

**Job Description**

**Job Title:** Family Group Conference Co-ordinator

**Salary Grade:** Grade 6

**SCP:** 22 - 25

**Job Family:** People Care

**Job Profile:** PC 3

**Directorate:** Children’s Services

**Job Ref No:**

**Work Environment:** Agile

**Reports to:** Early Help Locality Service Manager

**Number of Reports:** 0

Your normal place of work will be at the Bunny Hill Family Centre, but you may be required to work at any Company recognised workplace.

This position requires an Enhanced Disclosure and Barring Service (DBS) Check.

**Purpose:**

To conduct Family Group Conferences and reviews across the Company

To deliver mediation to families

To deliver appropriate parenting interventions to families

**Key Responsibilities:**

* To be responsible for the planning, coordination and review of Family Group Conferences in Sunderland.
* To initiate contact with children, family members and significant others to ensuring that they understand the Family Group Conferencing process.
* To provide information relating to the process, negotiate attendance and provide support to participants involved before, during and after the conference meeting.
* Work in partnership with Children’s Service and other agencies including Early Help, YOS, Health and Schools to make arrangements that ensure children and family members are prepared for the family group conferencing process.
* To respond in a timely manner to allocations and referrals from the Early Help Advice and Allocations Team
* To ensure that accurate, high quality records are kept to safeguard children and families.
* To contribute to the effective monitoring and evaluation of the process to evidence outcomes and impact.
* To undertake training, attend meetings as required to ensure that practice is continuously improving.
* To ensure that the work undertaken is in line with statutory and departmental procedures.

**Safeguarding and Child Protection**

* Maintain close links with a child/family’s social worker or Early Help Worker when organising a Family Group Conference to ensure that the process is safe.
* Ensure accurate, timely recordings on the child’s individual file, analysing and reflecting on the child’s progress.
* Contribute to the chronology of all significant events for children and young people on plans.
* Follow Child Protection Procedures and liaise with the team around the child / care groups.
* Develop professional, honest relationships with parents and children.
* Contribute to the targets to reduce the number of children looked after, children on child protection plans and children on child in need plans.

**Training**

* Be part of the team delivering multi-agency training about early help, the threshold, neglect and other aspects of support for children, young people and families.
* Be a source of advice to colleagues and partners about early help, their roles and responsibilities and support them to deliver effective early help in line with those agreed responsibilities.

**Company Contribution**

* Support the Company and its partners during any relevant inspection, including Ofsted inspections, providing such performance data, documents and analyses as are requested. You will contribute to the Self-Assessment and other preparatory activities in respect of Early Help.
* Promote the work of the Early Help Service among partners, celebrating success and encouraging improvements in service provision at all levels.
* Attend such staff meetings, briefings and training as required by the Director of Early Help as part of the wider Early Help offer.
* To undertake any other duties that are deemed appropriate to the grade post of the post.
* To meet the transport requirements of the post.

**Statutory requirements:**

In line with the Together for Children’s Statutory Requirements, all employees should:

Comply with the principles and requirements of the General Data Protection Regulation (GDPR) in relation to the management of Together for Children Sunderland’s records and information, and respect the privacy of personal information held by Together for Children Sunderland.

Comply with the principles and requirements of the Freedom in Information Act 2000;

Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information;

Undertake the duties of the post in accordance with the Company’s Equal Opportunities Policy, Health and Safety Policy and legislative requirements and all other Company policies.

**Person Specification**

**Job Title:** Family Group Conference Co-ordinator

**Role Profile reference:** PC3

|  |
| --- |
| **Essential Requirements**  |
| **Qualifications:*** Family Group Conferencing Accredited Training Qualification
* Level 2 English (Grade C GCSE or equivalent)
* Level 2 mathematics (Grade C GCSE or equivalent)
* Mediation or accredited parenting/family intervention training
* Must have access to transport and be able to work in the community
 | Application Form/Interview |
| **Significant experience of:*** Working with children, young people and their families
* Working in a challenging and pressured environment
* Multi-agency, inter-disciplinary working
* Co-ordinating family support meetings (or equivalent, such as Teams Around the Family)
 | Application Form / Interview |
| **Knowledge and understanding of :**:* The problems faced by children, young people and their families nationally, regionally and locally
* The legal framework pertaining to safeguarding and child protection
* The Troubled Families programme
* SEND Code of Practice
 | Application Form / Interview |
| **Ability to:*** Work within regulations and agreements pertaining to confidentiality, information-sharing, GDPR, safeguarding
* Engage in meaningful professional relationships with children, young people and their families
* Communicate effectively with a range of audiences and in a variety of formats (verbal and written)
* Make observations during planned work with children, young people and their families and to keep accurate recordings of these
* Assess, plan, review and measure progress towards agreed outcomes for children, young people and their families
* Work flexibly and on own initiative
* Make decisions and problem-solve
* Recognise and respond appropriately to risk
* Respond professionally to high levels of challenge
* Offer support and guidance to team members when required
* Prioritise or reprioritise workload, meet stringent deadlines and targets and work to national standards
 | Application Form / Interview |

**Author**: Karen Davison

**Date**: 18 January 2019