

Job specification



Job title: Family Group Conference and Mediation Coordinator

Service: Children's

Grade: G6

Reporting to: Specialist Support Manager

Your job

As a Family Group Conference Facilitator you will be involved in providing an effective and timely response to children, young people and their families who are working within the Child in Need, Safeguarding, Edge of Care and Child Looked after arena. You will be required to work efficiently and effectively with all professionals who form the team around the child, to ensure that families and children can be encouraged, promoted and supported to address the difficulties that they have encountered which has resulted in statutory intervention.

Within this role you will be responsible for facilitating Family Group Conferences in safeguarding situations, including where children are at risk of becoming looked after or who may already be looked after and planning for a return home is required. In doing this you will prepare reports for all the relevant care planning and professional meetings, prepare families, children and young people for their Family Group Conference, facilitate individual Family Group Conferences and contribute to the promotion and development of the Family Group Conference service ensuring that the child's voice is heard throughout the child's journey.

As a facilitator you will need to; demonstrate a commitment to and experience of working in partnership with vulnerable children, young people and families, skills in engaging families, approachable with strong communication and organisational skills, have a good working knowledge and good understanding of the current Children's Services agenda and Targeted Services offer to children, young people and families and hold an NVQ 3 and/or qualification in relevant service area (e.g. social care, education, youth service) and/or 3 years' experience working with vulnerable children, young people and families

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

On an ongoing basis you will:

- To act as an independent and neutral facilitator of the Family Group Conference process
- To receive referrals and to meet with the referrer and relevant professionals to identify the reasons for the request, clarify concerns and expectations and agree respective roles and responsibilities
- 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 and extended family members 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 that is clear and concise and provides information about concerns and potential resources
- To ensure the meeting is held at the appropriate time and location to suit the family group, this may require some evening and weekend working
- 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 families are given private family time to discuss and create their plan
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need

You must be able to demonstrate the following essential requirements:-

- Experience of working in children and young people's services
- Experience of working with hard to reach and complex families.
- Experience of partnership and multi-agency working
- Experience of working under pressure towards targets and deadlines
- Experience of undertaking mediation
- A recognised qualification in Family Group Conference or willingness to complete the 3 days training within the first 6 months in post
- A recognised qualification in mediation (Desirable not essential)
- Relevant Childcare/Health and Social Care qualification/NVQ3, or evidence of the equivalent QCF credit value
- Evidence of continuing professional development in a related field.
- Sound working knowledge and understanding of the Family Group Conference Model, mediation and legislation relating to Children's services
- Good understanding of the legislative framework pertinent to Children's Services.
- Good understanding of the Children's Services and partner agencies
- Knowledge and understanding of child development and associated risk factors
- Knowledge and understanding of dynamics of family and family processes
- Good communication, written, oral and aural skills
- Ability to work on own initiative and as part of a team
- Ability to work accurately and under pressure
- Ability to liaise and work effectively with relevant agencies from a number of different disciplinary settings
- Demonstrate commitment to equal opportunities and to enabling people to achieve their potential.
- Current valid driving licence or ability to travel throughout the Borough
- Mobility with or without adaptation

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough