



**Northamptonshire**  
Children's Trust

## Job Description

Job Title: Family Group Conference Co-ordinator

POSCODE:

Grade: I

### 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	Responsible for safeguarding and promoting the welfare of children at all times, raising any concerns if they arise without delay
2	Promote collaborative decision-making by working with the children and parents/carers to identify wider family/friends' network who will be invited to the conference to support parents to make informed decisions that will safeguard their children
3	Identify the wishes and feelings of the children, to support them to attend the conference and ensure that their voices are heard. To advocate on behalf of or identify advocates for other vulnerable adults to ensure that their voices are heard.
4	Co-ordinate and Chair Family Group Conferences within timescales. Manage difficult situations that may occur at the conference, support families to resolve conflict and focus on the needs to the child.
5	Support referring agencies to identify family strengths and present clear information to families which will enable families to address the concerns and parallel plan in an empowering manner within agreed timescales.
6	Undertake risk assessments when visiting family members and to maintain the safety of all participants attending the conference.
7	To ensure that reasonable care is always taken and work to comply, comply with the policies and procedures of the Northamptonshire Children's Trust this includes promoting and contributing to all practices and policies including Health and Safety, Safeguarding, Prevent, on-line safety, and Equality and Diversity.
8	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs
9	To maintain a high standard of timely and accurate record keeping this includes understandable plans suitable for all participants. Provide the data necessary against the service key performance indicators. Contribute to the monitoring and evaluation of service requirements

10	To attend supervision and be available to attend further training, as a part of professional development. To undertake all mandatory training as per Northamptonshire Children's Trust policy and undertake any additional training relevant to the post.
11	You will be available and flexible to work outside office hours to meet the needs of families to deliver Family Group Conferences at a time suitable to all participants.

**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
	Level 3 qualification in working with children, young people vulnerable adults and their families	Essential

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

Identify	Details	Essential/Desirable
<b>Experience &amp; Knowledge:</b>		
	Proven experience of direct work with families with multiple problems and working with families who find it difficult to engage with services.	Essential
	Must be prepared to work flexibly with families and advocate on behalf of children, young people, and vulnerable adults.	Essential
	Knowledge and training in Early Help and Integrated Working. Ability to review with families their readiness for change and work to enable families to become self-reliant.	Desirable
	Training in motivational interviewing, solution focussed and other strengths-based approaches.	Essential

	Knowledge of relevant guidance, policies and procedures relating to Safeguarding Children.	Essential
	Experience of facilitation/negotiation/mediation with individuals and groups.	Essential
	Understanding of the issues arising from the use of a family-based decision-making approach.	Essential
<b>Ability &amp; Skills:</b>		
	Excellent people skills and effective communication with a range of people, to include children, families, community networks and professionals.	Essential
	Ability to work in an open and supportive way including when challenging children, young people, vulnerable adults, and their families.	Essential
	Demonstrate skills in mediation, negotiation and problem solving. Able to assess situations with clarity and sensitivity – act professionally in and around crisis situations.	Essential
	Organisational and time management skills.  Able to travel effectively in the locality (countywide) Car Driver.	Essential
	Basic IT skills.  Ability to prepare and present case notes and reports in a variety of settings.	Essential
	Demonstrate the ability to work to timescale and within budget to achieve targets set.	Essential
	Ability to approach work pro-actively whilst maintaining resilience. Able to be persistent, challenging, assertive and empathic when problem solving or providing a solution focussed approach with families.	Essential
<b>Equal Opportunities:</b>		

	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
<b>Disclosure Level</b>		

<b>What DBS Level is required for this post?</b>	
None	<input type="checkbox"/>
Standard	<input type="checkbox"/>
Enhanced Child Only	<input type="checkbox"/>
Enhanced Child/Adult Bar	<input checked="" type="checkbox"/>

### 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	<input type="checkbox"/>
Flexible	<input checked="" type="checkbox"/>
Field	<input type="checkbox"/>
Home	<input type="checkbox"/>