve better outcomes for children and to maintain positive family lives.

The post holder will work across Peterborough and Cambridgeshire with the aim of supporting families to devise plans for children who are open to Children's Social Care.

Within this role you will be responsible for facilitating Family Group Conferences including where children are at risk of becoming looked after or who may already be looked after and planning for a return home or to other family members is required. In doing this you will prepare families, children and young people for their Family Group Conference, facilitate individual Family Group Conferences and contribute to the promotion and development of the Family Group Conference service ensuring that the child's voice is heard throughout the process.

As a coordinator you will need to; demonstrate a commitment to and have experience of working in partnership with vulnerable children, young people and families, have skills in engaging families, be approachable with strong communication and organisational skills, have a good working knowledge and understanding of the council's current safeguarding procedures and/or 3 years' experience working with vulnerable children, young people and families.

You will have good communication skills and experience of working with vulnerable families, children and young people. You will need the ability to liaise and work effectively with relevant agencies from several different disciplinary settings. You will need to demonstrate commitment to equal opportunities and to enabling people to achieve their potential.

You must have a current valid driving licence, be prepared to travel extensively and at times be prepared to undertake work outside of usual office hours.

Main accountabilities

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1.	You will coordinate and chair Family Group Conferences.
2.	You will visit family members across Peterborough and Cambridgeshire, to outline the Family Group Conference process and negotiate the attendance of a family wide network (which may include significant others, such as friends or community networks). You will prepare children, family members and significant others for the meeting.

3.	You will be responsible for organising venues in the community across Peterborough and Cambridgeshire inviting all family members, significant others, and the relevant professional to attend the Family Group Conference.
4.	You will prepare relevant professionals for the meeting and assist them in producing written information for the family which is clear and concise and provides information about concerns and potential resources.
5.	You will chair the Family Group Conference and ensure that the family has clear and usable information explained by professionals to inform their deliberations.
6.	You will ensure confidentiality is maintained at all times within the agreed boundaries with the exception of safeguarding concerns should these arise.
7.	Whilst chairing the FGC, you will ensure the structure of the FGC is adhered to and be responsible for ensuring accurate recording of the Family Plan takes place and ascertaining whether the family and referrer are in agreement with it.
8.	You will promote and develop participative and empowering practices and services for children and families and work in partnership with families, referrers and service providers e.g. school staff, health visitors, housing, mental health workers etc bringing together the right service providers to inform the Family Group Conference process in order to support families in making plans that reflect the wider needs of the child or young person.
9.	You will ensure feedback from the conference is gathered from children, family members and professionals.
10.	You will take part in regular supervision, practice development groups and training sessions to ensure good quality practice.
11.	You will ensure that all administration tasks of the Family Group Conference process including the initial conference and potential review are completed according to agreed timescales.
12.	You will undertake all duties and interaction with employees, partners and customers fairly, without unlawful discrimination and with due regard to the councils Diversity and Equality in Employment and Health and Safety policies.
13.	You will be available and flexible to work outside office hours and unsocial hours.
14.	To undertake any other duties commensurate with the general level of responsibility of the post.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job – overseas equivalents will be recognised.

(Please note for some roles you may be required to register with a professional body e.g. Social Work England that have specific rules in relation to overseas qualifications).

Qualifications Required	Subject	Essential/ Desirable
To have experience in Health, Education or Social Care.	Health, Education, Social Care	E
Hold an accredited Family Group Conference training qualification or equivalent.	Family Group Conferencing	D

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
	<p>Basic understanding on the philosophy and principles of Family Group Conferencing and understand how these fit with FGC National Standards.</p> <p>Knowledge of child care legislation and how this might impact on Family Group Conferences.</p>	E
Skills		
	<p>Excellent verbal and written communication skills, including an ability to provide written reports with service users and professionals.</p> <p>Ability and skills to to work within a partnership network and in working with other agencies to develop interventions and services for children, young people and their families.</p> <p>Ability to demonstrate an understanding of, and commitment to, equal opportunities and its importance in employment and service delivery.</p> <p>Ability to work independently and to prioritise and organise your own workload.</p> <p>A high level of computer literacy.</p> <p>Ability to achieve targets and work to deadlines.</p> <p>Ability to engage hard to reach children, young people, and families</p>	E

	<p>Ability to work with families from different lifestyles and cultures and make this integral to the FGC process.</p> <p>Ability to retain a neutral role.</p> <p>Ability to facilitate groups, coordinate and chair meetings.</p> <p>Ability to recognise and take action to resolve conflict in groups.</p> <p>Ability to include all group members so that they can effectively participate in decision making by the group.</p>	
Experience		
	<p>To have extensive and varied experience of working with families and children/young people at times of distress and conflict.</p> <p>To have experience of chairing meetings involving family, children and/or professionals.</p> <p>To have experience of working alongside Social Work teams and knowledge of assessments as well as the underpinning legislation.</p>	<p>E</p> <p>D</p> <p>E</p>
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	E
Safeguarding (<i>include for roles working with children/vulnerable adults</i>)	Demonstrate an understanding of the safe working practices that apply to this role.	E
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	E

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks