

Role Title: Family Group Conferencing Team Manager
Salary: PO3/4
Location: Bradford
Report to: Family Support Service 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 FGCs with families to support and build family networks and keep children safe.

- Responsibility for managing the Family Group Conference (FGC) Service and staff within the team, including Family Group Conference Coordinators.
- To support and contribute to the development of the scope and vision for the service and ensure that Family Group Conferences are used to strengthen family
- To work within the legal frameworks, policies and legislation appropriate to the service area, the department and Trust.



Main Duties and Responsibilities

1. To ensure effective leadership, management and supervision of the FGC coordinators and any other relevant staff in the team.
2. To be responsible for the planning, coordination facilitation and review of Family Group Conferences in a way that ensures the key principles of FGC are observed and contribute appropriately to the outcomes for children and their families from a diversity of backgrounds.
3. When relevant, recruit and train new FGC coordinators to required standards.
4. Provide high quality leadership and direction to FGC staff, setting out the team goals and plan and making it clear how they support the fundamental purpose and contribute to the wider Trust's values, strategies and plans.
5. To ensure that requests for FGC's are allocated among the coordinators in a timely manner.
6. To support and contribute to the development of and vision for the service and ensure that Family Group Conferences are used to strengthen family involvement and relational ways of working with families, to safely achieve best outcomes for children.
7. To use qualitative and quantitative data to provide regular reports on the team and its effectiveness of the FGC service to be used to support service improvement, making recommendations for change and be responsible for taking action to improve standards as required.
8. To contribute to the development, implementation and review of FGC policies and procedures ensuring accurate representation in the context of relevant legislation and statutory guidance.
9. To ensure the quality of the service is of a high standard and meets departmental policies and guidelines, including being sensitive diversity of needs across the district.
10. To oversee the FGC process and ensure the key principles of FGC are observed and contribute to better outcomes for children and their families.
11. To ensure that all agencies involved in FGC work are aware of their responsibilities in relation to information sharing, facilitate safe secure information exchange and provide support and challenge where any information sharing difficulties arise.
12. To actively promote the development and integration of the Family Group Conference Service so that FGCs become a primary mechanism for decision-making at crucial points in the lives of vulnerable children and families.
13. To be responsible for the management and development of effective records, budget/financial & administrative systems and matters relating to the daily running of the establishment using SAP, ESS/MSS, ICS and EDMS.
14. To ensure that all appropriate risk assessments are carried out and regularly reviewed.
15. To deal with all staff management issues promptly including recruitment and selection, probation of new employees, attendance management, staff supervision, performance, grievance or disciplinary issues.
16. To be proactive in employee development activities including regular supervision and appraisal to ensure up to date knowledge, skills and continuous professional development.
17. To engage in professional supervision, appraisal, team and practice development in line with the Trust Values
18. To undertake all duties commensurate to the nature and level of the post at initial place of work or any other venues.
19. Participate in training, study and research projects aimed at professional and service development.
20. To be responsible for ensuring that statutory requirements are met in a timely manner, with particular reference to safeguarding children and vulnerable adults.
21. To be responsible for your own continuing personal and professional development.

About You

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

Qualifications

- A relevant professional, academic or management qualification minimum NVQ Level 5 and/or able to demonstrate equivalent experience and evidence of on-going training and CDP.
- Few years of experience working in a relevant role is desirable and couple of years of experience in a supervisory or managerial capacity.
- To have completed Family Group Conference facilitator training through an accredited organisation.

Experience

- The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the Advanced threshold level outlined under Special Knowledge above.
- Substantial and recent experience of managing staff and/or students working directly with children and families.
- Experience of liaising with other professionals and working as a part of multi-agency groups.
- Experience of managing, motivating and empowering staff to achieve improvement.

Special Conditions

- Post holder must be able to work evenings, weekends and Bank Holidays as required by the needs of 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



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.

