



Job Profile and Working for Stockport

Our Council

Join us at Stockport Council – MJ Local Authority of the Year 2025

Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team**.

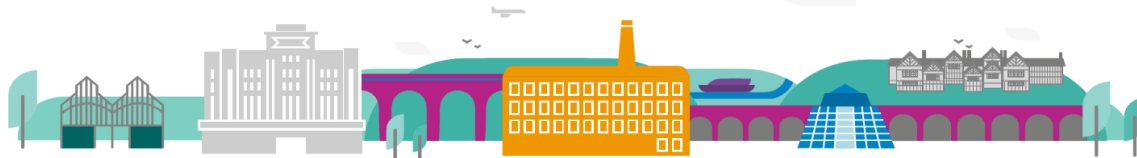
Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>





About the Job

Role:	Family Group Conference Coordinator
Service Area:	Children Social care
Directorate:	Services to People - Childrens
Salary Grade:	Scale 6

Main Purpose of the Job

Family Group Conference Coordinators will plan, organise and facilitate Family Group Conferences and reviews in a way that responds appropriately to the needs of individual families and working to our agreed standards and principles to deliver a quality service.

The role of the coordinator will be to promote and coordinate Family Group Conferences to empower children, young people and their families to make family-led decisions and support plans.

The coordinator will work in collaboration with their Team Leader, as well as the social work practitioner in the delivery of a service in line with our high practice standards and within the Authority's policies, procedures and available resources.

Key Responsibilities

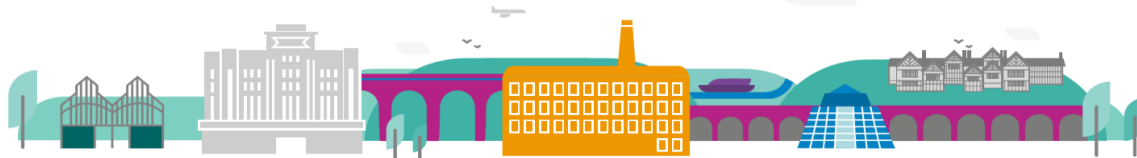
Coordinators will be required to:

- Exercise a high degree of independence, initiative and expertise in order to co-ordinate meetings which bring together families and professionals to make and agree safe plans for children and young people.
- Ensure that all family members are able to participate fully in the Family Group Conference process. This will involve 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.
- Ensure safeguarding procedures are adhered to by:

Recognising and taking action in relation to the safety of children where concerns and risks are identified.

Supporting families to draw up plans and implement arrangements which will ensure a child is safely cared for within their family network.

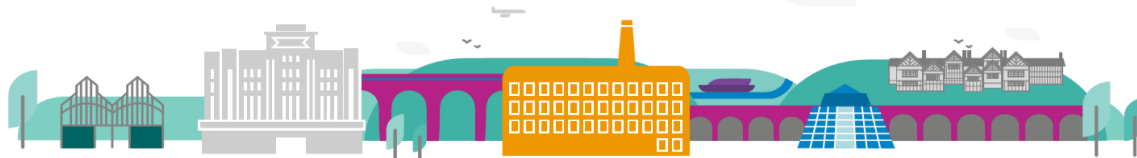
- To communicate regularly and effectively with the social worker and/or any other relevant professionals to ensure that all relevant information is shared and explored.



- To contribute to the development of Family Group Conferences in Stockport as a key element of the Stockport Family Restorative Approach, working closely with the Family Rights Group and other organisations to design, deliver and evaluate the service.
- To contribute to the promotion of Family group conference related work to support vulnerable young people and families.
- To collect data for the Family Group Conference evaluation process, ensuring feedback is gathered from children, young people, family members and professionals.
- To ensure that administrative tasks of Family Group Conferences, including the initial FGC, family plan, and follow up review are completed and recorded on the Authority's system (LCS).
- To demonstrate a willingness to attend relevant training courses to improve job skills and to meet business objectives. Continuing professional development and participate in on-the-job training as required.
- To work flexibly to ensure that those people who the child/ren and family have elected to be involved in the FGC process are able to be included in the process. This will often require antisocial hours in the evenings and/or weekends.
- To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities. Where this occurs, there will be consultation with the employee and any necessary personal development will be taken into account.
- To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.
- To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.

Additional Information

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.



The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

About You

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

- Working to the Council's values and behaviours by:
 - Keeping the people of **Stockport** at the heart of what we do
 - Succeeding as a **team**, collaborating with colleagues and partners
 - Driving things forward with **ambition**, creativity and confidence
 - Showing value and **respect** to our colleagues, partners and customers.
- A basic knowledge and understanding of the principles and processes of the Family Group Conference model.
- Ability to chair and facilitate Family Group conferences.
- Ability to work independently and as part of a team using own initiative, supporting others where appropriate and understanding when to seek advice from managers.
- Ability to build positive relationships with difficult young people and their families in order to support effective change.
- Knowledge of child protection practice and legislation, including pre-proceedings.
- Ability to plan, organise and carry out work within timescales.
- Ability to negotiate and mediate in a wide range of situations.
- Enthusiasm and commitment to promoting Family Group Conferences to children, families and professionals
- NVQ Level 3 or equivalent in relevant field such as social care, teaching, mediation, youth work, etc.
- Relevant ICT skills.
- Verbal communication skills.
- Written communication skills.
- Positive commitment to further training and self-development.
- Understands and actively supports Stockport Council's diversity and equality policy.
- To meet Stockport Council's standard of attendance.
- A willingness to be flexible in a changing environment.