



SWINDON
BOROUGH COUNCIL

Role Profile

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| Job Title: FGC Children's Advocate | Role Profile Number: POS00009970 |
| Grade: M Salary: £25,986 | Date Prepared: 27/10/21 |
| Directorate/Group: Children, Families and Community Health | Reporting to: FGC & New Beginnings Manager |
| Structure Chart attached: | Yes |

Job Purpose

The purpose of the Family Group Conference Service is to bring families together to participate in a decision making and planning process which will increase the safety and wellbeing of their children.

The Service ensures that young people and families are appropriately supported to understand the worries of professionals and are empowered to utilise their knowledge, skills and resources to make safe plans for the children in their families.

The purpose of the FGC Children's Advocate is to support advocacy within the Family Group Conference Service. The post holder will be responsible for undertaking advocacy within the Family Group Conference Service to work with, and represent, the views of the child or vulnerable adult during the Family Group Conference process. (in cases where the vulnerable adult does not have a named advocate in place). The post holder will have the ability to communicate effectively with FGC coordinators to ensure the child's voice is central to the process.

Key Accountabilities

- Undertake advocacy for children and/or vulnerable adults to meet the needs of the service.
- To work with FGC coordinators to provide clear and concise notes from advocacy sessions undertaken
- To support the views of children during the Family Group Conference/Restorative conference process
- To provide children with a child friendly plan from their conference
- To support with the recruitment of suitably qualified/experienced staff to form a pool of sessional workers
- To network with other areas of the Council where Sessional Workers are used to ensure consistency of practice and sharing of knowledge and expertise
- To identify and assist the ongoing development of procedures and guidelines to ensure an efficient and effective service.
- To attend training as required.

Supplementary Accountabilities

- Due of the nature of the work and in accordance with the demands of the service, he/she will be required from time to time to work outside normal office hours, including evening and weekend working, for which time off in lieu of payment should be taken at a time agreed with the Team Manager. Overtime will not be paid
- Take personal and professional responsibility for own training needs and discuss with the Family Group Conference Manager.
- Undertake any other duties that can be accommodated within the grading level of the post.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- An understanding of the physical, emotional and social needs of children/young people and their development
- Experience of direct work with vulnerable children, young people and their families
- Educated to GCSE Level or equivalent in English and Maths.
- Excellent communication, interpersonal and people skills with people at all levels.
- Good working knowledge of spreadsheets, word processing and databases.
- Strong organisational, coordination, prioritisation and supervisory skills.
- Ability to use own initiative and to work to tight deadlines
- Knowledge of guidelines and laws governing the use of volunteers.
- The ability to train other people taking into account individual learning styles.
- Awareness of diversity and cultural differences.
- Must be able to drive or have equivalent mobility.
- Need to work in various locations and is required to meet clients at their convenience and not necessarily in a normal office environment or during normal office hours.
- Minimum of Level 2 Child Protection training
- Knowledge of child protection procedures
- Understanding of safer recruitment processes
- Awareness of producing risk assessments
- Ability to interpret data and produce reports

Qualifications

- Professional qualification relevant to the service area or equivalent experience of working with children and families

Decision Making

- Resolve any issues and concerns that arise and refer to the appropriate Manager where necessary.
- Establish appropriate spreadsheets and record data input for information purposes.
- Make decisions around safety and child protection disclosures
- Have the ability to act independently and exercise discretion in co-ordination and planning for children

Creativity and Innovation

- Prioritise work to meet changes in service demands and those of children, young people and families' needs
- Flexible and creative identification of solutions to support children, young people and families
- Creative ways of bringing resources together
- Open minded and willingness to try new ideas, ways of working and innovative approaches to service delivery
- Imaginative use of integrated services and local resources to inform and enable children, young people and families/carers to resolve difficult family situations and to come up with new solutions

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| <u>Job Scope</u> Typical tasks supervised/allocated to others <ul style="list-style-type: none">• Advocacy | Budget Holder Asset Responsibility: | No Responsible for monitoring only No |
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Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Team members; wider children's services teams
- Colleagues from across the authority
- Schools, voluntary and other outside organisations
- Vulnerable children, young people and families, their carers and members of the public

Other Key Features of the role

- Working alone and visiting children, young people and families in their own environment
- Ability to work outside office hours – both planned and on occasions at short notice
- Ability to organise and prioritise work in a complex environment to deadlines and timescales

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| Employee Signature: | Print Name: |
| Date: | |
| Line Managers Signature: | Print Name:: |
| Date: | |