

Kent County Council

Job Description: *Family Group Conference Coordinator*

Directorate: Children, Young People and Education

Unit/Section: Specialist Children's Services – Family Group Conference Service

Grade: KSG

Responsible to: FGC Team Manager

Purpose of the Job:

Convene Family Group Conferences in accordance with the Nationally Accredited FRG Framework of standards for FGC Projects, to enable families to be involved in decision making and planning. In particular, ensuring that the FGC Coordinator 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:

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

- 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.
- 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.
- 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.

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Person Specification: *Family Group Conference Coordinator*

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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">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)
EXPERIENCE	<ul style="list-style-type: none">Varied experience of working with children and families at times of distress and conflict.
SKILLS AND ABILITIES	<p>Communication skills:</p> <ul style="list-style-type: none">Good oral skills with service users and professionalsGood written skills including keeping accurate, up to date and relevant contact records.Ability to develop effective working relationships with colleagues, referrers and service users.Ability to risk assess and manage potential and actual conflict situationsAbility to work with families at times when they are distressed, angry, anxious, upset. <p>Organisational skills:</p> <ul style="list-style-type: none">Able to work on one's own initiative to targets outlined in Personal Action Plans and team plans within a busy and changeable environment.A high level of computer literacyFlexibility to accommodate the needs of families including some evening and weekend working.Ability to achieve targets and work to deadlinesAbility to travel across a wide geographical area in a timely and flexible manner at various times of the day is essential <p>Group-work skills:</p> <ul style="list-style-type: none">Ability to facilitate groupsAbility to include all group members so that they can effectively participate in decision-making by the groupRecognize and take action to resolve conflict in groups.Ability to work with families from different lifestyles and cultures and make this integral to FGC process.
KNOWLEDGE	<ul style="list-style-type: none">Basic understanding of the philosophy and principles of Family Group Conferencing and understanding how these fit with FGC National Standards

	<ul style="list-style-type: none"> • Ability to work in accordance with agreed policy and procedure for FGC and Local Authority e.g. Lone Working policy • Promote FGC as part of wider delivery of KCC Children Services • Knowledge of Childcare legislation and how this might impact on FGC. For example, PLO • Understanding of relevant government initiatives. For example, Working Together; Children's Act
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>