

Family Group Conference Coordinator

Role Profile

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| Service: | Children's Social Care |
| Band: | Band 4 |
| Reporting to: | Practice Manager (with day-to-day oversight from the Senior Family Group Conference Coordinator) |
| Responsible for: | N/A |



TRAFFORD
COUNCIL

About Us

Trafford is a great place to live, work, learn and visit. **From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.**

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities prosper

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

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

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Overview

In Family Help & Children's Social Care, we are committed to delivering the right support at the right time, first time, and in the most effective way for children and families who need support. We aim to adopt an approach of relational practice to safely ensure children grow up in an environment where they are safe, happy, have positive and secure relationships and are able to fulfil their potential.

Your Main Priorities

- Support delivery of Trafford's Family Group Conference Service (FGC) in line with the Family Rights Group (FRG) toolkit and guidelines within the Children, Families and Wellbeing Directorate.
- Work alongside the Senior Family Group Conference Coordinator (FGC Coordinator) to champion the use of Family Group Conferences across Trafford,

Key duties

- Be the support to the FGC Coordinator in the delivery of an effective family group conference service in line with business needs.
- Deliver FGCs and ensure that both FGC and Council Procedures are implemented and that outputs are accurately recorded.

- Receive from the FGC Coordinator the allocated referrals and communicate with the referring professionals to explore the appropriateness of the referral, understanding the family dynamics, and assessing the risk to all parties.
- Hold and convene a caseload of family group conferences allowing families to be involved in decision making and planning for their children.
- **Enable children to participate in their Family Group Conference. Giving them opportunity to share their wishes and feelings and advocate on their behalf when appropriate.**
- Work in partnership with children's services and other agencies to make specific and suitable arrangements for children and families attending FGCs.
- Initiate contact with children, family members and significant others to outline the FGCs' process, providing information and literature whilst encouraging attendance and providing support throughout.
- Promote and champion the family group conference model to colleagues and partner agencies.
- Support families to draw up plans and arrangements and set a date for a pre-scheduled review which will ensure the child is safely cared for within their family network.
- Ensure the protection of children by adhering to safeguarding procedures and recognising when action is required in relation to any concerns and risks.
- Undertake any other duties as required in relation to the implementation and support of Family Group Conferences for this cohort.

About You

Qualifications and Professional Development

- NVQ 3 or equivalent level 3 qualification in relevant subject area
- FGC Trained/qualified, or qualified in equivalent or relevant training (eg. Advocacy) together with a willingness to complete the **recognised** FGC training within a reasonable period of time

Experience and Knowledge

- Experience of promoting family-based decision-making models and other approaches that promote empowerment.

- Experience of working with cultural diversity including families from minority ethnic backgrounds
- Experience of facilitating/negotiation/mediation with individuals and groups
- Knowledge of child safeguarding procedures
- Understanding of the issues arising from the use of a family-based decision-making approach
- Knowledge and understanding of child development.
- Knowledge and understanding of the dynamics of families and family processes.
- Up To date knowledge of relevant legislation and statutory frameworks

Skills and abilities

- Ability to approach work pro-actively whilst maintaining resilience.
- Able to be persistent, challenging, assertive and empathic when problem solving or providing a solution focussed approach with families.
- Excellent organisational and time management skills in order to meet various competing targets.
- Ability to develop innovative and informed solutions to the challenges faced by others.
- Ability to network across agencies and build good working relationships
- Ability to successfully formulate action plans, implement them and ensure they are regularly reviewed and monitored.
- Ability to lone work in challenging environments

Special Conditions

- Enhanced DBS
- Willing and able to travel to sites within the Trafford Borough
- Willingness to work outside of normal Office hours when required.