

Newcastle City Council
Children, Education & Skills
Family Group Conference Co-ordinator
Person Specification

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

- To be qualified to NVQ Level 3 or equivalent in relevant field such as Social Work, teaching, mediation, youth work etc.
- To have a minimum of 3 years' experience of working with children and their families to improve outcomes.
- Knowledge and understanding of the principles and processes of Family Group Conferencing.
- Knowledge of child protection practice and childcare legislation.
- Ability to communicate effectively both verbally and in writing.
- Ability to chair and facilitate meetings involving families, children and young people.
- A proven track record in building relationships with colleagues, partners and referrer organisations.
- A proven track record in building relationships with children, young people and families.
- The ability to negotiate, mediate and manage conflict.
- The ability to work in an organised way and to timescales.
- The ability to work creatively and flexibly, solution focussed and reflective.
- Flexibility to work outside normal working hours including evenings and weekends to fit in with the needs of families.

Desirable

- Family Group Conferencing Accredited Training Qualification
- Mediation or accredited parenting/family intervention training

Part B

- The following criteria will be further explored at the interview stage (as well as further exploring the above criteria is met):
- Ability to lead the negotiation, mediation and facilitation of the Family Group Conference process in the best interests of children.
- Ability to deliver a balanced response in challenging situations using your experience and knowledge of child protection issues.

- Ability to work collaboratively with children, families, colleagues and partner agencies.
- Commitment to Equal Opportunities and anti-discrimination practice in employment and service delivery

Additional Requirements

- Enhanced DBS Disclosure Certificate
- Suitability to work with client group
- Flexible approach to work, location, duties and hours. Able to work regular unsociable hours at short notice.