

Role Title: Family Conferencing Group Coordinator
Salary: Band 7/8
Location: Bradford
Report to: Family Group Conferencing Team Manager

About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

Our vision: For all children and young people in Bradford to be safe and able to realise their full potential.

Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

Job Overview

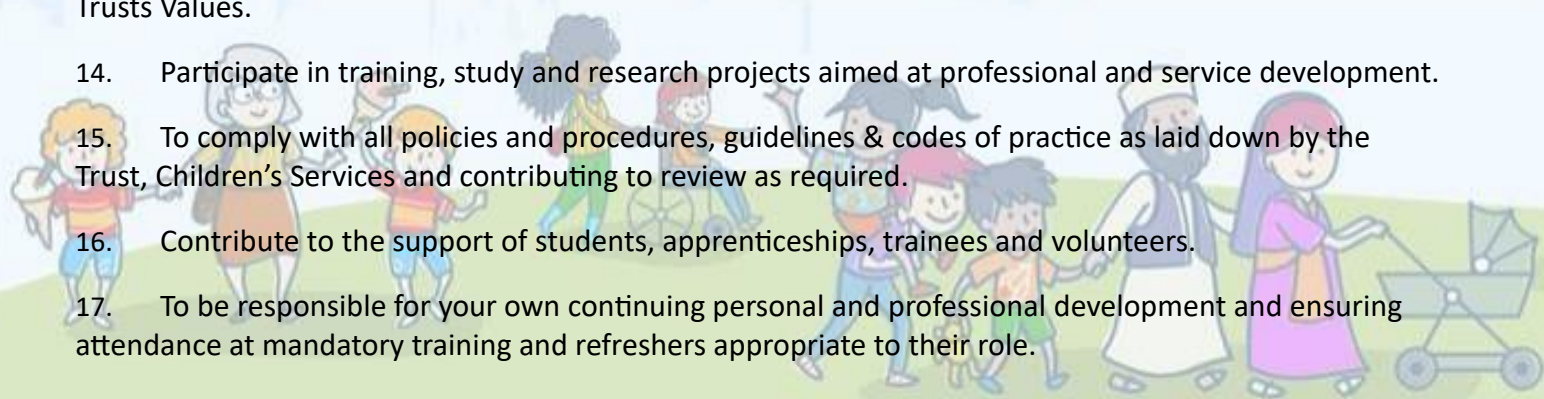
The Family Group Conferencing team (FGC) offers Family Group Conferences to families to support and build family networks.

1. To be responsible for the delivery of high-quality Family Group Conferences, to enable families to make plans to keep their children safe.
2. To offer support, training and advice to partner professionals to support and fully engage in the FGC process and embed the child's plan in all other Children's Social Care plans.
3. To work within the legal frameworks, policies and legislation appropriate to the service area, the department and the Trust.



Main Duties and Responsibilities

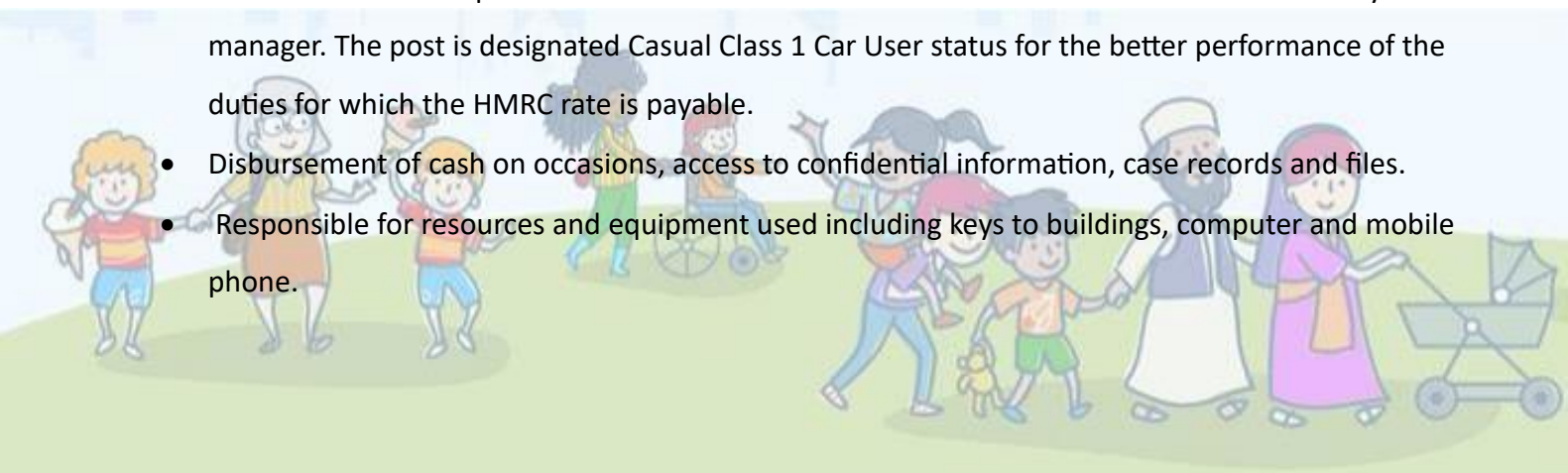
1. To be responsible for the planning, coordination, facilitation and review of Family Group Conferences and reviews in Bradford in a way that responds appropriately to the needs of individual families from diverse backgrounds.
2. To complete discussions in line with our entitlement for Family Group Conferencing and maintain appropriate records that will be shared with families and partner professionals.
3. To exercise a high degree of independence and expertise to initiate and coordinate Family Group Conferences and be responsible for preparing families and professionals to come together to develop and agree safe plans for children.
4. To convene Family Group Conferences that empower families and ensure that they can be fully involved in safe decision making and planning for their children.
5. To ensure the FGC model adheres to the Bradford Children's and Families Trust model of delivery.
6. To undertake all administrative duties associated with a Family Group Conference and review, including facilitating the FGC, agreeing, writing up and circulating the family plan in line with Bradford Children and Families Trust FGC policies.
7. To build effective professionals relationships with Children's Social Care in order to embed a high-quality Family Group Conferencing services across the district.
8. To offer training and on-going support/advice to partner professionals about Family Group Conferencing.
9. To contribute to the establishment of monitoring and evaluation systems to assess the effectiveness, evaluation and continuous improvement of Family Group Conferencing.
10. To collect data for the FGC evaluation process, ensuring feedback from the FGC is gathered from children, young people, family members and professionals.
11. To ensure the participation of children in their own plans in a way that is appropriate to their age and development.
12. To undertake all duties commensurate to the nature and level of the post at initial place of work or any other venue.
13. To engage in professional supervision, appraisal, team and practice development in line with the Trusts Values.
14. Participate in training, study and research projects aimed at professional and service development.
15. To comply with all policies and procedures, guidelines & codes of practice as laid down by the Trust, Children's Services and contributing to review as required.
16. Contribute to the support of students, apprenticeships, trainees and volunteers.
17. To be responsible for your own continuing personal and professional development and ensuring attendance at mandatory training and refreshers appropriate to their role.



1. *Journal of the American Medical Association*, 2000; 283: 2689-2693.

- Disbursement of cash on occasions, access to confidential information, case records and files.

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Safeguarding Responsibilities

Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.

Successful applicants will be required to complete the relevant safeguarding checks. An DBS check will be requested.

We are an equal opportunities employer.

