Family Group Conference Facilitator

£25,694 - £32,164

Margaret Street, Birmingham

Working 36.5 hours. The Family Group Conference Service helps the wider family discuss and make sustainable family plans to resolve child welfare concerns or to make plans for the safe care for their children.

The FGC Service uses a strengths-based model for engaging families. The FGC model utilises empowerment theory and aims to help families mobilise their family support networks to improve care and parenting for their children.

Interviews are likely to take place on Friday 02 September 2016

Any informal enquires please call Lisa Gunstone 07980672413 or Tony Stanley on 0121 303 2280 Email: tony.stanley@birmingham.gov.uk

Ref: CN2842016J

Closing Date: 26 August 2016

A Disclosure and Barring Service (DBS) check will be undertaken

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”

“The City Council is currently consulting on potential changes to its terms and conditions (in line with its s.188 notice) which may have an impact on any contract of employment that is offered should the candidate be successful”
Post: Family Group Conference Facilitator  
Salary/Grade: 4 

Division: Children’s Social Care  
Section: Directorate for People 

1. **Job Purpose**

Family Group Conference (FGC) Facilitators will be responsible for providing high quality Family Group Conferences in Birmingham.

2. **Duties & Responsibilities**

2.1 To plan, organise, coordinate and facilitate initial FGC’s and review FGC’s in a way that responds appropriately to the needs of individual families from diverse backgrounds.

2.2 To exercise a high degree of independence, initiative and expertise in order to coordinate meetings which bring together family networks and professionals to make and agree safe plans for children and young people within their network.

2.3 To ensure that all family members and friends are able to participate fully in the FGC process, in particular to facilitate the involvement of children and young people in FGC’s using a wide range communication techniques.

2.4 To ensure that vulnerable adults are supported through the FGC process.

2.5 To ensure that, in conjunction with the Team Manager, that 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.

2.6 To provide advice and consultancy to professional staff and other agencies about FGC’s and advise on potential referrals.

2.7 To provide training for referrers, other professionals and community groups about the FGC model.

2.8 To provide training for professionals who will be presenting information to a FGC.

2.9 Where required, to support Social Workers to help families understand the benefits of FGC’s.
2.10 To collect data for the FGC evaluation process, ensuring feedback from the FGC is gathered from children, young people, family members and professionals.

2.11 To ensure that administrative tasks of Family Group Conferences, including the initial FGC and follow up review are completed.

2.12 To contribute to the development and promotion of Birmingham Family Group Conference Service and related work to support vulnerable children and families.

2.13 To take part in regular supervision, practice development groups and training sessions to ensure good quality practice, up to date knowledge, skills and continuous professional development.

2.14 To deputise for the FGC manager in processing and allocating FGC referrals when the manager is on leave.

2.15 To undertake other duties as required by the FGC service manager in relation to the implementation of FGC's.

2.16 To comply with the requirements of all Birmingham City Council policies, procedures and staff instructions, including responsibilities under the Health and Safety Policy and Procedures.

2.17 To actively promote and support Birmingham City Council's Policies on Equal Opportunities and to work in an anti-oppressive manner.

3. Supervision Received

3.1 Supervising Officer Job Title: Family Group Conference Team Manager

3.2 Level of Supervision

3.3 Left to work within established guidelines subject to scrutiny by supervisor. Monthly supervision will be provided as well as informal supervision as and when required.

4. Supervision Given

4.1 N/A- the post holder does not have responsibility to supervise others.

5. Special Conditions

5.1 Flexibility in working arrangements will be essential to meet the needs of the service. The post holder will work outside of office hours where this is the best option for securing the engagement of family networks. The Post holder and FGC Manager will ensure that suitable
support is in place to ensure health and safety of the post holder and additional support may be required such as co-working out of office hours.

5.2 A Criminal Records Bureau check will be undertaken.

5.3 This job is exempt from the Rehabilitation of Offenders Act.

Birmingham City Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Observance of the City Council’s Equal Opportunities Policy will be required.
**Directorate for People**  
**Person Specification**

**Post:** Family Group Conference Facilitator  
**Grade:** 4

**Division:** Children’s Social Care  
**Section:** Family Group Conference service

**Method of Assessment (M.O.A.)**  
A.F. = Application Form; I = Interview;  
T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
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<td><strong>Education/Qualifications</strong></td>
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<td>NB: Full regard must be paid to overseas qualifications.</td>
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<td>The post requires that the post holder has the CQSW/DipSW/NVQ Level 3 or equivalent in relevant field such as Social Work, teaching, mediation, youth work (etc) (If relying on Social Work qualification you will be required to be registered with General Social Care Council).</td>
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<td><strong>Knowledge</strong></td>
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<td>Knowledge and understanding of the principles and processes of Family Group Conferencing</td>
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<td>Knowledge of child protection practice and child care legislation.</td>
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<td>Knowledge and understanding of the role of other agencies / professionals who work with children and families.</td>
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<td>Knowledge of the impact of poverty, oppression and discrimination on families.</td>
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<td><strong>Experience</strong> (Relevant work and other experience)</td>
<td>Minimum 3 years’ experience of working with children and their families from a wide range of backgrounds, including families in crisis.</td>
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<td><strong>Skills &amp; Ability</strong> e.g. written communication skills, dealing with the public etc.</td>
<td>Ability to work independently, use initiative and be self-motivated.</td>
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<td>Ability to chair and facilitate meetings involving families, children and young people</td>
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<td>Ability to work in an organised way and to timescales</td>
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<td>Ability to establish a good working relationship with referrer and communicate with all family members, including children and young people, enabling them to take an active part in the process.</td>
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<td>Ability to manage conflict and encourage adults to make plans in the best interests of children.</td>
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<td>Behavioural &amp; Other Related Characteristics required</td>
<td>Committed to continuous improvement.</td>
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<td>Ability to understand and apply the Council’s Equal Opportunities Policy.</td>
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<td>To carry out all duties having regard to an employee’s responsibility under the Council’s Health &amp; Safety Policies.</td>
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<td>Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development.</td>
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<td>Willingness to travel across a wide geographical area in a timely and flexible manner at various times of the day.</td>
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<td>Willingness to work flexible hours including some evenings and weekends to meet the needs of families.</td>
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<td>Other</td>
<td>The post holder will be community based and will be required to visit service users’ homes.</td>
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All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.