Role profile

**Relief Family Group Conference Co-ordinator**

**Our values:**

**We are dedicated, respectful, collaborative. We are Milton Keynes City Council.**

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| **Service** | Family Group Conference Service |
| **Reports to** | Family Group Conference Manager |
| **Job family** | Childrens Services |
| **Grade**  | Offscale |
| **Political restricted?** | N |
| **DBS required?** | Y - enhanced |
| **Date**  | February 2024 |
| **JE Code** | JE2573 |

Key deliverables

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| **1** | To work with the referrer to ensure that up-to-date information is gained, and the referrer is supported to write the Family Group Conference (FGC) report which identifies family strengths, enables the family to address the concerns and parallel plan in an empowering manner within FGC Service and referrer’s agreed timescales.  |
| **2** | To identify with the young person and parents/carers the wider family/friends’ network who will be invited to the conference. Ensuring that all parts of the family (maternal and paternal) are included, and preparation work is completed with all attendees to ensure that they will be able to make informed decisions for their child/children. |
| **3** | To undertake risk assessments when visiting family members and in order to maintain the safety of all participants attending the conference.  |
| **4** | To identify the wishes and feelings of the child/young person, to support them to attend the conference and ensure that their voice is heard. To advocate on behalf of or identify advocates for other vulnerable adults to ensure that their voices are heard  |
| **5** | To facilitate and chair the FGC by negotiating venue, time, date and who will attend to ensure that the family are able to make realistic and robust plans to safeguard their chid/children.  |
| **6** | To ensure FGC database is updated and the family’s plan is typed within the agreed timescales and quality assured by the FGC Service before it is sent to all parties involved in the FGC. To provide weekly update for each Referral/Assignment and ensure work/timesheets are completed daily/weekly. |
| **7** | To participate in research and evaluation of the service, seeking out the views of the people who took part and making any agreed changes to practice. |
| **8** | To attend essential training, supervision and team meetings.  |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and city council wide needs*

**Essential requirements** Key skills, expertise, and qualifications

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| **1** | A Diploma (NVQ or BTEC Level 3) or Degree in Social Work, Youth Work, Health, Education, Advocacy, Police, Mediation or related disciplines. Minimum of 3 years’ experience and expertise in working with vulnerable families and children in settings related to children or family work. Hold a UK driving licence and has Comprehensive and Business Use Insurance. Eligible to work in the UK.  |
| **2** | Knowledge of childcare issues, legislations, Child Protection issues, workings of the Local Authority Children’s Social Care, and Family Group Conferencing. Including detailed knowledge, experience and understanding of working with families in crisis, expertise to manage and address situations of conflict through restorative and solution focused practices and understanding of “the family”, family process and dynamics. |
| **3** | Ability to analyse highly complex and sensitive information, and write reports, support families to write their plans, collating stats/outcome data that is easily understood by service users and colleagues.  |
| **4** | Extensive experience of working with children/young people and families. Experience of chairing and facilitating complex, challenging and diverse meetings. Negotiating, advocating, mediating, and liaising with a range of agencies and professional staff. |
| **5** | Able to coordinate complex referrals, highlighting issues that may cause delay with referrer and Team Managers. Responding to crisis and able to monitor workflow, ensure that work is completed within timescales and to a good quality standard.  |
| **6** | Self-motivated with excellent verbal and written communication skills, able to prioritise work, use own initiative, achieve deadlines, and work effectively as part of a team in a solution focussed way. Able to work flexible hours to meet the needs of the families (e.g., evenings and weekends). |