

# Job Description and Person Specification

Role: Family Group Conference Co-ordinator



# Job Description

<b>Job Title</b>	Family Group Conference Co-ordinator
<b>Grade</b>	7
<b>Service</b>	Family Group Conference Co-ordinator – Children’s Services
<b>Reports to</b>	FGC Team Manger
<b>Location</b>	Broadgate House
<b>Job Evaluation Code</b>	L3599D



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** 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:



## About the Service your team will provide

### Purpose of the role

To facilitate and deliver high quality Family Group Conferences (FGC) in Coventry, in accordance with the identified policies, practice standards and aims of the Family Group Conference Service. To promote and develop Coventry's Family Group Conference service within a framework of equality of opportunity that responds appropriately to the needs of individual families from diverse backgrounds. To support families to make safe decisions and plans for children within the context of a Family Group Conference; strengthening family involvement and relational ways of working to achieve best outcomes for children.

### Main Duties & Key Accountabilities

- To exercise a high degree of independence, initiative and expertise in order to co-ordinate meetings which bring together families and professionals to make and agree safe plans for children and young people within their own network.
- To advise professional staff and other agencies on potential referrals to the FGC service, provide consultancy and promote the FGC model.
- To ensure that preparation for the FGC is undertaken with reference to Safeguarding Children Procedures and the statutory framework which underpins agency intervention with children and families.
- Supported by the Team Manager, recognise and take action in relation to the safety of children where concerns and risks are identified.
- To promote a strengths-based family model of working in all aspects of the FGC process
- To receive referrals from the Family Group Conference Manager and commence planning for the FGC within an agreed timescale.
- To meet with the referrer, identify the agencies to be present at the FGC and determine the key issues to be addressed at the FGC.
- To take responsibility to ensure that preparation for the FGC reflects any existing formal or statutory plans in place (eg Child Protection Plan, Child in Need Plan)
- To ensure that all communications are carried out in the first language of the child and family, organising interpreting services where appropriate.
- To initiate contact with the child or young person and his/her immediate family. In most cases, this will involve a face-to-face meeting to outline the FGC process and provide relevant information and literature. This will include information about the Service evaluation and complaints procedures.
- In consultation with the child/young person and immediate family, to identify relevant family members and significant others who should attend an FGC. To take responsibility for exclusions according to the Service agreed policies.
- To initiate contact with other family members, friends, and significant others, outline the FGC process, provide information and literature and negotiate their attendance at the meeting. This will include exploring the dynamics and relationships within the family and addressing any specific issues which may affect the outcome of the process.
- To ensure that interventions serve to promote the safety, independence and empowerment of children and families within the FGC process.
- To negotiate with all relevant participants, make suitable arrangements to allow the meeting to be held at a time and place which is

appropriate and acceptable to the family.

- To ensure that agencies involved take responsibility for providing information which may be relevant to the families planning within the FGC.
- To ensure that all family members can participate fully in the Family Group Conference process, vulnerable adults are supported, and the involvement of children and young people is facilitated using a range of communication techniques and advocacy opportunities. This may involve working directly, if necessary, with the child/young person in preparation for the meeting and/or identifying an advocate for the child/young person.
- To ensure the effective functioning of the FGC. The post holder will be required: To chair the first stage of the meeting and ensure that information is presented by relevant parties to the family and expectations of the task for the family is clear and specific clarifying any requirements and ensuring that the safety of children are central to the outcomes required.
- To be available during the second stage of the meeting to provide information, advice or clarification upon the request of the family.
- To chair the third stage of the meeting and clarify and record family decisions and plans on the relevant pro forma.
- To ensure that the Family Plan is child focused, does not compromise the safety of children and meets the expectations of the referring agency.
- To ensure that the outcome of the FGC is relevant to the process of Care Planning within the Public Law Outline in securing the long-term plans for children.
- To arrange for circulation of plans and copies of agreements within agreed timescales (this to include where appropriate, requirements of any legal proceedings relating to the child/ren)
- At all times to identify and address issues of race, culture, gender, sexuality, disability, and/or language and to respond positively to any particular needs family may identify.
- Contribute to the monitoring and evaluation of Coventry Family Group Conference Service and related work to support vulnerable children and families. Ensure feedback is gathered from children, young people, family members and professionals to develop and promote continuous improvement and best outcomes.
- To participate in FGC research in a local and national context.
- To liaise and establish effective working relationships with other agencies, departments, the independent sector and providers, in order to support families to produce effective plans
- Assist and participate in the development of policy and practice in the Family Group Conference Service and assist the manager to implement developments.
- Maintain a working knowledge of relevant legislation, research, codes of practice and departmental policies and procedures, ensuring these are adhered to and communicated within the post holder's areas of responsibility. To apply a working knowledge of children's legislation to practice within the FGC Service.
- To attend meetings as required, take part in regular supervision, practice development groups and training sessions to ensure good quality practice, up to date knowledge, skills and continuous professional development.
- To maintain confidentiality according to local authority policies and ensure all documentation is safe and secure.
- To offer advice and guidance to referring agencies about the FGC process in the absence of the FGC Manager.
- Contribute to training for referrers, other professionals and community groups about the FGC model; training for professionals who will be presenting information to a FGC.

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> Education Health	<b>Internal</b> Children Services
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## 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.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

**Staff managed by postholder: None**

## Person specification

<b>Job Evaluation Code</b>	L3599D
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of the principles and processes of Family Group Conferencing; knowledge of legislation, guidance, and research in relation to all aspects of work with children and their families and detailed knowledge of guidance with particular reference to child protection; children looked after and care planning</li> </ul>	
<ul style="list-style-type: none"> <li>• Knowledge of child protection guidelines and current legislation and policy relevant to children and families e.g. Children Act, Human Rights Act, Public Law Outline, Adoption and Children Act</li> </ul>	
<ul style="list-style-type: none"> <li>• Knowledge of relational practice with families including solution focussed and strength-based practice. Understanding of the role of other agencies/professionals who work with children and families; effective partnership working and interagency responsibilities and structures for children and families service delivery</li> </ul>	
<ul style="list-style-type: none"> <li>• Knowledge of national strategies and frameworks for the provision of children's services for safeguarding children and improving the life chances of children.</li> </ul>	
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>• Effective communication and active listening skills and ability to establish good working relationships with referrers and staff from all agencies.</li> <li>• Ability to relate to children and young people and their families to mediate and promote family-based problem solving</li> <li>• Good level of computer literacy, excellent written and verbal presentational and communication skills including the ability to communicate effectively at all levels with a range of individuals, in a variety of different manners, on complex or legal issues and produce coherent written reports, letters and minutes</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to anticipate and respond appropriately and independently to situations of interpersonal conflict</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to co-ordinate, facilitate and chair complex meetings involving families, children and young people.</li> <li>• Ability to work creatively and flexibly in a solution focussed reflective way with family members and encourage their formulation of care and safety plans in the best interests of children, including those involving children subject to child protection plans and children looked after.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to take a neutral role and negotiate and mediate in a wide range of situations.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to promote and facilitate the participation of children and their families and ensuring their views and needs are central to service delivery and outcomes.</li> <li>• Commitment to empowerment of children and families</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to engage families and recognise the importance of including and engaging fathers and key men and work in partnership with them.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to work with complex family situations, including the identifying of risk and taking appropriate action</li> </ul>	

<ul style="list-style-type: none"> <li>• Ability to independently manage an allocated workload, be organised and work to timescales, prioritising tasks to achieve agreed goals and meet deadlines. Ability to work independently and be self-motivated, using initiative and professional judgement appropriately.</li> <li>• Ability to organise and manage practical arrangements associated with FGC.</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to work to specific procedures and guidelines within a Service using supervision and support appropriately.</li> <li>• Ability to maintain administrative records in accordance with approved policy and procedures.</li> </ul>
<ul style="list-style-type: none"> <li>• A commitment to working in an anti-discriminatory and non-judgmental manner</li> </ul>
<b>Experience</b>
<ul style="list-style-type: none"> <li>• Proven experience of working directly with children and families in a health, social care, education, or other related field</li> </ul>
<ul style="list-style-type: none"> <li>• Proven experience of co-ordinating Family Group Conferences</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of working with multi-agency child protection and safeguarding systems</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of promoting service user participation/agenda setting in a work environment</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of working jointly with a range of agencies and service user needs</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of working with complex case issues</li> </ul>
<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• A professional qualification in the field of social work, youth work, child-care, education, child health.</li> <li>• Educated to first degree level and/or relevant qualification in relevant field</li> </ul>
<ul style="list-style-type: none"> <li>• Relevant Family Group Conference training</li> </ul>
<b>Special Requirements</b>
<p>The job holder will be expected to work flexibly to meet the needs of the service users. Lone working/home visits are a necessity in this role unless risks are identified. This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</p>

<b>Date Created</b>	19/05/2023	<b>Date Reviewed</b>	
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