

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) offer FGC's, mediation and restorative meetings 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 a diverse of 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 work exercise a high degree of independence to initiate and expertise in to coordinate Family Group Conferencing and be responsible for preparing families and professionals to come together to develop and agree safe plans for children.
4. 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 professional 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.



About You

We are looking for applicants who can demonstrate that they meet the following requirements:

Education

- A relevant Level 3 professional qualification related to working with children, young people and parents and evidence of on-going training and CDP.
- To have completed Family Group Conference facilitator training through an accredited organisation

Experience

- Minimum few years continuous & recent experience working directly with children and parents as part of a multi-disciplinary team to plan and support change in families.
- Experience of convening FGC's, mediation, restorative meetings and/or chairing meetings that involve families, children and young people.

Special Conditions

- Must be able to work in family homes and the community, with a degree of autonomy.
- Must be able to work early mornings, evenings, weekend and bank holidays as required by the needs of families and the service.
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.
- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance Enhanced DBS check required.
- It is essential for the post holder to have a useable car available at all times or as advised by the line manager. The post is designated Casual Class 1 Car User status for the better performance of the duties for which the HMRC rate is payable.
Disbursement of cash on occasions, access to confidential information, case records and files.
- Responsible for resources and equipment used including keys to buildings, computer and mobile phone.



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.

