

Family Group Conference Coordinator

Applicant Recruitment Pack

Sefton is a really great place to live and work



Welcome

Hi,

Thank you for your interest in the part-time Family Group Conference Coordinator role within our service.

This is a rewarding and impactful opportunity to join a dedicated team who work alongside families to ensure their voices are heard and their strengths are at the centre of decision-making. As a Family Group Conference Coordinator, you will play a vital role in bringing families together, supporting them to develop safe and sustainable plans for their children.

We are looking for someone who is organised, compassionate, and confident in working with a range of professionals and family networks. You will need to be approachable and skilled in building relationships, as well as able to manage a varied caseload in a busy but supportive environment.

At the heart of this role is a commitment to empowering families, maintaining independence, and ensuring that the Family Group Conference model is delivered in line with its principles. Confidentiality, professionalism, and integrity are essential, as you will be working with sensitive information and complex situations.

If you are passionate about making a difference, believe in the strength of families to create their own solutions, and bring enthusiasm, adaptability and a positive, can-do approach, we would be delighted to hear from you.

The Job Description and Person Specification are included within the job pack. If you have any questions about the role, please refer to the contact details provided.

If, after reading the information, you feel this role aligns with your values and you are excited by the opportunity to support families in this meaningful way, we very much look forward to your application.

Best of luck,

Sarah Nellist

Family Group Conferencing Team Manager



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About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work. As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.



Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:



- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other's views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Adult Social Care services were recently graded Good by the Care Quality Commission (CQC), and our Children's Services also



achieved a Good rating from Ofsted. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.

Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.

These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at www.sefton.gov.uk

An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.

As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.



For more information, please refer to our [Equality, Diversity and Inclusion Strategy](#)

Liverpool City Region Fair Employment Charter



Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression,

strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

What We Can Offer You

- A supportive and collaborative working environment.
- An agile approach to working.
- Opportunities for professional development and career progression.
- A role where your work makes a real difference across the organisation.
- Flexible working arrangements supporting work-life balance.
- A strong commitment to equality, diversity, and inclusion.

You will benefit from a comprehensive local government employment package which includes the following:



- Competitive salary in line with NJC Local Government Pay Scales.
- Membership of the Local Government Pension Scheme (LGPS), providing a secure, defined benefit pension with employer contributions.

Annual Leave and Work-Life Balance

- Generous annual leave entitlement, 28 days annual leave rising to 33 days with 5 years continuous service.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.
- Option to purchase additional annual leave.
- Sefton operate a 'Shut Down' period over the Christmas period which staff contribute four fifths of a week's pay over a 12-month period.

Learning, Development and Career Progression

- A comprehensive induction programme.
- Access to a wide range of training, apprenticeships, learning, and development opportunities.
- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

Health, Wellbeing and Support

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.
- Policies that promote physical and mental wellbeing in the workplace.

Family-Friendly and Inclusive Policies

Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.

- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.



- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.

Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

Additional Benefits

- Access to salary sacrifice and employee benefit schemes (where applicable).
- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.
- Free parking at office bases (dependent upon the work location).

About the Role

- This is a pivotal role at the heart of our Family Group Conferencing Service. As a Coordinator, you will play a crucial part in ensuring families are fully supported, well-prepared, and able to come together to create safe and sustainable plans for their children. You will be a key point of contact for families, social workers, and partner agencies, managing a varied and fast-paced workload with professionalism, independence, and confidence.
- You will work closely with the wider service and children's social care teams, requiring someone who thrives in a dynamic environment, can anticipate needs, and takes an organised approach to managing competing priorities.
- The key responsibilities include:
- Coordinating and facilitating Family Group Conferences, ensuring the FGC model and principles are upheld
- Building strong, respectful relationships with families and professionals to support meaningful participation



- Managing a caseload effectively, including planning, preparation and follow-up of conferences
- Supporting families to identify strengths, networks, and solutions to keep children safe
- Maintaining accurate and timely records, with strong attention to detail
- Handling sensitive information with a high level of confidentiality, discretion and professionalism
- Working independently while also contributing positively to a supportive team environment
- This role suits someone who is passionate about empowering families, committed to maintaining high standards of practice, and confident working both independently and collaboratively to achieve positive outcomes for children and their networks.

Please see Appendix A for a full copy of the Job Description and Person Specification.



Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

1. Read the Job Description and Person Specification Thoroughly

- Make sure you understand the key duties, expectations, and essential criteria.
- Use the person specification as your guide when writing your application.

2. Provide Clear Evidence of Your Skills and Experience

- Show *how* you meet the criteria using specific, real examples.
- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses.

3. Tailor Your Application

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

4. Highlight Your Achievements

- Include examples of work you are proud of or significant contributions you have made in previous roles.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

5. Be Clear About Qualifications and Training

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

6. Showcase Transferable Skills

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.



- Provide examples that demonstrate these effectively.

7. Check Your Application Carefully

- Review your responses for clarity, spelling, and completeness.
- Ensure all sections of the application form have been filled in fully.

8. Submit Your Application Before the Deadline

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

9. Prepare for Potential Next Steps

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

Application and Selection Information

The closing date for this vacancy is **19th October 2026**(or earlier in the event of high volume of applications being received).

Provisional interview dates are **Week of 2nd November 2026**

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

All disabled and care experienced applicants will be offered an interview where they meet all essential criteria on the person specification.

Please ensure that you meet all the essential criteria outlined in the person specification before submitting your application. Only applicants who demonstrate that they meet all essential criteria will be considered and invited to interview.



Appendix A – Job Description and Person Specification

JOB DESCRIPTION

Post: Family Group Conference Co-ordinator

Post Number: TBC

Gauge Reference: TBC

Team: Family Group Conferencing

Location: Various

Grade: H

Responsible to: Team Manager

Responsible for: N/A

JOB PURPOSE

To plan, coordinate, and facilitate independent, inclusive Family Group Conferences (FGCs) and restorative mediation that empower families to make safe, sustainable decisions for children and young people. The role promotes voluntary participation, private family time, and culturally sensitive engagement, ensuring that family voices are central to planning and decision-making. The approach will be trauma-informed and strengths-based, recognising the impact of adversity while building on family resilience and resources.

Facilitation and Coordination.

1. To plan, organise, coordinate, and facilitate Family Group Conferences and other approaches such as restorative mediation in line with Family Rights Groups and local policies.
2. To exercise independence and initiative, to co-ordinate meetings enable families and professionals to agree safe plans for children
3. To ensure full participation of family members, including children and young people, using varied communication, creative and age-appropriate techniques.
4. To support families throughout the FGC process, ensuring informed participation and co-creation of strengths-based family plans.
5. To provide advice and consultancy to professionals and other agencies about FGC's and potential referrals.
6. To deliver training for referrers, other professionals, and community groups about the FGC model.

**Safeguarding & Risk Management.**

7. Undertake dynamic risk assessments and implement proportionate safeguarding responses before, during and after FGCs.
8. Ensure compliance with statutory guidance, local safeguarding procedures and information sharing protocols.
9. Adhere to lone working procedures and escalate concerns in line with supervision and management oversight.
10. Recognise and act on concerns and risks to children's safety.

Trauma Informed Practice.

11. Create psychologically safe spaces, minimise triggers, and avoid re-traumatisation in all interactions.
12. Use validating, non-judgmental language; promote choice, collaboration and empowerment.
13. Balance safety with compassion, recognising signs of trauma and responding with appropriate support or adjustments.

Equality, Diversity & Inclusion.

14. Demonstrate anti-discriminatory practice and cultural competence across all FGC activity.
15. Ensure reasonable adjustments, translation/interpretation and accessible formats are provided when required.
16. Champion inclusion so FGCs are accessible to families from all backgrounds, including those with additional needs.

Partnership working & Advocacy.

17. Work collaboratively with social workers, advocates, and partner agencies to prepare and follow up FGCs.
18. Promote the FGC model across statutory, voluntary and community sectors to strengthen multi-agency collaboration.
19. Support the child's voice throughout the process, securing advocacy where appropriate

Administration, Data & Reporting.

20. To collect and report data for the FGC evaluation process, including feedback from to children, young people, family members, and professionals.
21. Maintain accurate, timely and GDPR-compliant records on case management systems.
22. Produce concise reports, minutes and Family Plans; monitor actions and follow-up arrangements.



23. Coordinate logistics, including venue sourcing, accessibility considerations and hospitality planning.

Performance, Outcomes and Continuous improvement.

24. To contribute to the development and promotion of Sefton Family Group Conference Service and related work to support vulnerable children and families.
25. To participate in reflective supervision, training, practice development groups and training to maintain high-quality practice and improve the service.
26. To support continuous professional development for self and others.

Physical & Practical requirements.

27. Ability to travel across the local authority area; and beyond casual car user with business insurance.
28. Occasional evening/weekend work to meet family needs and ensure timely delivery of FGCs.
29. Moderate physical tasks (e.g., setting up meeting spaces, rearranging furniture, transporting refreshments).
30. To undertake other duties as required by the FGC service manager in relation to the implementation of FGC's.

Corporate responsibilities.

In addition to his/her principal duties the post holder will be expected to contribute more widely to the overall development of the Service and the Council. You may be required to be available to contribute to the Out of Hours Service.

All employees are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary

All employees are expected to be committed to the Equality and Diversity policy and assist in removing the barriers to service delivery and employment to enhance a positive equality culture.

The post is customer-facing therefore you must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.

This post is **exempt** from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.



You are therefore **not** entitled to withhold information about convictions which for any other purposes are 'spent' under the provisions of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies.

GENERAL

This job description is a representative document. Other reasonable similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

This job description applies to a number of jobs within Children's Social Care, the team (and office location) that staff undertaking this job description are allocated to, could change at the discretion of management following consultation with individual post holders.

Sefton Values

- Integrity – Acting honestly and ethically in all decisions and interactions.
- Respect – Treating people with dignity, valuing diversity and promoting inclusion.
- Collaboration – Working together with colleagues, partners and communities to achieve the best outcomes.
- Customer Focus – Putting children, families and communities at the heart of everything we do.
- Continuous Improvement – Striving for excellence through learning, innovation and reflection.
- Accountability – Taking responsibility for actions and delivering on commitments.



PERSON SPECIFICATION

Job Title:	Family Group Conference Co-ordinator	Post Number:	TBC
Criteria	Essential	Desirable	Assessment Method
Qualifications	NVQ Level 3 or equivalent in relevant field such as Social Work, teaching, mediation, youth work etc Accredited Family Group Conference training/certification.	Commitment to ongoing professional development (e.g., trauma-informed practice, mediation, restorative approaches).	A / I
Experience	Demonstrate experience of direct work with vulnerable children and their families from a wide range of backgrounds, including safeguarding practice. Ability to work independently, use initiative prioritising workload and meeting agreed timescales. Managing complex family dynamics, conflict resolution and de-escalation in emotionally charged environments.	Multi-agency partnership working and promoting family-led decision-making. Delivering FGCs via virtual/hybrid platforms and maintaining engagement and confidentiality.	A / I
Demonstrable skills, knowledge and aptitudes	Knowledge of the Children Act, safeguarding legislation, information sharing and child development. Understanding of trauma-informed principles and their application in family work. Ability to chair and facilitate meetings involving families, children and young people, including preparation and follow up.	Knowledge of preventative and early help approaches and innovative methods of engaging families. Awareness of performance management frameworks and quality assurance in children's services.	A / I A / I A / I A / I

Prepared by:
Method of assessment:

Jacque Finlay
A = Application Form, I = Interview, C= Certificate, T= Test, P = Presentation

Date: December 2025

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Criteria	Essential	Desirable	Assessment Method
	Ability to inform family and appropriate agency staff of any new risks to children. Excellent communication, negotiation and conflict resolution skills, ability to capture the voice of the child, demonstrating strong listening skills. Ability to work creatively take a neutral role, be solution focussed and reflective. Strong organisational skills and ability to work independently and flexibility outside normal working hours to fit in with the needs of families. Ability to develop positive relationships with staff from all agencies. High level of IT literacy. Knowledge of the impact of poverty, oppression, and discrimination on families. Willingness to travel across a wide geographical area in a timely and flexible manner at various times of the day.		A / I A / I A / I A / I A / I A / I A / I A / I
Special requirements	This post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act; the successful candidate must be able to obtain satisfactory Enhanced Disclosure and Barring Service (DBS) check in order to be appointed to the post. In this respect a criminal record check will be undertaken prior to confirmation of appointment.	This post is designated casual car user.	C

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Criteria	Essential	Desirable	Assessment Method
Other	Ability to understand and demonstrate a commitment to equality and diversity. Commitment to anti-discriminatory practice and cultural sensitivity. Casual car user with full driving licence and business insurance. Flexible working patterns (service hours typically 8.00am – 6.00pm; occasional evenings/weekends as required). Ability to demonstrate commitment to own professional development and that of other colleagues. Must be legally entitled to work in the UK. The Council operates a no smoking policy. Employees are not allowed to smoke in the workplace or to take smoking breaks during work time.		A/I A/I C

Prepared by:
Method of assessment:

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Note: Where the postholder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

