Post Specification - Key Information

- **Post Title:** Family Group Conference Coordinator
- **Date:** June 2025
- **Post Group Number:** 6108
- **Job Family:** People Care & Development
- **Job Family Role Profile:** PCD 8ii
- **Final Grade:** Grade 9

To be read in conjunction with the job family role profile.

Service Area Description

This role sits within the Family Help Service in Children & Families, which is part of Children's Services. Family Help is the phrase used to encompass early help, early intervention, and prevention and is closely aligned with social care.

Purpose of this Post

To act as co-ordinator and facilitator for family group conferences, ensuring the involvement of children, families and professionals in conferences and review, as per family group conference practice.

To support families to make safe decisions and plans for children and young people and to contribute to the evaluation of the Family Group Conferencing service.

Key Job Specific Accountabilities

1. To ensure the child's voice is heard and all work with children and families remains child focused and meets the needs of children.
2. To facilitate the involvement of children, young people and their families in Family Group Conferencing processes through negotiating with family members to identify the structure of the family network and coordinate safe family group conferences.
3. Recognise the impact of family relationships and dynamics on children and understand and support the role and values of families as partners in supporting their children to achieve positive outcomes.
4. To assist families in identifying and maintaining support networks and access services within their home community.
5. To recognise and take action in relation to the safety of children and liaise with professionals as necessary following children's services policy and procedure.
6. High communication skills; communicate effectively with professionals and key agencies and share information as necessary, produce relevant documentation relating to the Family Group Conference.
7. To have independence and discretion when facilitating meetings that brings families and professionals together to make a safe and agreed plan for the young people within the family network.
8. To proactively engage in professional development and training.

Key Facts and Figures of the Post

- **Budget Responsibilities**:
    - Small budget used to support each Family Group Conference.

- **Staff Management Responsibilities:**
  - None
- **Other:**
  - Be aware of and implement health and safety responsibilities as an employee and where appropriate any additional health and safety responsibilities as defined in the health and safety policy and procedure.
  - To analyse risk in relation to self and others, particularly when lone working and out of hours working.
  - Responsible for booking venues

Essential Criteria

Qualifications:

Essential criteria:
NVQ level 3 children and young people or equivalent in relevant caring profession e.g., social work, health, youth justice, education, community support
Desirable criteria:
NVQ level 4 children and young people or relevant demonstrable experience equivalent in relevant caring profession e.g., social work, health, youth justice, education, community support

Knowledge:

Essential criteria:
- Knowledge of group dynamics and how groups make effective decisions
- Understanding of families' family processes and dynamics. Theoretical framework that underpins practice
- Knowledge of the principles of family group conferencing
- Proven ability to negotiate and mediate in a range of situations with people from diverse backgrounds.
- Excellent time management skills ability to prioritise and show excellent organisational skills.
- Ability to maintain systems, produce clear records and have ICT skills.
- Ability to work independently and be self-motivated.

Desirable criteria:
- Experience of developing and delivering training
- Experience of budget management
- Supervisory experience
- Experience of service development
- Ability to present the FGC model to partnership agencies.

Relevant Experience:

Essential criteria:
- Substantial experience directly relevant to the provision of social care, youth justice, community support services, education and health.
- Substantial experience in working with families in the community and at least 3 years of direct working with children.
- Proven substantial experience of working with families in crisis
- Experience of organising and chairing /facilitating meetings involving children, young people and family members.
- Significant experience of liaising and negotiating with other agencies and a range of professional staff including advocates and advocacy services.

Skills:

Essential criteria:
- Report writing, presentation and evaluation skills.
- Positively promote the service and act in a public relations capacity.
- Display emotional resilience whilst working with complex family issues and challenging behaviours
- Enthusiasm and commitment to a family strength based model of working.

Disclosure and Barring Service (DBS) Checks

- This post requires a DBS check.

- The level of check required is:
  - DBS Enhanced - Children & Adults

Job Working Circumstances

- **Emotional Demands:**
  - High level of independent working involving confidentiality, flexibility and professional judgement
  - Co-ordination of meetings involving families in conflict and disagreement whilst remaining calm and professional
- **Physical Demands:** None
- **Working Conditions:** None

Other Factors:

- Lone working and time management of case loads
- Meetings will take place at times and locations most suitable for the family and can be out of regular working hours
- Ability to travel around Westmorland and Furness area and to work flexibly out of hours including evenings and weekends to meet the needs of the family
- On occasions a requirement o meet the travel needs of the post which may require working outside of Westmorland and Furness area.
- A willingness and ability to undertake the FGC accredited training programme
- Satisfy conditions of service including acceptable attendance record and enhanced DBS check