

Job Description

Job Title	Family Group Conferencing Co-ordinator
Directorate	Children and Young People's Services
Service Area	Safeguarding
Grade	5
Competency Level	1
Salary	£28,770 - £33,024
Job Type	Hybrid
Location	City Wide
Disclosure and barring service (DBS)	Enhanced DBS
Job Evaluation Ref No	

Job Purpose

To prepare for, support and facilitate the delivery of Family Group Conferences across Children's Social Care and Early Help services.

To prepare and support families throughout the Family Group Conferencing process, contributing to the development and implementation of a Family Plan.

Directly Responsible For:

Not applicable

Directly Responsible To:

Team Manager

Main Areas of Responsibility:

- To support the delivery of Family Group Conferences within the Family Group Conferencing (FGC) service
- To prepare and support families throughout the Family Group Conferencing (FGC) process, contributing to the development and implementation of a Family Plan
- To promote the FGC service and the benefits of FGC's within statutory, voluntary and community agencies
- Contribute to the development/continual improvement of the Family Group Conferencing service
- Listen to, hear, observe, record and respond to the voice/daily lived experience of children, young people and their families, placing them at the centre of practice and performance
- To use a variety of methods, tools and resources to encourage and support children and young people to develop their wish list
- Develop imaginative and creative ways to Support Children and Young people to ensure their wishes and feelings are heard during their FGC

- To use a variety of creative methods, approaches and tools to encourage and support children and young people to attend, fully participate and contribute to their FGC
- To communicate effectively and sensitively with children, young people, their families, extended family members and others to ensure the FGC process is clearly understood to ensure full engagement/participation from all relevant parties
- To prepare light refreshments for families attending the FGC, taking into account cultural or dietary requirements
- To provide advice/support and guidance to children, young people and families both in and out of usual office hours in accordance with need and service requirements
- To liaise with other professionals, statutory, voluntary and community resources to ensure the best possible service is provided to the service user
- To work flexibly within service hours 8am – 6pm (This may include working some weekends)
- Where necessary secure premises in line with Health and Safety and locking up procedures, following Family Group Conferences or other associated meetings that are held outside of usual office hours
- Maintain accurate and appropriate records in accordance with FGC Practice Standards including written reports, contact records etc which must be stored in line with current and identified practices
- Fully make use of Information Technology as required by the City Council
- Prepare for and attend supervision sessions within the City Council's Supervision Policy
- Attend staff meetings, reviews, planning meetings and conferences and contribute towards plans and objectives for children and young people
- Make use of all training and developmental opportunities and demonstrate responsibility towards own professional development

- Contribute to the evaluation and development of services and new ideas by sharing knowledge about theory, skills, and practice with other Children's Services staff, professional groups and interested bodies
- Establish positive and meaningful working relationships with service users and actively engage them through consultation, participation and partnership
- Ensure that service users views, wishes and feelings are actively encouraged listened to and recorded
- Comply with all policies, procedures and good practice guidelines relating to General Data Protection Regulations
- Maintain up to date knowledge through training, reading and supervision of the legal framework and responsibilities relevant to the requirements and location of the post
- Work within a performance management framework to carry out duties to the highest standard of professional practice, consistent with all of the City Council's policies, code of practices, vision, aims, values and principles

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- This post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 1.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Evidence of basic educational achievement NVQ Level 3 childcare or equivalent in a related field of work (A,I)
- Must be able to evidence completion of Family Group Conferencing training (A,I)

Desirable

- A commitment to undertaking further training and development

Experience

Essential

- Experience of work in an appropriate childcare/family setting (A,I)
- Experience of preparing for and facilitating Family Group Conferences for vulnerable/complex families (A,I)
- A record of proven ability and competence of direct work with vulnerable children, young people and their families (A,I)
- Knowledge of child protection procedures, relevant childcare and other related legislation (A,I)

- Sound knowledge and experience of recognising and responding to signs and symptoms of Child Protection/Safeguarding matters in accordance with policy, procedure and good practice guidelines (A,I)

Desirable

- Must be able to demonstrate an understanding of specific dietary requirements
- An understanding of achieving service objectives within a performance management framework

Skills/Abilities

Essential

- Ability to communicate effectively with children, young people, families, stakeholders and key partner agencies on all levels in accordance with age and understanding (A,I)
- Ability to use good verbal, written and listening skills within the requirements of the City Councils record keeping and communication policies (A,I)
- Ability to work creatively and innovatively to devise and deliver imaginative methods of supporting children, young people and families in crisis (A,I)
- Commitment to working with children, young people and their families supportively and flexibly which may require working outside usual office hours when necessary (A,I)
- Must be able to prepare light snacks and understand food safety and be willing to maintain an up to date Food Safety Certification (A,I)

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level (A)
- Service Hours are 8.00am – 6.00pm - Please note you may at times be required to work beyond the hours of 6.00pm in accordance with service need for which relevant allowances or compensatory time off will be attributed. May include some weekend work (A,I)
- Essential Car User Full Driving Licence, must have access to a car (A)