

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Family Group Conference Coordinator	JEID	L0064
Salary Grade:	L		
Team:	Family Group Conference		
Service Area:	Quality and Impact - Assurance and Development		
Primary Location:	Countywide		
Political Restriction	This position is not politically restricted.		
Responsible to:	Family Group Conference Service Team Leader		
Responsible for:	Apprentice Family Support Worker as and when necessary		

Role Purpose

- To conduct Family Group Conferences and reviews within the Service
- To lead the negotiation and facilitation of the Family Group Conference process, Mediation and the Parenting Apart Programme including responsibility for organising and managing meetings in the best interests of children
- To support the team manager to deliver the service in line with organisational strategy
- To work with the Team on the development and promotion of Warwickshire's Family Group Conferencing Service

Role Responsibilities

- To be responsible for the planning, co-ordination, facilitation and review of Family Group Conferences in Warwickshire in a way that responds appropriately to the needs of individual families from a diversity of backgrounds
- To be responsible for the planning, co-ordination, facilitation and review of Mediation and the Parenting Apart Programme in Warwickshire in a way that responds appropriately to the needs of individual families from a diversity of backgrounds
- Deliver training on FGC by participating in the development and delivery of training to staff and relevant partners, including full FGC qualification and family meetings. Delivery of other relevant training as required.
- Support frontline colleagues to develop confidence in delivering restorative family meetings

- To contribute to the development and promotion of Warwickshire's Family Group Conferencing Service
- To promote planning, decision-making and practice for children and families both within the department and with partner agencies
- To initiate contact with children, family members and significant others to outline the Family Group Conferencing process, provide information and literature, negotiate attendance and support involvement before, during and after the meeting
- In partnership with Children's Services, other partner agencies and Barnardo's Advocacy Service, to make specific and suitable arrangements to prepare the child and other family members for the meeting and if required to arrange an advocate
- To ensure the protection of children by assisting the Children's Services in the collection and maintenance of accurate and confidential information
- To undertake training and to attend meetings as required
- To contribute to the establishment of monitoring and evaluation systems to assess the effectiveness of Family Group Conferencing
- To undertake all of the above in accordance with statutory and departmental procedures
- Any other duties appropriate to the post as may be delegated by senior staff
- To ensure that health and safety responsibilities are carried out in accordance with the Department's Health & Safety Policy and procedures
- To contribute to the organisations responsibility to safeguard and promote the welfare of children and young people

Additional duties

- To undertake other duties that the County Council from time to time require. Any additional duties will normally be to cover unforeseen circumstances or changes in work and will usually be appropriate and compatible with the regular type of work. If an additional risk or responsibility becomes a regular or frequent part of the job it will be included in the job description in consultation with the post holder

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Educated to degree level or an equivalent professional qualification in health, education, social care or a relevant field.	A
Commitment to Family Group Conferencing model of practice, and a knowledge and commitment to a solution focused approach.	AIT
Understanding of the needs of socially excluded children and families.	IT

Ability to manage complex meetings and manage conflict in the interests of the most vulnerable
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AIT

Experience and knowledge of child protection issues.	AI
Understanding of health, education, social care and voluntary services.	AIT
Knowledge of preventative work/ innovative ways of working.	AIT
Proven ability in communicating and working with partner agencies and excellent liaison and negotiation skills.	AIT
Sensitivity to the needs of culturally diverse communities and a commitment to anti-discriminatory practices in employment and service provision.	AI
Excellent written and verbal communication skills, computer literate.	AIT
Good administration, management and organisational skills, working to targets and maintaining records.	IT
Ability to work flexible and unsocial hours, including evenings and weekends.	I
Displays commitment to the protection and safeguarding of children and young people.	I
Ability to travel effectively throughout the County.	AI

Desirable Criteria

Assessed By:

Trained in the Family Group Conferencing model of practice	
Trained in or qualified in Mediation	
Trained in the Parenting Apart Programme model of practice	

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk

assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	