

## Kent County Council

### Job Description: Family Group Conference Coordinator

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<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Division:</b>	<b>Specialist Children's Services- Family Group Conference Service</b>
<b>Location:</b>	<b>North and West or South and East FGC Team</b>
<b>Grade:</b>	<b>KR9</b>
<b>Responsible to:</b>	<b>FGC Team Manager</b>

#### **Purpose of the Job:**

Convene Family Group Conferences in accordance with Nationally Accredited Framework of standards for FGC Projects, to enable families to be involved in decision making and planning. In particular, ensuring that the FGC Co-ordinator role is neutral and independent of all other decision- making for the child Guidance can be found for all aspects of FGC practice in Kent FGC Service Consistency of Practice document.

#### **Main duties and responsibilities:**

1. Plan and facilitate an annually agreed number of Family Group Conferences in accordance with nationally agreed standards of practice that bring together the planning needs of children, young people, wider family, the Local Authority and other agencies.
2. Receive referrals in line with the Referral agency's criteria for Family Group Conferencing and work within agreed timescales within Kent FGC Service 'Consistency of Practice' document.
3. Maintain appropriate records of these conferences to ensure that they meet with KCC's Information Governance policy and standards and FGC's Consistency of Practice document. It is important that at all times contact recording reflects the child's journey and will enable the child to 'make sense' of the decisions made about them.
4. Provide information and data as required for senior management and line management in line with the County's developing strategy for evaluation and continuous improvement. This will include providing feedback data after each FGC, writing up case studies as required and participating in research.

5. Work in partnership with families, referrers and service providers, e.g. school staff, health visitors, Housing, mental health workers. Bring together the right service providers to inform the FGC Process in order to support families in making plans that reflect the wider needs of the child or young person.
6. Negotiate the involvement of family members during the FGC process, starting from the premise that all of the family network should be invited to attend the FGC. Through appropriate risk assessment exclude any family members who pose a risk to themselves or others or have a detrimental impact on the FGC process, including those family members where a legal restriction is in place.
7. Work with the family, referrer and other service providers to ensure that families are able to fully participate in the FGC process. Consider the culture and diversity of the family in order for the family to be able to contribute fully to planning for their child(ren). This will include the use of interpreters, translators, signers and the use of cultural or religion specific venues when appropriate.
8. Work with the family and other professionals to establish whether the child and/or vulnerable adult needs or wants someone who can advocate for them and where appropriate ensure advocate arrangements are in place so that the child or vulnerable adult participates in the decision making process.
9. Actively prepare and participate in supervision sessions, practice forums and personal development planning to promote continuous improvement of practice. This includes prioritising supervision sessions, active participation in the Appraisal cycle and attending training and development as determined by personal development plans.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

**Kent County Council**

**Person Specification: Family Group Conference Coordinator**

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>Qualifications</b>	NVQ Level 3 or equivalent in relevant field such as Social Work, teaching, mediation, youth work etc  (If relying on Social Work qualification you will be required to be registered with Social Work England)
<b>Experience</b>	Varied experience of working with children and families at times of distress and conflict.

<b>Skills &amp; Abilities</b>	<p><b>Good Communication skills:</b></p> <ul style="list-style-type: none"> <li>• Good oral skills with service users and professionals</li> <li>• Good written skills including keeping accurate, up to date and relevant contact records.</li> <li>• Ability to develop effective working relationships with colleagues, referrers and service users.</li> <li>• Ability to risk assess and manage potential and actual conflict situations</li> <li>• Ability to work with families at times when they are distressed, angry, anxious, upset.</li> </ul> <p><b>Good Organisational skills:</b></p> <ul style="list-style-type: none"> <li>• Able to work on own initiative to targets outlined in Personal Action Plans and team plans within a busy and changeable environment.</li> <li>• A high level of computer literacy</li> <li>• Flexibility to accommodate the needs of families including some evening and weekend working.</li> <li>• Ability to achieve targets and work to deadlines</li> <li>• Access to transport and the ability to work effectively over a wide geographical area so that service users and professionals receive a timely service. Please note; this will not be achieved by public transport.</li> </ul> <p><b>Good group-work skills:</b></p> <ul style="list-style-type: none"> <li>• Ability to facilitate groups</li> <li>• Ability to include all group members so that they can effectively participate in decision-making by the group</li> </ul>
	<ul style="list-style-type: none"> <li>• Recognize and take action to resolve conflict in groups.</li> <li>• Ability to work with families from different lifestyles and cultures and make this integral to FGC process</li> </ul>

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Basic understanding on the philosophy and principles of Family Group Conferencing and understand how these fit with FGC National Standards</li> <li>• Ability to work in accordance with agreed policy and procedure for FGC and Local Authority e.g. Lone Working policy</li> <li>• Promote FGC as part of wider delivery of KCC Children Services</li> <li>• Knowledge of Childcare legislation and how this might impact on FGC. For eg PLO</li> <li>• Understanding of relevant government initiatives. For eg impact of Munro Report.</li> </ul>
<b>Competencies</b>	<p><b>KCC Competencies</b></p> <ul style="list-style-type: none"> <li>• <i>‘Conversation and Compassion’</i>: Listen carefully and act on what is being said – use clear language</li> <li>• <i>‘Empowerment &amp; Enterprise’</i>: Have a ‘can do’ attitude, be positive, deal with things here and now</li> <li>• <i>‘People &amp; Partnerships’</i>: Co-operate with partners and colleagues to achieve common goals</li> </ul> <p><b>FGC Competencies</b></p> <ul style="list-style-type: none"> <li>• Maintain a neutral role throughout FGC process</li> <li>• Be respectful, helpful and have a pleasant manner with others. Have self-awareness and be sensitive to the emotional state of others</li> <li>• Flexibility to cope with the unforeseen and able to remain focused under pressure.</li> <li>• Inspire confidence in others</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p>

	<p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>
<p><b>All KCC employees must adhere to the following requirements:</b></p> <ul style="list-style-type: none"> <li>• All staff should be working within national legislation and Corporate/Directorate policies and procedures relating to Health and Safety</li> <li>• All staff should consider smarter working options</li> <li>• Commitment to equalities and the promotion of diversity in all aspects of working.</li> <li>• Awareness of Data Protection and confidentiality issues</li> <li>• Ability to travel to meet the requirements of the service</li> </ul> <p><b>These values apply to all KCC employees and underpin everything we do with customers, partners and colleagues.</b></p> <p><b>Open</b> – acting with integrity, honesty and transparency, willing to learn and treating people fairly and with respect</p> <p><b>Invite</b> contribution and challenge – working collaboratively to find new solutions that put the interests and wellbeing of Kent people first (or putting the citizen in control)</p> <p><b>Accountable</b> – taking personal and professional responsibility for our actions, performance and the Council's money</p>	