


**Job Description**

<b>Department:</b>	Children's Services
<b>Division/Section:</b>	Safeguarding and Quality Assurance
<b>Job Title:</b>	Family Group Conference Co-ordinator
<b>Post No:</b>	
<b>Grade:</b>	9
<b>Reports to:</b>	Family Work Manager
<b>Organisation Chart:</b> Show immediate manager and any jobs reporting to this post.	 <pre> graph TD     A[Family Work Manager] --&gt; B[Family Group Conference Co-Ordinator]             </pre>
<b>DBS Check applicable?</b>	Enhanced
	<p><b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<b>Line Management responsibility for:</b>	<p>No. of direct reports: 0</p> <p>No. of indirect reports: 0</p>
<b>Size of budget:</b>	<p>No</p> <p>- state whether <i>accountable</i> for (i.e. budget holder) or <i>accounting</i> for (e.g. monitoring)</p>
<b>Job Purpose:</b>	The core purpose of this post is to promote collaborative decision-making and active participation with families to achieve better outcomes for the children and to maintain

Version: 1	Date Issued: February 2017	Review Date: February 2019
------------	----------------------------	----------------------------

positive family lives.

This post holder will work across Peterborough and will manage the Family Group Conference with the aim of supporting families to devise plans for children subject to child protection plans and court proceedings.

Version: 1

Date Issued: February 2017

Review Date: February 2019

**Main Duties and Responsibilities:**

- Take responsibility for all referrals for a Family Group Conference from the various teams within timescales.
- To visit family members across Peterborough to outline the Family Group Conference process and negotiate the attendance of a family wide network (which may include significant others, such as friends or community networks).
- Responsible for organising venues in the community across Peterborough inviting all family members, significant others, and the relevant professional to attend the Family Group Conference.
- Prepare relevant professionals for the meeting and assist them in producing written information for the family which is clear and concise and provides information about concerns and potential resources.
- Ensure the work of Family Group Conference, is recorded on the agreed database, in line with the departmental policies and procedures.
- Facilitate the Family Group Conference and ensure that the family has clear and usable information explained by professionals to inform their deliberations.
- Ensure confidentiality is maintained at all times within the agreed boundaries with the exception of applicable risk and safeguarding policies.
- Promote and develop participative and empowering practices and services for children and families and work in partnership with families, referrers and service providers e.g. school staff, health visitors, housing, mental health workers etc. To bring together the right service providers to inform the Family Group Conference process in order to support families in making plans that reflect the wider needs of the child or young person.
- Provide training for referrers, other professionals and community groups about the Family Group conference model.
- Ensure feedback from the conference is gathered from family members and professionals and children making sure that the voice of the child is heard listened to and reported on using a variety of information gathering tools
- Take part in regular supervision, practice development groups and training sessions to ensure good quality practice.
- Ensure that administration tasks of Family Group Conferences including the initial conference and follow up review are completed.
- Undertake all duties and interaction with employees, partners and customers fairly, without unlawful discrimination and with due regard to the councils Diversity and Equality in Employment and Health and Safety policies.
- To be available and flexible to work outside office hours and unsocial hours.
- Undertake any other duties commensurate with the general level of responsibility of the post.

<p><b>Generic Responsibilities:</b></p>	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health &amp; Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
<p><b>Flexibility Clause:</b></p>	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>
<p><b>Variation Clause:</b></p>	<p>This is a description of the job as it is constituted at the date shown. It is the</p>

Version: 1	Date Issued: February 2017	Review Date: February 2019
------------	----------------------------	----------------------------

practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

**DATE:** 23/11/23

**COMPLETED BY:** Sam Turner

Version: 1

Date Issued: February 2017

Review Date: February 2019

### Person Specification

**JOB TITLE:** Family Group Conference Coordinator

**POST NO:**

**GRADE:** 9

**DEPARTMENT:** Children's Services

**HOURS:** 37

**DIVISION:** Targeted Support/Early Help Team

**DIRECTOR:** Gary Jones

**DATE:**

**COMPLETED BY:** Sam Turner

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Basic understanding on the philosophy and principles of Family Group Conferencing and understand how these fit with FGC National Standards.</li> <li>Knowledge of childcare legislation and how this might impact on Family Group Conference.</li> </ul>	
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>Excellent verbal and written communication skills, including an ability to provide written reports with service users and professionals.</li> <li>Ability and skills to work within a partnership network and in working with other agencies to develop interventions and services for children, young people and their families.</li> <li>Ability to demonstrate an understanding of, and commitment to, equal opportunities and its importance in employment and service delivery.</li> <li>Ability to work independently and ability to prioritise and organise your own workload.</li> <li>A high level of computer literacy.</li> <li>Ability to achieve targets and work to deadlines.</li> <li>Ability to work with families from different lifestyles and cultures and make this integral to the FGC process.</li> <li>Ability to remain a neutral role.</li> <li>Ability to facilitate groups.</li> </ul>	

Version: 1

Date Issued: February 2017

Review Date: February 2019

	<ul style="list-style-type: none"> <li>Ability to recognise and take action to resolve conflict in groups.</li> <li>Ability to include all group members so that they can effectively participate in decision making by the group.</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>To have extensive and varied experience of working with families and children/young people at times of distress and conflict.</li> <li>To have experience of chairing meetings involving family, children and/or professionals.</li> <li>To have experience in Health, Education or Social Care</li> </ul>	<p>To have knowledge of mediation or restorative practice</p> <p>To have experience of working alongside Social Work teams and knowledge of assessments as well as the underpinning legislation. or co/production activity</p>
<b>QUALIFICATIONS</b>	<p>Educated to Level 3 and have practical experience of working in a related field.</p> <p>Level 2 Maths &amp; English</p>	<p>Hold an accredited Family Group Conference training qualification or equivalent.</p>
<b>PERSONAL CIRCUMSTANCES</b>	<p>Ability to travel between locations</p>	
<b>EQUALITY</b>	<p>Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A &amp; I)</p>	
<b>CUSTOMER CARE</b>	<p>Knowledge and understanding of effective customer care (A &amp; I)</p>	

Formatted: Space Before: 6 pt, After: 6 pt

[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed:  
(AI) Application / Interview, (P) Presentation, (W) Written Test.]

Version: 1	Date Issued: February 2017	Review Date: February 2019
------------	----------------------------	----------------------------