

Job Description

Job Title	Family Group Conference Coordinator
Department/Area	FGC Service/North Somerset
Responsible to	Family Group Conference Project Lead
Pay Scale	£12-14 per hour.

Our Vision

A world where all children and young people grow up in families rich in the essential ingredients required for them to realise their ambitions and dreams.

Our Mission

To create environments, enrich families and harness communities that enable Children and Young People to overcome adversity and abuse, by creating an enduring sense of belonging. By doing this and by working together, we will have the courage to overcome barriers, through tenacity and creativity we will release their potential.

Role Summary

As a Family Group Conference (FGC) Co-ordinator at Community Foster Care you will be driven to promote the child or young person's voice and enable them to thrive through delivering high quality family group conferences. You will do this by using best practice to bring family members and friends together to look at how they can collectively provide safe, supportive, and sustainable solutions to the problems being experienced in caring for children within the family.

Key drivers of considerations

As an FGC Co-ordinator, you will at all times:

- Work consistently with Community Foster Care's values and contribute to achieving its mission.
- Seek to develop and enhance good working practice (to include suitable levels of work performance) for yourself and your colleagues.
- Promote Community Foster Care's reputation and actively contribute to our ability to achieve our mission.

Key requirements of which you should be aware

The role of an FGC Co-ordinator will mean that you will need to work some evenings and weekends. You may be required to work outside of office hours to:

- Undertake FGC conferences;
- Meet the demands of your role;

Main Duties and Responsibilities

- Co-ordinate Family Group Conferences:
 - To meet with family members to outline the family group conference process and to map out and negotiate the attendance of a family wide network (which may include significant others who may not be blood related).
 - To invite all relevant family, extended family members, key friends, and professionals to attend the meeting.
 - To prepare the children, family members and relevant others for the meeting.
 - To prepare relevant professionals for the meeting and to assist them in producing written information for the family which is clear and concise and provides information about concerns and potential resources.
 - To exclude certain family member(s) if necessary, in the interests of the child/ren and arrange if appropriate an alternative method of contribution to the process.
 - To ensure the meeting is held at the appropriate time and location to suit the family group.
 - To chair the Family Group Conference and ensure that the family has clear and usable information explained by professionals to inform their deliberations.
 - To ensure that the family group has private time without professionals to consider a plan.
 - To chair the re-convened group of family and professionals to discuss and agree the plan recognising the resource implications of the agreement.
 - To be responsible for ensuring that, where appropriate, plans for reviewing the family's decisions are made and agreed at the meeting.
 - To accurately record all stages of the planning and meeting process, specifying the family's plan and agreement or not with it. To record any agreed review process, and to circulate these details to relevant persons.
- Work with tenacity and courage in line with best practice to safeguard all children.
- To review progress and monitor at all times, regularly reporting back to the FGC project Coordinator.
- To develop the creativity of the service ensuring there is effective feedback from stakeholders.

What we require from all our employees

- A commitment and alignment with Community Foster Care's Values;
- A tenacity and commitment to resolve and develop our ability to enable children to thrive;
- A willingness to embrace challenge and actively seek constructive feedback;
- A willingness and ability to be highly functioning team player;
- A willingness to work in a flexible way, to cover additional tasks where required, not specifically covered in the job description;
- A commitment to anti oppressive practice, underpinned by an understanding and promotion of equality and diversity;
- Positively promote and publicise the work of the Community Foster Care;

- Always represent Community Foster Care in a professional manner;
- Act as communication champion to ensure that all staff are well informed about developments and have a clear understanding of issues;
- Undertake training and development deemed necessary for the pursuance and development of the post;
- Comply with Equal Opportunities, GDPR and employment practices.

It is the nature of work of Community Foster Care, that tasks and responsibilities are unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises where tasks are not specifically covered in the Job Description and have to be undertaken.

Community Foster Care is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosures Barring Service clearance at enhanced level.

CVs will not be accepted in any circumstances; all applicants must complete an application form.

**Person Specification
FGC Co-ordinator**

Note to Applicant: <i>When completing your application form you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified for the post. The shortlisting process will be completed in line with these key factors.</i>	Essential (E) Desirable (D)	Short listed Criteria	Evidenced
Qualifications			
▪ Qualified to Degree Level in a relevant subject	D	✓	Application form
▪ Relevant post qualification awards/training	D		Application form
▪ Qualification/training in Family Group Conferencing	D	✓	Application form
Experience			
▪ Previous experience delivering FGC's	D	✓	Application form
▪ Experience working effectively and directly with children, young people and their families	E	✓	Application form
▪ A sound knowledge of child protection processes	E	✓	Application form
▪ Experience of completing assessments, identifying safeguarding and support techniques for each child and family	D		Application form
Skills and Knowledge			
▪ Ability to engage hard to reach children, young people, and families	E	✓	Application form/Interview
▪ To have achieved or demonstrate a willingness to achieve a thorough working knowledge of Equal Opportunities policies and related procedures	E		Interview
▪ A sound working knowledge of Safeguarding Policy and Practice	E		Interview
▪ Knowledge and understanding of family dynamics and family processes. Including families with multiple and complex needs	E		Interview
▪ To have good communication skills to be able to work with service users and other agencies	E		Interview
▪ To have good written skills to ensure structured case recordings, coherent assessment, reports and clear plans	E		Interview
▪ To have the skills to manage time effectively	E		Interview
▪ Good standard of professional organisation	E		Interview

Abilities and Aptitude			
▪ Alignment and commitment to work in line with the charities values and work together with others to achieve our mission and vision	E		Interview
▪ Ability to chair and facilitate meetings effectively using FGC best practice	E	✓	Application form/Interview
▪ Positive approach to tasks and ability to be innovative	E		Application form/Interview
▪ To have the ability to work under pressure with competing demands	E	✓	Application form
▪ To have the ability to work autonomously and to demonstrate initiative and self-reliance	E		Interview
▪ To have the ability to form and maintain good working relationships with both service users and other stakeholders	E		Interview
▪ Ability to manage conflict	E		Interview
▪ A commitment to personal self-development and training	E	✓	Application form
▪ Competent use of a range of hardware and software (tools of the trade) to support effective working including: <ul style="list-style-type: none"> ▪ Microsoft Office ▪ Internet Browsers ▪ Charms (desirable) ▪ Online survey tools (desirable) ▪ Secure email systems (desirable) ▪ Telecommunication devices 	D		Interview
Miscellaneous			
▪ Ability to work flexible hours including evening and weekends.	E	✓	Application form
▪ Full current driving licence.	E	✓	Application form