

Job description

Job title: Family Group Conferencing Coordinator

Grade: Dorset Council Grade 7

Job evaluation reference: EY605

Job family: Education and Youth

Purpose and impact

The purpose of the Family Group Conferencing Coordinator is to bring families together to participate in a decision making and planning process that enables families to find their own solutions and contingency plans to meet the needs of their children based on information regarding concerns and what services and resources that are available to them by statutory and voluntary agencies. The aim is to increase the safety and wellbeing of children enabling them to be best supported by their families and remain with their families wherever possible.

Family Group Conference will be utilised for all our children where there are safeguarding risks and are either subject to child protection planning or pre-proceedings. Therefore, strong co-ordination with existing plans and understanding of risk needs to be well understood.

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 to facilitate FGC through a Restorative approach in which the family will develop plans to secure desired outcomes to improve and safeguard their child(ren).

Key responsibilities

1. 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.
2. To create partnerships between families and professionals and communities that will achieve better outcomes for children and young people.
3. To ensure that children, young people and their families are treated with equal respect, valuing difference and diversity.
4. To use knowledge of the Family Group Conference Model to prepare and deliver conferences and review as necessary.
5. To facilitate families in being able to identify their own plans that holds the child at the heart.
6. To work with other members of the Quality Assurance service to ensure that links with other FGC projects, both locally and nationally, are maintained and developed to ensure that Dorset incorporates any new initiatives and/or research findings into its practice.
7. To be actively involved in identifying improvements to the service.
8. To follow the guidelines for Family Group Conferencing in the delivery of services.
9. To follow the guidelines for Restorative Conferences in the delivery of services.
10. Collate all information on Family Group Conferences ensuring that all records are kept on appropriate systems.



11. To undertake Family Group Conference training and restorative practice training to successfully facilitate Restorative Conferences and Family Group Conferences.
12. 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, and work outside office hours is expected.
13. Take personal and professional responsibility for own training needs and discuss with Line Manager.
14. Undertake any other duties that can be accommodated within the grading level of the post.
15. The post holder 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 Family Group Conferencing Manager.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

Reporting to: Family Group Conferencing Manager

Other factors

16. This position has a significant travel requirement. This means that there is a requirement for a vehicle (or transport deemed to be suitable by the Council) to be available on most working days in order to carry out normal duties. Employees in positions with a significant travel requirement are required to provide a replacement vehicle if their usual vehicle is not available over an extended period.
17. The post holder will be working alone and visiting children, young people and families in their own environment.
18. Ability to work outside office hours – both planned and on occasions at short notice.
19. An Enhanced DBS with barred list checks is required.
20. Responsible for the safe and competent use of ICT equipment provided as necessary to fulfil the role.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. GSCE Maths and English or relevant equivalent qualification	Application form
2. Recognised qualification or demonstration of substantial experience/development in a relevant profession (i.e. social care; education; youth justice; health; community work, restorative work, counselling)	Application form
Experience	
3. To have experience in Health, Education or Social Care	Application form
4. To have extensive and varied experience of working with families and children/young people at times of distress and conflict	Application form
5. To have experience of working alongside Social Work teams and knowledge of assessments as well as the underpinning legislation	Application form
6. Experience of direct work with vulnerable children, young people and their families	Application form
7. Experience of organising and facilitating meetings involving children and families	Application form
8. Experience of analysing information and make decisions sometimes in unexpected situations and/or in consultation	Application form
9. Experience of using creative methods of bringing resources together	Application form
Knowledge, skills and abilities	
10. Excellent verbal and written communication skills, including an ability to provide written reports with service users and professionals	Interview Assessment
11. Basic understanding on the philosophy and principles of Family Group Conferencing and understanding how these fit with FGC National Standards	Interview Assessment
12. Knowledge of childcare legislation and how this might impact on Family Group Conferences	Interview Assessment
13. Ability and skills to work within a partnership network and in working with other agencies to develop interventions and services for children, young people and their families	Interview Assessment
14. Ability to demonstrate an understanding of, and commitment to, equal opportunities and its importance in employment and service delivery	Interview Assessment
15. Ability to work independently and to prioritise and organise your own workload	Interview Assessment
16. A high level of computer literacy	Interview Assessment
17. Ability to achieve targets and work to deadlines	Interview Assessment



18. Ability to engage hard to reach children, young people, and families	Interview Assessment
19. Ability to work with families from different lifestyles and cultures and make this integral to the FGC process	Interview Assessment
20. Ability to retain a neutral role	Interview Assessment
21. Ability to facilitate groups, coordinate and chair meetings	Interview Assessment
22. Ability to include all group members so that they can effectively participate in decision making by the group	Interview Assessment
23. Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Interview Assessment
24. Demonstrate an understanding of the safe working practices that apply to this role	Interview Assessment
25. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults	Interview Assessment
26. An understanding of the physical, emotional and social needs of children/young people and their development	Interview Assessment
27. An understanding of the impact of poverty, oppression, and discrimination on families	Interview Assessment
28. Working knowledge and experience of the principles and processes of Family Group Conferences	Interview Assessment
29. An understanding and knowledge of relevant legislation, guidance, policy, procedures, and a working knowledge of good childcare practice	Interview Assessment
30. An understanding of the role of a statutory childcare agency	Interview Assessment
31. Direct decisions, recommendations and collective decisions on a regular basis applying knowledge and understanding of current thinking and developments of Family Group Conferencing	Interview Assessment
32. Ability to act independently and exercise discretion in co-ordination and planning for children	Interview Assessment
33. Ability to prioritise work to meet changes in service demands and those of children, young people and families' needs	Interview Assessment
34. 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	Interview Assessment
35. Openminded and willingness to try new ideas, ways of working and innovative approaches to service delivery	Interview Assessment
36. Preparation of reports/presentations, presenting where appropriate to internal and external agencies	Interview Assessment
37. Ability to organise and prioritise work in a complex environment to deadlines	Interview Assessment
Our values	
38. Respect	Interview Assessment
39. Together	Interview Assessment
40. Accountability	Interview Assessment
41. Openness	Interview Assessment
42. Curiosity	Interview Assessment
Other	
43. Ability to fulfil the travel requirements of the post	Application form
44. Ability to work outside office hours – both planned and on occasions at short notice	Application form



Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
45. Hold an accredited Family Group Conference training qualification or equivalent	Application form
46. ECDL or equivalent IT skills	Application form
Experience	
47. 47. To have experience of chairing meetings involving family, children and/or professionals	Application form
48. 48. Experience of making decisions in relation to Family Group Conference and Restorative Conference requests in consultation with the Lead Family Group Conference Coordinator/FGC Manager as required	Application form
49. 49. Experience of leading Family Group Conferencing	Application form
50. 50. 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	Application form

Approval

Manager's job title:

Date: March 2025

