

Job Description and Person Specification

FGC Coordinator

Job Details	
Grade	GRD7
Service	Safeguarding Practice & Workforce
Location	City Wide
Job Evaluation Code	L3599D

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
Facilitate and deliver high-quality Family Group Conferences (FGCs) in Coventry, adhering to policies, practice standards, and the service's objectives. Promote and develop the Family Group Conference service, ensuring equal opportunities and responsiveness to families from diverse backgrounds. Support families in creating safe plans and decisions for children through Family Group Conferences, enhancing family participation and relational approaches for optimal outcomes.

Main Duties & Key Accountabilities

Coordinating FGCs with autonomy, initiative and professional judgement, bringing families and professionals together to develop safe plans for children. Ensuring all FGC activity complies with safeguarding procedures and statutory frameworks, responding appropriately to risks and promoting family safety and empowerment.
Providing advice, consultancy, guidance and training to referring agencies, professionals and community groups, promoting understanding and implementation of the FGC model.
Promoting a strengths-based and inclusive approach throughout the FGC process, responding to individual family needs and diversity.
Managing referrals and preparing for the FGC by liaising with referrers and agencies. Identifying key issues and ensuring alignment with statutory requirements and care planning arrangements.
Ensuring children, families and vulnerable adults can fully participate in the FGC process by arranging interpreting, advocacy and other support services where required.
Engaging with children, families and significant others to explain the FGC process, identify participants and facilitate appropriate involvement. Maintaining confidentiality and secure record management in accordance with organisational policies.
Coordinating and facilitating FGCs, negotiating suitable arrangements and ensuring participants and partner agencies contribute relevant information to support informed family decision-making.
Ensuring FGCs are delivered consistently and effectively in accordance with the established model, practice standards and service expectations.
Supporting the development and implementation of family plans, ensuring outcomes align with care planning and legal requirements and are circulated within agreed timescales.
Contributing to service evaluation, quality assurance and research activities, ensuring feedback from children, families and professionals informs continuous improvement and positive outcomes.
Developing and maintaining effective partnership working with agencies, departments, providers and community organisations to support positive outcomes for children and families.
Contributing to the development of service policy and practice whilst maintaining up-to-date knowledge of relevant legislation, research, guidance and professional standards.

Key Relationships

External:	Partner Organisations
Internal:	Children's Service 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

None

Person Specification

Requirement Type	Int	App	Ass	Requirement
Knowledge				Comprehensive knowledge of Family Group Conferences (FGCs), safeguarding, care planning, and legislation affecting children and families, including child protection. Knowledge of legislation and practice relating to looked after children. Understanding of national and local policies, guidance, and best practice for safeguarding and improving outcomes for children and families.
Knowledge				Knowledge of relationship-based, strengths-based and solution-focused approaches when working with children, families and wider support networks.
Experience				Experience of multi-agency working, professional roles, and partnership responsibilities supporting children, families and safeguarding outcomes.
Knowledge				Knowledge of the impact of inequality, discrimination and family adversity, with commitment to anti-discriminatory practice.
Knowledge				Knowledge of health and safety responsibilities when working with children, families and

				professionals in diverse settings.
Skills And Ability				Excellent communication, active listening and report-writing skills, with the ability to build effective professional relationships across agencies.
Skills And Ability				Ability to engage and empower children, families and wider networks, ensuring their views inform planning and decision-making. Ability to work creatively with complex family situations, identify risk, and support effective family-led safety planning.
Skills And Ability				Ability to facilitate complex meetings, manage conflict, negotiate effectively and maintain impartiality in demanding situations.
Skills And Ability				Ability to analyse, interpret and communicate complex information to a range of audiences.
Skills And Ability				Ability to manage workload independently, maintain accurate records, prioritise tasks and work within established procedures.
Experience				Experience of working with children and families, safeguarding processes, multi-agency partnerships, participation approaches and complex casework.
Qualification				Degree-level education or relevant professional qualification in social work, youth work, education, childcare, health or a related field.
Special Requirements				Willingness to complete Family Rights Group training, obtain enhanced DBS clearance and work flexibly, including evenings and weekends. This position is exempt under the Rehabilitation of Offenders Act 1974 and is conditional upon receiving satisfactory police record checks through the DBS.