

Family Group Conference Co-ordinator – Grade 9

Job purpose

Within the Early Support and Learning Service the Family Group Conference Service is responsible for working across Kirklees to bring together family networks to hold Family Group Conferences with the aim of supporting them to develop their own solutions in circumstances where there are safeguarding concerns.

You will work restoratively to develop effective working relationships to deliver co-ordinated support to Children, Young people, and their Families, keeping the child's voice at the centre.

This role is based within [Children and Families](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

- Ensure the service is delivered in line with the principles that underpin the Family Group Conferencing model (FGC).
- Build effective professional relationships with Children's Social Care and Early Support services in order to develop and embed a high quality, effective Family Group Conferencing Service across Kirklees
- Exercise a high degree of independence, initiative and expertise to co-ordinate Family Group Conference Meetings and being responsible for preparing families, children/young people and/or vulnerable adults and professionals for Family Group Conference (FGC's) and Reviews.
- Responsible for the negotiation, mediation, and facilitation of the FGC process, maintaining independence from social care and early support. To facilitate the FGC, agree, write up and circulate the Family Plan.
- Manage the conference process so that extended families and friends can meet to address family difficulties using their own experience, knowledge and strength and build confidence in being able to address concerns and risks identified by statutory services.
- Ensure that safeguarding procedures are adhered to recognising and taking action in relation to the safety of children and or vulnerable adults where concerns or risks are identified and for those excluded arrange alternative arrangements
- Provide professional advice, training and consultancy to staff and other agencies about FGC's and advice on potential referrals
- Deliver practice briefings and presentations to groups of professionals and community groups about the FGC model
- Collect data for the FGC evaluation process, ensuring feedback from the FGC is gathered from children, young people, family members and professionals

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Knowledge and understanding of the principles and processes that underpin FGC.	Essential
Knowledge of Child Protection practice and Childcare legislation	Essential
Knowledge and understanding of the role of other agencies/agencies who work with children and families.	Essential
Understanding of child development and issues facing young people	Essential
Knowledge of the impact of poverty, oppression, and discrimination on families.	Essential
Knowledge and understanding of issues relating to BME communities and their cultures.	Essential
Knowledge and understanding of the importance of participation of Children and Young People within the FGC.	Essential
Experience of facilitating FGC's with children, young people, and families with multiple and complex needs.	Essential
In depth understanding and extensive experience of working with the Family Group Conferences in a Children and Families SW setting/ Child Protection, pre proceedings and court proceedings.	Essential
Ability to establish a good working relationship with referrers and communicate with all family members including children and young people enabling them to take an active part in the FGC process.	Essential
Able to provide professional advice, training, and consultancy to staff.	Essential
Literacy and numeracy skills to be able to produce specialist documentation to a high standard.	Essential
Able to deliver presentations and briefings to meet learning outcomes.	Essential
Ability to work, communicate and liaise effectively with families and appropriate professions and demonstrate active listening skills.	Essential
The ability to manage conflict and encourage adults to make plans in the best interest of children.	Essential

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Ability to negotiate and mediate in a wide range of situations being solution focussed and reflective in practice.	Essential
Understanding of the importance of confidentiality, information security and related General Data Protection regulations.	Essential
Ability to work independently, good time management and organisational skills.	Essential
A good level of IT skills and the use or related systems to record, update and provide information and reports.	Essential
Ability to handle sensitive and confidential information in an appropriate manner, whilst adhering to legal requirements.	Essential
Completed Family Group Conference Facilitator training through an accredited organisation	Essential
NVQ/Level 4 qualification in a relevant subject e.g., Health, Social Care, Youth or another relevant subject	Essential
Safeguarding training i.e., Working Together, Domestic Abuse, Child Sexual Exploitation, drugs and alcohol misuse, gang awareness.	Essential
Accepts an enhanced DBS check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Able to work unsocial hours

DBS check at the appropriate level

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

For Office Use Only:

Job Category	Children Services	Grading ID	63740
Job ID	80102762	Last Updated	April 2021
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	Adult + Children	DBS Type	Enhanced
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	Yes
Standby	No	Other	No
Checked by HR	R Breeze		