Coventry City Council

Job Description and Person Specification

Senior FGC Coordinator

Job Details	
Grade	GRD8
Service	Safeguarding Practice & Workforce
Location	City Wide
Job Evaluation Code	A6090

About Coventry City Council

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:
Open and fair: We are open, fair and transparent.
Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.
Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.
Create and innovate: We embrace new ways of working to continuously improve the services we offer.
Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.
Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose

Support the team in delivering an effective FGC service by supervising staff and maintaining Coventry FGC and FRG Practice Standards. Promote FGC across Children's Services to enhance family engagement and relational approaches for optimal outcomes. Provide consultation to social workers and partners while balancing leadership duties with a reduced caseload. Facilitate high-quality FGCs aligned with policies and standards. Contribute to service improvement plans, staff development, and quality assurance, ensuring family-led, outcome-focused, child-centred practices within allocated resources.

Main Duties & Key Accountabilities

Coordinating and overseeing the implementation of family group conferencing processes to ensure effective planning and decision-making.
Evaluating the effectiveness of family group conferences and implementing improvements based on feedback and outcomes.
Providing regular guidance and quality supervision for FGC Coordinators
Supporting team managers in developing and delivering the FGC service, including duty responsibilities, task assignments, and participation in essential meetings.
Acting as FGC coordinator for a limited number of families while demonstrating exemplary practice adhering to Coventry FGC and FRG Practice Standards.
Contributing to recruitment, training, and appraisal processes for staff, while addressing disciplinary or grievance procedures as necessary under Local Authority guidelines.
Providing guidance and support to team members to promote a strengths-based, outcome focused, and family led model of working

Key Relationships	
External:	Children, Families and Partnership agencies, such as education, health, police and voluntary sector organisations
Internal:	Senior Leadership Team, Social work and Family Help colleagues

Standard Information
Post holders will be accountable for ● carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines. ● attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role. ● any other duties and responsibilities within the range of the salary grade.

Responsible for
FGC Coordinators

Coventry City Council

Person Specification				
Requirement Type	**Int**	**App**	**Ass**	**Requirement**
Knowledge			x	Detailed knowledge of relational practice with families including restorative and strength-based practice.
Knowledge		x		Up-to-date knowledge of local and national policy and best practice principle, and the social, political, economic, and legal context surrounding these.
Knowledge	x			Robust knowledge and understanding of the theory, principles, and practice of Family Group Conferencing.
Skills And Ability				Advanced written and verbal communication skills, and to produce good quality written reports, letters and minutes
Skills And Ability	x			Capable of building productive connections with children, young people, and families while supporting negotiation, mediation, and fostering family-centred problem resolution strategies. Able to foresee and independently address interpersonal conflicts effectively.
Skills And Ability	x			Ability to work in accordance with the Coventry FGC and FRG Practice Standards.
Skills And Ability				Ability to provide professional support, guidance, and direction to others
Skills And Ability	x			Ability to positively promote the FGC service and to provide FGC training, consultation, and advice
Skills And Ability				Ability and commitment to working in an anti-discriminatory, anti-oppressive, and non-judgmental manner
Experience		x		Significant experience of delivering family group conferences to Family Rights Group Accreditation standards
Experience		x		Experience of working with, and supporting others to work with, complex situations.

Qualification		x		Experience equivalent to Level 4 in a related service area, such as social work, teaching, or youth work, is required.
Qualification				The job holder will have undertaken Family Rights Group training at accreditation level standard.