



Coventry City Council

Job Description

Job Title:	Family Group Conference Co-ordinator	Job Number:	
Service:	Family Group Conference Service	Grade:	7
Location:	Broadgate House		

Job Purpose:

- To facilitate and deliver Family Group Conferences (FGC) in accordance with the identified policies and aims of Family Group Conference Service.
- To promote and develop Coventry's Family Group Conference service within a framework of equality of opportunity.
- To support families to make safe decisions and plans for children within the context of a Family Group Conference.

Main Duties and Responsibilities:

1. To advise professional staff on potential referrals to the FGC service, provide consultancy and promote the FGC model.
2. To ensure that preparation for the FGC is undertaken with reference to Safeguarding Children Procedures and the legal framework which underpins agency intervention with children and families.
3. To promote a strengths-based family model of working in all aspects of the FGC process
4. To receive referrals from the Family Group Conference Manager and commence planning for the FGC within an agreed timescale.
5. 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.
6. 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)
7. To ensure that all communications are carried out in the first language of the child and family, organising interpreting services where appropriate.

8. 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.
9. 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.
10. 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.
11. To ensure that interventions serve to promote the safety, independence and empowerment of children and families within the FGC process.
12. 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.
14. To ensure that agencies involved take responsibility for providing information which may be relevant to the families planning within the FGC.
15. To facilitate the involvement of children and young people 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.
16. 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.
17. 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.
18. 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)
19. 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.

20. Contribute to the monitoring and evaluation of service requirements, ensuring compliance of standards of performance for service provision. To participate in FGC research in a local and national context.
21. 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
22. Assist and participate in the development of policy and practice in the Family Group Conference Service and assist the manager to implement developments.
23. 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.
24. To agree to undertake supervision, training and attend meetings as required.
25. To maintain confidentiality according to local authority policies and ensure all documentation is safe and secure.
26. To undertake any other duties and responsibilities within the range of the salary grade.
27. To offer advice and guidance to referring agencies about the FGC process in the absence of the FGC Manager.
28. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

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 further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:

Responsible to:

Date Reviewed:

Updated: May 2020



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Person Specification

Job Title:	Family Group Conference Co-ordinator	Job Number:	
Service:	Family Group Conference Service	Grade:	8
Location:	Broadgate House		

Area	Description
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Knowledge:	<ul style="list-style-type: none">• Sound 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. Knowledge of child protection guidelines and current legislation and policy relevant to children and families eg Children Act, Human Rights Act, Public Law Outline, Adoption and Children Act
	<ul style="list-style-type: none">• Knowledge of preventative practice with families including solution focussed and strength-based practice. Understanding of effective partnership working and interagency responsibilities and structures for children and families service delivery.
	<ul style="list-style-type: none">• Knowledge of national strategies and frameworks for the provision of children's services for safeguarding children and improving the life chances of children. Knowledge of local and national policy, practice and legalisation with the wider context of provision to Children, Young People and their families especially Change for Children, Safeguarding Children, Every Child Matters, Care Matters and Common Assessment Framework
	<ul style="list-style-type: none">• Knowledge of specific areas of family stress relevant to the post e.g. adult mental health problems, offender families, substance misuse, domestic violence, etc
	<ul style="list-style-type: none">• Knowledge of anti-discriminatory policy and practice and service provision sensitive and relevant to all service users.
	<ul style="list-style-type: none">• Knowledge and awareness of Health and Safety issues in a variety of identified settings
Skills and Abilities:	<ul style="list-style-type: none">• Effective communication skills and ability to relate to children and young people and people and their families to mediate ,negotiate and promote family based problem solving. Excellent written and verbal presentational and communication skills including the ability to communicate effectively at all levels a range of individuals, in a variety of different manners, on complex or legal issues and produce coherent written reports, letters and minutes.



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	<ul style="list-style-type: none"> Ability to anticipate and respond appropriately and independently to situations of interpersonal conflict. Ability to co-ordinate and chair complex meetings. Ability to work in a task focussed way with family members and encourage their formulation of care and safety plans, including those involving children subject to child protection plans and children looked after.
	<ul style="list-style-type: none"> 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. Commitment to empowerment of children and families.
	<ul style="list-style-type: none"> Ability to engage hard to reach families and work in partnership with them.
	<ul style="list-style-type: none"> Ability to understand and interpret complex information. Ability to work with complex family situations, including the identifying of risk and taking appropriate action.
	<ul style="list-style-type: none"> Ability to independently manage an allocated workload, prioritising tasks to achieve agreed goals and meet deadlines. Ability to work independently using initiative and professional judgement appropriately. Ability to organise and manage practical arrangements associated with FGC.
	<ul style="list-style-type: none"> Ability to work to specific procedures and guidelines within a Service using supervision and support appropriately. Ability to maintain administrative records in accordance with approved policy and procedures.
	<ul style="list-style-type: none"> A commitment to working in an anti-discriminatory and non-judgmental manner.

Experience:	<ul style="list-style-type: none"> Proven experience working directly with children and families in a health, social care ,education, or other related field
	<ul style="list-style-type: none"> Experience of working with multi-agency child protection and safeguarding systems
	<ul style="list-style-type: none"> Experience of promoting service user participation/agenda setting in a work environment
	<ul style="list-style-type: none"> Experience of working jointly with a range of agencies and service user needs
	<ul style="list-style-type: none"> Experience of working with complex case issues.

Educational:	<ul style="list-style-type: none"> A professional qualification in the field of social work, child care, education, child Health
	<ul style="list-style-type: none"> The job holder will be expected to undertake the Family Rights Group accredited Facilitators Training.
	<ul style="list-style-type: none"> Educated to first degree level and /or a relevant qualification in relevant field

Special Requirements:	<ul style="list-style-type: none"> 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).
	<ul style="list-style-type: none"> Ability to work flexible hours, including evenings and weekends work

Date Reviewed:

Updated: May 2020