



Job Description

Job Title: Snr Family Group Conference co-ordinator

POSCODE:

Grade: K

Overall Purpose of Role

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

Main Accountabilities

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1	To manage, oversee and support the work of a team of FGC staff: FGC Co-ordinators and Business Support to ensure that all FGC work undertaken is of high quality and effective in meeting targets.
2	Co-ordinate the delivery of FGCs including caseload management, monitoring and task allocation.
3	To oversee, review and quality assure the work of the team and ensure that effective processes for communication, delivery and recording and are in place and followed by all FGC staff.
4	To monitor performance against key performance indicators and, prepare and present performance data, reports, and programme information and work with partner agencies to deliver a highly performing FGC service.
5	To ensure that the team employs a rigorous approach to information recording and adheres to information sharing protocols and responds to the demands of internal performance management and external monitoring and inspection.
6	To hold a small caseload to maintain own professional skill and ensure that all staff retain a high level of integrity to the model.
7	Work to comply, promote and contribute to all practices and policies including Health and Safety, Safeguarding, Prevent, on-line safety, and Equality and Diversity.
8	To engage in and undertake development opportunities and all mandatory training as per Northamptonshire Children's Trust policy and undertake any additional training relevant to the post.
9	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs. To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself, others and to comply with the policies and procedures relating to health and safety with the Trust.

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 needed for this post

Qualifications Required	Subject	Essential/Desirable
	Degree or equivalent professional qualification in Social Work, Health or Education. Or equivalent substantial, relevant professional experience of working with children, young people vulnerable adults and their families.	Essential
	Family Group Conference Trained/qualified, and experience of delivering FGC's	Essential

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

Identify	Details	Essential/Desirable
Knowledge & Experience:		
	Proven experience of direct work with families with multiple problems and working with families who find it difficult to engage with services.	Essential
	Understanding of the issues arising from the use of a family-based decision-making approach.	Essential
	Experience in delivering motivational interviewing, solution focussed and other evidence based, strengths-based approaches with families.	Essential
	Knowledge and understanding of the dynamics of families and family processes. Knowledge of relevant guidance, policies and procedures relating to Safeguarding Children.	Essential
	Experience of managing and supervising the work of a range of front-line staff.	Essential
Ability & Skills:	Ability to lead, manage, motivate, and develop a team of staff employed by NCT and possibly partner organisations.	Essential

	Excellent people skills and effective communication with a range of people, to include children, families, community networks and professionals.	Essential
	Able to assess situations with clarity and sensitivity – act professionally in and around crisis situations. Ability to undertake individual and family assessments and assess needs and risk.	Essential
	Organisational and time management skills. Able to travel effectively in the locality (countywide)/Car Driver.	Essential
	Ability to review with families their readiness for change and work to enable families to become self-reliant.	Essential
	Ability to prepare and present case notes and reports in a variety of settings. Ability to analyse and write and present clear and concise reports utilising IT processes and systems.	Essential
	Demonstrate the ability to work to timescale and within budget to achieve targets set.	Essential
	Ability to develop innovative and informed solutions to the challenges faced by others.	Essential
	Ability to lone work in challenging environments	Essential
Equal Opportunities:	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social, diversity and welfare needs Essential Safeguarding (include for roles working with children/vulnerable adults)	Essential

Disclosure Level

What DBS Level is required for this post?

None

Standard

Enhanced Child Only

Enhanced Child/Adult Bar

Working Arrangements

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)

Fixed

Flexible

Field

Home