

JOB DESCRIPTION

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| Post Title: Family Group Conference Coordinator | | Director/Service/Sector Wellbeing and Community Health | | Office Use | |
| Grade: Band 6 | | Workplace: | | JE ref HRMS ref: | |
| Responsible to: Team Manager | | Date: Aug 2024 | Manager Lever: | | 4479 |
| Job Purpose: | | | | | |
| The Family Group Conference (FGC) Coordinator will be responsible for preparing, planning and facilitating conferences which promote families to come together to try and develop a plan that addresses safety and safeguarding concerns for children/young people. | | | | | |
| Resources | | Staff | None | | |
| | | Finance | None | | |
| | | Physical | Ability to meet the physical demands of the role. | | |
| | | Clients | Children, young people, families and other agencies | | |
| Duties and key result areas: | | | | | |
| <div>1) To be responsible for the planning, coordination and reviews of Family Group Conferences within Northumberland.</div> <div>2) To be responsible for planning and coordinating mediation.</div> <div>3) To actively encourage parents, carers, children, young people and professionals to engage in the FGC and mediation process.</div> <div>4) To provide information, support and advice about the FGC and or mediation process before, during and after the conference.</div> <div>5) To work directly with children and young people to seek their wishes, views and feelings and to present them at the FGC if required.</div> <div>6) To make sure family plans are compiled (in their own words), ensuring that they are practical and meet the requirements of any safety/ safeguarding issues, and sent to the attendees to support and encourage immediate implementation of the plan.</div> <div>7) Work in partnership with Children’s Social Care, external agencies and Early Help to ensure that children, young people and their families are prepared for the FGC process.</div> <div>8) To support Family Finding / Family Seeing activity as required.</div> <div>9) Work closely with schools and partners to support Team Around the School activity.</div> <div>10) To build relationships with the community and voluntary sector to identify and engage children and families with community networks.</div> <div>11) Ability to develop trusting working relationships with parents, children, young people and their families.</div> <div>12) Undertake training, attend meetings as required to ensure that practice is continuously improving.</div> <div>13) To provide advice and support to other professionals about the FGC process and practice.</div> <div>14) To maintain accurate records in line with confidentiality and data protection procedures.</div> <div>15) Undertake any other duties that are deemed appropriate to the nature, level and grade of the post.</div> | | | | | |
| The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. | | | | | |
| Work Arrangements | | | | | |
| Transport requirements: | | Will be required to undertake regular journeys as part of post. Meet the transport requirements of the post. | | | |

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| Working patterns: | <p>You may be required to work outside of normal office hours, including early mornings, late evenings and on occasions weekend within the flexible working arrangements.</p> <p>Ability to undertake lone working outside of normal office hours in line with the Lone Working policy.</p> | |
| Working conditions: | | |

PERSON SPECIFICATION

Appendix 2

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| Post Title: Family Group Conference Coordinator | Director/Service/Sector: Wellbeing and Community Health | Ref: |
| Essential | Desirable | Asses s by |
| Knowledge and Qualifications | | |
| <p>Maths & English NVQ Level 3 in childcare or related discipline Knowledge of Children's Services provision including social care and early help Extensive understanding of Child Protection and Safeguarding procedures Current extensive knowledge of issues/difficulties that affect children, young people and their families Knowledge of current legislation pertaining to children and families</p> <p>A current full driving licence and access to a car</p> | <p>Family Group Conferencing Accredited Training Qualification Mediation experience</p> | |
| Experience | | |
| <p>Working with children, young people and their families Working in a challenging and pressured environment Chairing Meetings Working in partnership with other agencies Prioritising and organising workload Experience of managing challenging behaviours or conflict</p> | <p>Experience of chairing mediation meetings or an FGC</p> | |
| Skills and competencies | | |
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| <p>Ability to work within policies and procedures relating to confidentiality, information sharing, GDPR and safeguarding</p> <p>Ability to develop meaningful professional relationships with children, young people and their families</p> <p>Ability to keep accurate and factual records</p> <p>Ability to recognise and respond to risk following appropriate policy and procedures</p> <p>Ability to undertake lone working and use own initiative</p> <p>Ability to make decisions and problem solve</p> <p>Ability to communicate effectively with a range of audiences using a variety of methods (verbal and written)</p> <p>Prioritise and reprioritise workload ensuring deadlines and timescales are met</p> <p>Ability to manage and plan own schedule/diary</p> | | |
| Physical, mental and emotional demands | | |
| <p>To be able to work in potentially challenging and unpredictable situations</p> <p>Ability to work under pressure and respond to potential crisis situations</p> <p>Ensure health and safety and lone working policies are followed</p> <p>To maintain a positive and professional attitude and relationship when working with potential complex issues that could provide both physical and emotional challenges</p> <p>Experience of dealing with distressing situations and/or highly sensitive personal information.</p> | | |
| Other | | |
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits