

Family Group Conference Convenor

Grade 9

About the Service

The Children and Families directorate aims to create an inclusive environment where families are supported to stay together safely and live well in their communities, building on their strengths and achieving their outcomes, supported by secure relationships and long-term belonging. This is based upon safety as a whole system, shared across our services and partners. These are delivered through our 4 core principles:

- Families first – network and community always
- Right help, right time – proportionate, timely and co-produced with children and families.
- Whole-system responsibility for supporting children and families to be happy, healthy and safe.
- Permanence as belonging from day one.

Our strategic ambition for children and young people in Staffordshire:
Happy, **Healthy, Safe, Belonging and Achieving.**

Reporting Relationships

Responsible to: Family Group Conference Lead

Responsible for: N/A

Key Accountabilities:

1. To act as an independent and neutral facilitator of the Family Group Conference Process.
2. To be responsible for the preparation, planning, coordination, facilitation and review of the Family Group Conference that responds to the needs of the individual families from a diversity of backgrounds.

3. To promote quality planning, decision making and practice for children and families both within the department and with partner agencies.
4. To receive referrals and meet with the referrer and relevant professionals to identify the key issues, clarify concerns and expectations and agree respective roles and responsibilities.
5. To meet with children, family members and significant others to outline Family Group Conference process, provide information and literature, negotiate attendance and support involvement before, during and after the meeting.
6. Ensure appropriate arrangements are in place to prepare the child and (if where appropriate) other family members for the meeting and if appropriate arrange/act as advocate in partnership with Children's services and other partner agencies.
7. Ensure the protection of children through the collection and maintenance of accurate and confidential information within policies and procedures of the local safeguarding board.
8. To contribute to the establishment of monitoring and evaluation systems to assess the effectiveness of Family Group Conference.
9. To undertake any other duties required by management, which are commensurate with the grading of the post and in accordance with statutory and departmental procedures.

Person Specification

Qualifications/Professional membership

- **Educated to NVQ Level 4 or equivalent professional qualification.**
- **To have successfully completed or be willing to undertake a 3-day Family Group Conference coordinator training and assessment package**

Knowledge and Experience

- Significant experience of doing direct work with children, their families and carers in a statutory or voluntary agency which provides services to vulnerable children and their families.
- Experience of mediation/negotiation and facilitation with individuals or groups.
- Knowledge of other agencies providing services to children and families across Staffordshire.
- Sound knowledge of child development, family dynamics the effect of stress and trauma on child development and child protections systems, looked after systems.
- Knowledge and experience of policy and procedures, structures and systems in relation to the care and protection of children and family group conferencing.
- Knowledge of legislation, policy and procedures in respect of children's Rights, Family Group Conferencing, Children's Welfare and Safeguarding, Children Act and any other legislation relevant to children, young people and their families.
- An understanding of the effect of disadvantage and discrimination on children, their families and carers, and how to minimise the effects.
- Ability to make sound judgements and risk assessments based on the analysis of the relevant facts in crisis situations

Skills

- Ability to implement the New Zealand FGC Model
- Mediation skills, negotiate and manage conflict, whilst having high level of organisational skills.

- Confidence in convening and chairing large meetings effectively whilst meeting time frames.
- Ability to write accurate records and reports whilst having good IT skills
- Ability to listen, take in communicate both spoken and written-in ways that are appropriate to and understood by children and their families, and professionals.
- Ability to work as part of a team.
- Ability to remain independent, neutral and objective, resisting attempts by professionals or family to take sides.
- Ability to be diplomatic and respectful but manage difficult issues that need raising.
- To facilitate meetings on evenings and weekends to accommodate family's requests.
- Be able to make positive use of training and supervision to improve own practice. Be able to represent the Practice excellence whilst promoting FGC's across Children's Services.

This post is designated as a Essential Car user

The content of this Job Description and Person Specification will be reviewed on a regular basis.