



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Family Group Conference Co-Ordinator	<b>Role Profile Number:</b> SBC_10341
<b>Level:</b> 6	<b>Date Prepared:</b> April 2014
<b>Directorate/Group:</b> Children & Families	<b>Reporting to:</b> Senior Family Group Conference Co-Ordinator
<b>Structure Chart attached:</b>	No

### 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.

This post will use the Family Group Conference (FGC) Model to engage with families using knowledge of the underpinning values of the Signs of Safety framework, to facilitate a meeting in which the family will develop plans to secure desired outcomes.

### Key Accountabilities

- To develop relationships with social care professionals and a range of agencies/partners with the aim of establishing the key principles of Family Group Conferences as part of case planning for children and families at all levels.
- To create partnerships between families and professionals and communities that will achieve better outcomes for children and young people.
- To ensure that children, young people and their families are treated with equal respect; valuing difference and diversity.
- To use knowledge of the Signs of Safety Framework and FGC Model to prepare and deliver conferences and review as necessary.
- To work with other members of the Family Group Conference service to ensure that links with other FGC projects, both locally and nationally are maintained and developed to ensure that Swindon incorporates

- any new initiatives and/or research findings into its practice
- To actively be involved in identifying improvements to the service.
  - To follow the guidelines for Family Group Conferencing in the delivery of services
  - Collate all information on Family Group Conferences ensuring that all records are kept on appropriate systems.
  - The nature of the post will require flexibility to meet urgent work needs as required; equally to meet the needs of children, young people and their families, work outside office hours is expected.

### Supplementary Accountabilities

- Take personal and professional responsibility for own training needs and discuss with the Senior Family Group Conference Co-Ordinator.
- 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
- An understanding of the impact of poverty, oppression and discrimination on families
- Experience of direct work with vulnerable children, young people and their families
- Working knowledge and experience of the principles and processes of Family Group Conferences
- Experience of organising and facilitating meetings involving children and families
- An understanding and knowledge of relevant legislation, guidance, policy, procedures and a working knowledge of good child care practice.
- An understanding of the role of a statutory childcare agency.

### Qualifications

- Recognised qualification or demonstration of substantial experience/development in a relevant profession (i.e. social care; education; youth justice; health; community work)

### Decision Making

- Direct decisions, recommendations and collective decisions on a regular basis applying knowledge and understanding of current thinking and developments of Family Group Conferencing
- Ability to act independently and exercise discretion in co-ordination and planning for children
- Day to day decisions in relation to Family Group Conference requests in consultation with the Senior Family Group Conference Co-Ordinator as required.

- Analyse information and make decisions sometimes in unexpected situations and/or in consultation with the named referrer or the Senior Family Group Conference Co-Ordinator.
- The postholder is expected to follow directives and instructions and work under their own initiative. Any concerns of practice that may impact on decision making for families must be discussed with the Senior Family Group Conference Co-Ordinator.

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 at a time when children may be entering care, or in the period of planning for a child to return home.
- 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

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p>Budget Holder Responsibility</p> <p>Asset Responsibility:</p>	<p>No</p> <p>.</p> <p>No</p>
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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)

- Vulnerable children, young people and families, their carers and members of the public
- Voluntary and independent agencies, including health, education, police and courts
- Internal colleagues and peers across all disciplines
- Written and verbal communication with referrers for Family Group Conferences
- Preparation of reports/presentations, presenting where appropriate to internal and external agencies

Other Key Features of the role (working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury)

- Ability to travel widely both within Swindon and outside the Borough when co-ordinating Family Group Conferences
- 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