

**Job Description**

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| **Department** | **CHILDREN’S SERVICES** |
| **Job Title** | Family Group Conference Worker |
| **Grade** | H |
| **Primary Purpose of Job** | Family Group Conferences (FGC’s) are based on the principles of partnership and are a means of enabling families to find culturally sensitive solutions to their own problems within a professionally supportive framework. The process aims to make use of the family’s strengths and resources and seeks to respect each family’s own culture and values.To Deliver Family Group Conference sessions with children and their families as part of a case load. Mediate and facilitate Family Group Conferences and ensure that the organisation of meetings are in the best interests of Children.  |
| **Reporting To** | Family Group Conference & Family Network Team Manager |
| **Direct Staffing Reports** | None |

**Main Duties**

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| **1** | Family Group Conference Worker will facilitate Family Group Conferences and reviews in a way that responds appropriately to the needs of individual families and working to agreed standards and principles to deliver a quality service. |
| **2** | To Promote and coordinate Family Group Conference approaches to empower young people and their families to make family-led decisions. |
| **3** | Support young people with a care experience to identify and strengthen key relationships within their support network as they move into independence. This includes both family members and other significant individuals in the young person’s life, promoting and coordinate lifelong links meetings utilising the Family Rights Group model of Family Group Conferencing. |
| **4** | Work in partnership with parents, children, family members and subsequent others as agreed by the family and support effective communication using a whole family approach and a single action plan to build resilience and maintain positive changes.  |
| **5** | Co-ordinate meetings which bring together families and professionals to make and agree safe plans for children and young people. |
| **6** | Ensure that all family members are able to participate fully in the Family Group Conference process, including facilitating the involvement of children and young people in FGC’s and providing appropriate support to vulnerable adults to enable them to engage in the FGC process.  |
| **7** | Ensure all parties are clear about the purpose of the conference and their role within it; including inclusion/exclusion of family member(s) if necessary, in the interests of the child(ren) identifying and arranging, if appropriate, an alternative method of contribution to the process. |
| **8** | Plan their work with the family following a comprehensive assessment of need, comprising a robust and inclusive SMART action plan and incorporating a process of regular multi-agency reviews. The overall aim is to work with the family in a way that raises aspirations, builds resilience and overcomes barriers to progression, empowering the family to develop new skills and build on their own innate strengths. |
| **9** | Work with children and families across the Children’s Needs and Response Framework including those at Early Help, Child in Need, Child Protection and Cared for Children levels including those at PLO and within the Court arena.  |
| **10** | To develop own knowledge and practice relation to own area of work across professional and organisational boundaries. |
| **11** | Manage, organise, support and maintain the use of information technology systems and software. |
| **12** | Any other duties in line with the post, which may be required from time to time. |
| **Date Job Description prepared/updated:** | **Nov 2024** |
| **Job Description prepared by:** | **Nicola Murphy, Strategic Lead Targeted Early Help** |

**Person Specification**

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| **Department** | **CHILDREN’S SERVICES** |
| **Job Title** | **FAMILY GROUP CONFERENCE WORKER** |
| **Stage One** | Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see Carers-Charter-FINAL.pdf (gmhsc.org.uk) are guaranteed an interview if they meet the essential criteria for the role  |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | A working knowledge of the Family Group Conference Model and Family Network approaches. | Application  |
| 2. | A working knowledge of social work theories and knowledge of how to embed this into practice, including an understanding of complex case work in Children’s Social Care and case work in Early Help, including thresholds, assessments and referral processes. | Application and Interview  |
| 3. | Demonstrate knowledge and understanding of key legislation and national drivers such as Stable Homes Built on Love, Children and Families Act 2014, Working Together 2023, KCSIE 2023 and other relevant guidance. | Application  |
| 4. | Highly developed skills in engaging families. | Interview  |
| 5. | In depth understanding of restorative approaches and how these apply to family led, solution focussed interventions to empower families.  | Application and Interview  |
| 6. | Excellent communication skills (written, verbal and listening) and the ability to explore issues and establish facts.  | Interview  |
| 7. | Excellent negotiation and problem-solving skills.  | Interview  |
| 8. | Able to work to deadlines and to plan and organise your work effectively to meet these.  | Application and Interview  |
| 9. | Able to work with families in a way that raises aspirations, builds resilience and overcomes barriers to progression, empowering the family to develop new skills and build on their own innate strengths. | Interview  |
| 10. | To demonstrate an understanding of Child Protection procedures and have the ability to respond to and act upon your own and other people’s suspicion/disclosure of risk of significant harm and abuse. | Application  |
| 11. | Able to make and maintain appropriate professional relationships and to influence effectively.  | Interview |
| 12. | Have a good understanding of approaches to ensure the voice and experiences of children, young people and families are at the core of planning, using restorative and creative approaches to engage with them. | Interview |
| 13. | Ability to competently work with IT systems. | Application |
|  | **Competencies** – Please note the council’s corporate competencies, which are essential for all roles, are below in the Core Competencies section  | Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | A degree level qualification e.g. Social Work, Child Development, or a related degree level qualification. | Application |
| 2. | Proven experience of complex case work with children, young people and families; understanding levels of risk/need and when the level escalates to a threshold that requires a referral to Social Care. | Application and Interview |
| 3. | Experience of undertaking accurate and sensitive assessments of Service Users, Carers and Families to produce Care/ Support Plans | Interview |
| 4. | Experience of Child Protection Investigations, Child Protection Conference System or planning for Looked After Children.  | Application |
| 5. | Have comprehensive experience of and up to date knowledge of early help, safeguarding and statutory processes, legislation, guidance and best professional practice. | Application |
| 6. | Experience of outcomes focussed work.  | Interview |
| 7. | Extensive operational experience of working with children, young people and families, in relation to delivering targeted interventions, therefore significant experience in children and family work is required.  | Application and Interview  |
| 8. | Experience in supporting families following a comprehensive assessment of need, comprising a robust and inclusive SMART action plan and incorporating a process of regular multi-agency reviews.  | Interview |
| 9. | Able to work with partner agencies, with proven experience of building effective working relationships.  | Interview |
| **3. Work Related Circumstances** |
| 1. | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services | Interview |
| 2. | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | Interview |
| 3. | This role requires the job holder to work outside of normal office hours, at evenings and weekends, to meet the needs of the service.  | Interview  |
| 4. | This post is subject to an enhanced disclosure from the Disclosure & Barring Service with check of relevant barred list(s) | Interview |
| 5. | This post has been designated an essential car user post. You must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. You will also need adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy | Interview |
| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |
| **Additional Requirements** | **Method of Assessment** |
| **1. Skills and Knowledge** |
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| **2. Experience/Qualifications/Training etc** |
| 1. | Experience of working within a Family Group Conferencing Service or referring into/attending Family Group Conferences. | Application |
| 2. | Completed Family Group Conference training and /or FGC accreditation.  | Application |
| 3. | Qualification and experience in delivering support utilising mediation approaches. | Application |

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| **Date Person Specification prepared** | **Nov 2024** |
| **Person Specification prepared by**  | **Nicola Murphy, Strategic Lead Targeted Early Help** |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





