

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.

Working 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.

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

Decisions – discretion & consequences

Develop and deliver training packages and briefings in order to raise awareness of the FGC approach and impact of restorative practice on outcomes for families. This will require a thorough knowledge of restorative practice and theoretical framework and the challenges and barriers within statutory agencies due to legal and practice imperatives

The Coordinator will carry a number of cases at any one time. Each will have specific deadlines and timescales and each will vary in terms of complexity and difficulty (eg extended family living at all corners of the UK) The Coordinator will take responsibility for each referral, meeting with referring agent to gather information, assess and plan approach with each case. Coordinator is responsible for continually assessing and analysing and reviewing the plan in order to ensure the identified outcomes are met

Able to assess when an advocate is needed in order to ensure the voice of the child is heard. The FGC coordinator will direct the work of the advocate as part of the overseeing and coordinating function of the FGC. The role also require acting as an advocate for other cases.

Able to identify risk and follow safeguarding policy and procedures wherever safeguarding concerns are identified. Able to develop strategies and planned interventions as concerns or problems arise. Knowing when concerns are unclear or complex referring to line manager for guidance in order to then implement and carry out agreed actions.

Able to decide on and implement a range of interventions and strategies. Where these strategies are not working knowing when to refer to line manager who will provide coaching to the coordinator to develop and implement new strategies

Short to medium term planning skills required in order to assess and formulate plans to ensure key people within the family network are engaged at the right time and in the right way to bring them together with key professionals in order to achieve desired outcomes.

Highly developed interpersonal skills required in order to engage with members of the extended family network taking account of their lived experiences and complex and challenging family dynamics. Able to have challenging conversations articulating concerns accurately and assertively with families

Highly developed negotiating and influencing skills required to bring the family members and professionals together in order to focus on agreeing a safe family plan. Able to assertively challenge social care professionals. Able to problem solve and quickly respond to situations as they arise in order to remain focussed on the desired outcome.

Ensure meetings are held at the appropriate time and location to suit the family group, ensuring the FGC is efficiently organised, venues are booked, travel arrangements made, letters of invitation sent out and light refreshments provided.

Resources – financial & equipment:

Physical skills

Frequent UK wide travel via range of means of transport in order to engage family networks in FGC process

Responsibility for finance

Each conference carries a small budget for refreshments and room bookings.

Travel costs can be high depending of where the extended family network lives and each worker is responsible for identifying the most economical and effective means of travel

Responsibility for physical resources

Use of pool cars. IT equipment and mobile phones regularly used outside council buildings.

Managing and dealing with sensitive information in line with General Data Protection Regulations GDPR

Work environment – work demands, physical demands, working conditions and work context

Work Demands

Workers will need to manage competing demands through their varied caseload. Tight legal deadlines of statutory cases impacts on these cases. Cases vary in terms of complexity and difficulty (e.g. extended family living at all corners of the UK)

Physical Demands

Frequently traveling to various locations throughout the UK, attending meetings, delivering training, carrying equipment, regular computer work, use of training equipment for delivering training, recording and writing reports

Working conditions

Averagely 80% of working week spent working remotely out of office base leading FGC's.

Potentially there can be family tensions and upset due to the nature of the challenges facing families. Family homes can be difficult environments to work in. Periodically have to address issues relating to substance misuse, violence and aggression.

Work context

The Co-ordinator needs to act as an independent and neutral facilitator of the FGC process. Managing challenging behaviour from service users and other professionals requires high levels of diplomacy and resilience. Able to work with professional where there are issues of status and resistance to the process. Having access to highly sensitive information that they need to manage professionally and respectfully in line with FGC principles of practice.

Regularly provide awareness raising workshops and training so that social workers, line managers, students and multi- agency staff, including those from a wide range of partner agencies, are fully aware of the implications, procedures and effectiveness of the FGC model.

Knowledge, skills & experience:

E/D

E = Essential

D = Desirable

*indicates shortlisting criterion

Knowledge and understanding of the principles and processes that underpin FGC.	E
Knowledge of Child Protection practice and Childcare legislation.	E
Knowledge and understanding of the role of others agencies/agencies who work with children and families.	E
Understanding of child development and issues facing young people.	E
Knowledge and understanding of the importance of participation of Children and Young People within the FGC.	E
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.	E
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.	E
Able to provide professional advice, training and consultancy to staff.	E
Literacy and numeracy skills to be able to produce specialist documentation to a high standard.	E
Able to deliver presentations and briefings to meet learning outcomes.	E
Ability to work, communicate and liaise effectively with families and appropriate professions and demonstrate active listening skills.	E
The ability to manage conflict and encourage adults to make plans in the best interest of children.	E
Ability to negotiate and mediate in a wide range of situations being solution focussed and reflective in practice.	E
Understanding of the importance of confidentiality, information security and related General Data Protection regulations.	E
Ability to work independently, good time management and organisational skills.	E
A good level of IT skills and the use or related systems to record, update and provide information and reports.	E
Ability to handle sensitive and confidential information in an appropriate manner, whilst adhering to legal requirements.	E
Qualifications:	E/D

Completed Family Group Conference Facilitator training through an accredited organisation or be willing to undertake the training.

E

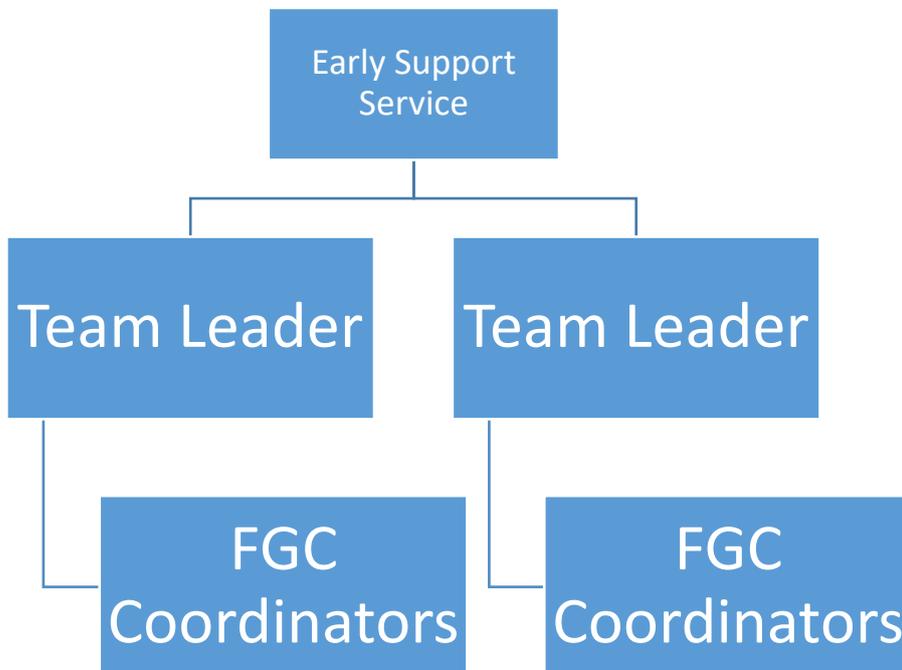
NVQ/Level 4 qualification in a relevant subject e.g. Health, Social Care, Youth or other relevant subject.

D

Safeguarding training i.e. Working Together, Domestic Abuse, Child Sexual Exploitation, drugs and alcohol misuse, gang awareness.

E

Position of job in organisation structure:



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

We also expect you to promote and role model the Council's Expectations of a New Council manager within the organisation.

This role is at level 2. The Council's [Behaviours and Expectations](#) will be tested throughout the selection process.

General:

Find out more about [working for Kirklees](#).

Please see your responsibilities related to [safeguarding](#).

- Able to work unsocial hours, including weekends, where required
- Able to travel as essential part of the role
- DBS requirement

Job ID ref. no: 63740

Last updated: 04/06/2019

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.

