

Job Description

Job Title	Family Group Conference Co-ordinator
Grade	Band G
Reporting To	Team Leader - Family Group Conference
JD Ref	PC0051G

Purpose

To convene and chair Family Group Conferences (FGC) on accordance with the Nationally Accredited Framework of Standards for FGC projects. To enable children/young people, their family and significant other to be actively involved in producing plans that meet the child's needs and which ensure their safety and promote their welfare.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

Communication, Engagement and Training:

- Plan and facilitate an annually agreed number of FGCs. Manage a diverse and complex caseload of referrals and adhere to the FGC Key Principles, Values and Practice Standards under the current regulatory framework. Support interventions that may require FGC plans for court (court protection).
- Negotiate the involvement of family members during the FGC process. Work with family members to ensure everyone's views, particularly children's are listened to and taken into account. Consider the culture and diversity of the family for the family to be able to contribute fully to planning for their child(ren). This may include the use of interpreters, translators, signers and advocates.
- Chair and take responsibility for ensuring the FGCs are efficiently organised, venues are booked, letters of invitation sent and the family's plan is saved onto internal Liquid Logic computer system and then sent to the family following the conference.
- Attend FGC Network meetings across the country to keep up to date and benefit from new ideas, ways of working, learn about new developments and attend expert workshops.
- Assist in delivering FGC training for partner agencies when required.

Data Analysis and Decision-Making:

- Invite and prepare professionals for FGCs, ensure referrer has provided any written reports and reports and necessary information using the internal Liquid Logic system. Retrieve this information as appropriate to assist the family in making their plans. Maintain confidentiality as defined by the framework of the Data Protection Act. Ensure information, recording and monitoring systems are informed.
- Undertake research in relevant subjects to support information sharing as part of the FGC team.

Performance Management:

- Participate in joint and individual supervision sessions with colleagues and the manager. Assist in quality assuring FGC colleagues' work.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure that any concerns about children and their families are promptly addressed in accordance with departmental and safeguarding board procedures, including relaying any child protection concerns to their manager in a timely manner so as to ensure that children's safety is promoted and working relationships with families are maintained.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- NVQ Level 3 or equivalent in a health/social care setting.
- Must be willing to undertake accredited training in convening Family Group Conferences.
- Evidence of continuing professional development (CPD)

Desirable

- Accreditation in delivering Family Group Conferences.
- Post Graduate Certificate in Coordinating Family Group Conferences.
- Evidence of recent professional development.

Knowledge & Skills

- Ability to work autonomously as a lone worker as well as part of a team and the ability to develop effective working relationships with colleagues, referrers and service users.
- Ability to facilitate meetings and undertake consultations with other professionals.
- Ability to plan, prioritise and organise own workload and time.



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- Understanding of the regulatory framework for FGC, Practice Standards and quality assurance in the delivery of a Family Group Conference.
- Able to demonstrate practice which supports the Principles, Values, Key Elements and Practice Standards of Family Group Conferencing.
- Able to communicate verbally and in writing with a range of people including children, families, adults and professionals.
- Ability to risk assess and manage potential and actual conflict situations.
- Able to demonstrate organisational skills. Knowledge of computer packages (Microsoft Word, Excel) and keyboard skills.
- Commitment to anti-discriminatory practice.
- Undertake research in relevant subjects.

Desirable

- Awareness of current practice issues with special reference to the Public Law Outline and the focus upon Family Group Conferences in this arena.
- A working knowledge of evidence based parenting programmes such as Strengthening Families Strengthening Communities.
- Extensive knowledge of relevant legislation and legal frameworks.

Experience

- Proven experience of working with children and their families.
- Ability to manage a caseload.
- An understanding of key principles and Child Protection Procedures.
- Experience of writing complex and sensitive reports.
- Experience of working with children with behavioural problems ranging from 5 - 18 yrs.
- Experience of and a working knowledge of sharing confidential information and their own role with regard to the Data Protection Act.

Desirable

- Experience of working in a Local Authority setting.
- Experience of working with children with behavioural problems.
- Experience of working with children and families at times of distress and conflict.
- Experience of working with a range of families with different issues and needs.
- Experience of working with children and adults with disabilities.
- Experience of delivering training programmes.
- Mediation and negotiating skills.



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Additional Information

Able to travel around the Borough and outside of the Borough of Wirral using public or private transport.

Exercise emotional intelligence and demonstrate a developing emotional resilience in relation to their job.

Required to work outside normal office hours to meet the needs of children, adults, and families.

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role profile will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role profile and changes to it may be amended in light of organisational and service requirements.

Approved By: Kerry Mehta

Date Of Approval: 9th May 2024



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