

**Job Description**

**Job Title:** Family Group Conferencing Team Manager

**Salary Grade:** Grade 9

**SCP:** 37 - 41

**Job Family:** People Care

**Job Profile:** PC 6

**Directorate:** Early Help

**Job Ref No:**

**Work Environment:** Office based and agile

**Reports to:** Early Help Service Manager - Prevention and Innovation

**Number of Reports:** Up to 12

**Purpose:**

As a graduate member of the Children’s workforce, to develop, manage and supervise two teams of Family Group Conferencing Co-ordinators and to support the delivery of Family Group Conferences principally to Children’s Social Care, and occasionally to Early Help, raising the profile both internally and externally. The Co-odinators in the Teams will also be expected to deliver family and couple mediation and the Respect Young People’s Programme (RYPP) which tackles adolescent to parent violence and abuse.

**Key Responsibilities:**

* To develop a new Family Group Conferencing Service for Children’s Social Care, ensuring practitioners are skilled and able to deliver an effective service. This Service will work with families undergoing Assessment and families at ‘pre-proceedings’. The Teams will need to work in tandem with the Early Help FGC Co-ordinators, who are managed by the Early Help Service Managers.
* To be accountable for the outcomes from the Service, as required by the DfE grant-funding arrangements
* To provide management to two teams of Family Group Conferencing Co-ordinators, ensuring that they receive regular supervision and appropriate day to day support
* To work with the Early Help Service Managers and the Children’s Social Care Service Managers to ensure that Family Group conferences are delivered at an appropriate level across the continuum of need from Early Help to Pre-proceedings
* To work with the Early Help Advice and Allocations Team (EHAAT) Manager to monitor the family group conference waiting list and consultations, ensuring that there is a timely response to referrals and that set service standards are met
* To ensure that all policies and practices relating to family group conferences are developed, up to date and reviewed as appropriate
* To actively promote the family group conference approach, highlighting the benefits of the model of working
* To develop links with local and National Family Group Conference Services to ensure that practice is up to date and that there is continuous learning for the service
* To develop effective processes to ensure that children are safeguarded, welfare is promoted and that appropriate risk assessments are undertaken
* To work with the Performance Team to prepare statistical information and high-quality reports to evidence the impact of the service to senior managers and other partners
* To manage the team budget, ensuring that resources are used effectively and that the service is delivered within the budget limit; to demonstrate value for money
* To work with the Early Help Senior Management Team and Children’s Social Care Audit Team to undertake regular case file audits to quality assure the work that is undertaken and ensure that there is a consistent standard of practice across the team
* To develop a programme of personal development for self and team to ensure high quality delivery
* To contribute to the wider Early Help management team, sharing and learning from good practice
* To undertake any other duties appropriate to the grade as may be required

**Person Specification**

**Job Title:** Family Group Conferencing Team Manager

**Role Profile reference:** PC6

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| **Essential Requirements** | |
| **Qualifications:**   * Qualified to degree level in an appropriate children’s workforce discipline (eg: social work, teaching, youth work) * Level 2 English (Grade C GCSE or equivalent) * Level 2 mathematics (Grade C GCSE or equivalent) * Must have access to transport and be able to travel across the region | Application Form/Interview |
| **Experience of:**   * Working with children, young people and their families * Working in a challenging and pressured environment * Multi-agency, inter-disciplinary working * Early intervention and prevention work * Managing a team of staff delivering good outcomes for families | Application Form/Interview |
| **Knowledge and understanding of:**   * The Family Group Conferencing methodology, mediation and parenting interventions * The problems faced by children, young people and their families nationally, regionally and locally * Safeguarding and child protection * The SEND Code of Practice * The Troubled Families programme * Signs of Safety as a social work model | Application Form/Interview |
| **Ability to:**   * Work within regulations and agreements pertaining to confidentiality, information-sharing, GDPR, safeguarding * Engage in meaningful professional relationships with children, young people and their families * Communicate effectively with a range of audiences and in a variety of formats (verbal and written) * Analyse performance and produce detailed reports for a variety of audiences * Manage, supervise and support staff, including all HR processes * Manage a significant budget * Deputise for senior managers * Innovate and think creatively to develop the service and problem-solve | Application Form/Interview |

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**Date**: 13 August 2019