

## Job Description

**Post Title:** Family Group Conferencing Coordinator A4788

**Evaluation:** 566 Points **Grade: N8**

**Responsible to:** Team Manager

**Responsible for:** N/A

**Job Purpose:** To work with children, young people and families in Newcastle to ensure high quality Family Group Conferences.

**Main Duties** The following list is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To plan, organise, coordinate, facilitate and chair initial Family Group Conferences and reviews in a way that responds appropriately to the needs of individual families from diverse backgrounds.
2. To support all family members, including children and young people to be able to participate fully in the Family Group Conference process.
3. To promote the adherence to safeguarding procedures by:
  - a. Supporting families to draw up plans and implement arrangements which will ensure a child is safely cared for within their family network.
  - b. Recognising and taking action in relation to the safety of children where concerns and risks are identified.
4. To work within the statutory framework and comply with Directorate policies, procedures and guidance
5. To update and maintain computer and written records in accordance with Directorate guidelines ensuring the quality of the information noted is accurate and up to date.
6. To build relationships with colleagues and partners to promote Family Group Conferences, including providing advice on potential referrals.
7. To establish and promote effective working relationships with external partners, agencies and other sections of the Directorate that will improve practice and outcomes for children and families.
8. To deliver training for referrers, other professionals and community groups about the FGC model and expectations when presenting information at the FGC.
9. To collect data for the FGC evaluation process, ensuring feedback from the FGC is gathered from children, young people, family members and professionals.

10. Complete administrative tasks of Family Group Conferences, including the initial FGC and follow up review.
11. 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.
12. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
13. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.