



## Job Description

### Family Group Conference Facilitator

Job Details	
<b>Grade</b>	4
<b>Job Evaluation Number</b>	TBC
<b>Number of Posts</b>	2
<b>Department</b>	Family Group Conference
<b>Reporting to</b>	Practice Supervisor

#### Who Are We?

We are Birmingham Children's Trust.

'Working Together to make Birmingham the greatest city to grow up in.'

The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives.

Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.

#### **Our Vision:**

Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.

We will do this:

- with compassion and with care.
- through positive relationships, building on strengths.
- in collaboration with children, young people, families and partners.
- by listening, involving and including.
- in ways that are efficient and deliver value for money.

Success will mean significant progress towards these outcomes:



- healthy, happy, resilient children living in families.
- families able to make positive changes.
- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

**Our Values:**

ONE TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE

**Key Responsibilities**

- 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.
- To exercise a high degree of independence, initiative and expertise in order to co-ordinate meetings which bring together family networks and professionals to make and agree safe plans for children and young people within their network
- 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 technique.
- To ensure that vulnerable adults are supported through the FGC process.

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.
- To provide advice and consultancy to professional staff and other agencies about FGC's and advise on potential referrals.
- To provide training for referrers, other professionals and community groups about the FGC model.
- To provide training for professionals who will be presenting information to a FGC.
- Where required, to support Social Workers to help families understand the benefits of FGC's.



<ul style="list-style-type: none"> <li>To collect data for the FGC evaluation process, ensuring feedback from the FGC is gathered from children, young people, family members and professionals.</li> </ul>
<ul style="list-style-type: none"> <li>To ensure that administrative tasks of Family Group Conferences, including the initial FGC and follow up review are completed.</li> </ul>
<ul style="list-style-type: none"> <li>To contribute to the development and promotion of Birmingham Family Group Conference Service and related work to support vulnerable children and families.</li> </ul>
<ul style="list-style-type: none"> <li>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</li> </ul>
<ul style="list-style-type: none"> <li>To deputise for the FGC manager in processing and allocating FGC referrals when the manager is on leave.</li> </ul>
<ul style="list-style-type: none"> <li>To undertake other duties as required by the FGC service manager in relation to the implementation of FGC's.</li> </ul>
<ul style="list-style-type: none"> <li>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</li> </ul>
<ul style="list-style-type: none"> <li>To actively promote and support Birmingham City Council's Policies on Equal Opportunities and to work in an anti-oppressive manner.</li> </ul>
<ul style="list-style-type: none"> <li>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.</li> </ul>

Key Information	
Is a Safeguarding Check needed?	<ul style="list-style-type: none"> <li>Enhanced - Children</li> </ul>
Will this position have Line Manager Responsibility?	<ul style="list-style-type: none"> <li>No</li> </ul>

### Person Specification

Essential Criteria
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications



CRITERIA	Method of Assessment (M.O.A)	ESSENTIAL
Qualifications	AF/I/Q	The post requires that the post holder has the CQSW/DipSW/NVQ Level 3 or equivalent in relevant field such as social care, family support, teaching, mediation, youth work (etc.) (If relying on Social Work qualification you will be required to be registered with General Social Care Council).
Experience	AF/I	At least 3 years experience of working with children and their families from a wide range of backgrounds, including families in crisis.
Knowledge	AF/I	Knowledge and understanding of the principles and processes of Family Group Conferencing
Knowledge	AF/I	Knowledge of child protection practice and child care legislation.
Knowledge	AF/I	Knowledge and understanding of the role of other agencies/professionals who work with children and families.
Knowledge	AF/I	Knowledge of the impact of poverty, oppression and discrimination on families.
Skills	AF/I/WBE	Ability to work independently, use initiative and be self-motivated.
Skills	AF/I/WBE	Ability to chair and facilitate meetings involving families, children and young people.
Skills	AF/I/WBE	Ability to work in an organised way and to timescales
Skills	AF/I/WBE	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
Skills	AF/I/WBE	Ability to manage conflict and encourage adults to make plans in the best interests of children.
Skills	AF/I/WBE	Ability to negotiate and mediate in a wide range of situations
Skills	AF/I/WBE	Ability to inform family and appropriate agency staff of any new risks to children.
Skills	AF/WBE	Ability to communicate effectively both verbally and in writing.
Skills	AF/I/WBE	Ability to work creatively and flexibly, solution focussed and reflective.
Skills	AF/I/WBE	Active listening skills.
Skills	AF/I/WBE	Ability to take a neutral role.
Skills	AF/I/WBE	Ability to develop positive relationships with staff from all agencies.
Skills	AF/I/WBE	Good level of computer literacy.
Skills	AF/I/WBE	Flexibility to work outside normal working hours to fit in with the needs of families.
Skills	I	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b>
Behavioural & Other Related Characteristics required	AF/I	Committed to continuous improvement.
Behavioural & Other Related Characteristics required	AF/I	Ability to understand and apply the Council's Equal Opportunities Policy.



Behavioural & Other Related Characteristics required	AF/I	To carry out all duties having regard to an employee's responsibility under the Council's Health & Safety Policies.
Behavioural & Other Related Characteristics required	AF/I	Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development.
Behavioural & Other Related Characteristics required	AF/I	Willingness to travel across a wide geographical area in a timely and flexible manner at various times of the day.
Behavioural & Other Related Characteristics required	AF/I	Willingness to work flexible hours including some evenings and weekends to meet the needs of families
Other	AF/I	The post holder will be community based and will be required to visit service users' homes

**At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.**

