Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Family Group Conference Co-ordinator
Job Reference	713358
Service	Children's Services
Team	Quality Assurance & Safeguarding Service
Location	Hybrid – Shute End / Homeworking / Local community
Reports to	Family Group Conference Manager
Responsible for	None
Grade	Grade 7
Contract Type	Permanent
Hours	Full-Time

Main Accountabilities	
1.	To support the delivery of an effective and efficient family group conferencing service and to contribute to the ongoing development of family led decision making approaches and service delivery standards of the service as a whole.
2.	To support an outcome-focused approach, where children and families are firmly at the centre and enabled to actively participate in key decisions and plans to support best life chances.
3.	Exercise a high degree of independence, initiative and expertise to co-ordinate Family Group Conference Meetings and being responsible for preparing families, children/young people and/or vulnerable adults and professionals for Family Group Conference (FGC's) and Reviews.
4.	Build effective professional relationships with Children's Social Care and Early Support services in order to develop and embed a high quality, effective Family Group Conferencing Service across Wokingham.
5.	Manage the conference process so that extended families and friends can meet to address family difficulties using their own experience, knowledge and strength and build confidence in being able to address concerns and risks identified by statutory services.
6.	To promote the FGC model and to support professional staff and other agencies on potential referrals to the FGC service.

7.	Provide professional advice, training and consultancy to staff and other agencies about FGC's and advice on potential referrals.
8.	Assist and participate in the development of policy and practice in the Family Group Conference Service and assist the manager to implement developments.
9.	Ensure that safeguarding procedures are adhered to recognising and taking action in relation to the safety of children and or vulnerable adults where concerns or risks are identified and for those excluded arrange alternative arrangements.
10.	Contribute to the monitoring and evaluation of Wokingham 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.

Person Specification	Essential	Desirable
Education/Qualifications	• NVQ/Level 4 qualification in a relevant subject e.g., Health, Social Care, Youth or another relevant subject • To have completed Family Group Conference facilitator training through an accredited organisation.	
Experience	• Significant work experience with children and families within statutory or voluntary sectors; managing and/or delivering Family Group Conferences and or FGC Accreditation. • Experience of facilitating FGC's with children, young people, and families with multiple and complex needs. • Experience of managing complex casework which includes a need for mediation or conflict resolution. • Experience of conflict resolution and advanced negotiating and mediation skills. • Extensive professional experience of working with vulnerable children and their families, relating to complex case issues	• Demonstrable experience of building, developing and supporting partnerships arrangements across organisational boundaries
Skills/Knowledge	• 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. • 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.	

	• 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. • Able to provide professional advice, training, and consultancy to staff • Ability to establish a good working relationship with referrers and communicate with all family members including children and young people enabling them to take an active part in the FGC process. • Ability to work, communicate and liaise effectively with families and appropriate professions and demonstrate active listening skills. • Literacy and numeracy skills to be able to produce specialist documentation to a high standard.	
Behaviours/Attributes	• Commitment to family-based decision making and it's aims and principles. • Ability to negotiate and mediate in a wide range of situations being solution focussed and reflective in practice. • Ability to independently manage an allocated workload, be organised and work to timescales, prioritising tasks to achieve agreed goals and meet deadlines. • Ability to problem solve using creative ideas and lateral thinking.	

Purpose Details	
Service Purpose	The Family Group Conference Team are responsible for the management and provision of Family Group Conferences. The team ensure that Family Group Conferences are effectively used to strengthen family involvement and foster relational ways of working with families. This approach is critical to safely achieving the best outcomes for the children, young people and families in Wokingham Borough. The Children's Wellbeing and Schools Bill will require Local Authorities to offer FGDM before initiating care proceedings. The bill would add a new section to the Children Act 1989 to impose a duty on local authorities who are considering making a court application for a care or supervision order, to offer a family group decision making (FGDM) meeting to the child's parents or any person with parental responsibility for the child.
Role Purpose	To facilitate and deliver high quality Family Group Conferences (FGC) in Wokingham, in accordance with the identified policies, practice standards and aims of the Family Group Conference Service. To promote and develop Wokingham'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. To support and contribute to the development of the scope and vision for the service and ensure that Family Group Conferences are used to strengthen family involvement and relational ways of working with families, to safely achieve best outcomes for children.

Supervision and Relationships	
Supervision Received	Regular supervision provided by Family Group Conference Manager
Supervision Given	None
Contacts	Parents, carers, children and young people, Social Workers, IRO's, education, health, police, housing

Resources/Budget Management
None

Special Requirements
• Enhanced DBS required • Must be able to drive and have access to car to travel to venues throughout the Borough • Flexible working hours may include weekends and evenings to meet the needs of families

Occupational Health Risk Assessment	Details

Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Y
Hand Arm Vibration	N
Lone Working	Y
Healthcare/Social Contact with Patients	Y
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	Y
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Hybrid working - Office based & home based & local community

Role Involvement	Details
Working with Children	Y
Working with Vulnerable Adults	Y
Both of the Above	Y
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N

Both of the Above	N
None of the Above	

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Enhanced DBS required
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks

Evaluation Declaration	
Date of Evaluation:	<DD/MM/YYYY>
Evaluated by:	<Name, job title>