

## **Job Description**

**Post: Family Group Decision Making Coordinator**

**Responsible to: FGDM Lead**

**Division: Children and Family Services**

**Hours: 35 hours**

**Salary: Band C, £30,002.00 - £35,076.00**

## **Children First - Vision and Values**

Children First is Scotland's national children's charity. We stand up for every child because all children should have a safe childhood. We protect children from harm and support them to recover from trauma and abuse through our national and local services. We help children, their families and the people that care for them by offering emotional, practical, and financial support. We give children hope and a safer, brighter future.

Our core values guide how each one of us works in our individual day to day job:

- With love, we put children first.
- With purpose, we transform children's lives together.
- With strength, we do whatever it takes to protect Scotland's children.

## **Role Summary**

- To lead the provision of professional and high quality direct support services to children, young people, and their families, and achieve desired outcomes from working with Children First.
- To lead the negotiation, mediation and facilitation of the Family Group Conference process, including responsibility for organising and managing meetings in the best interests of children.
- To promote the values and principles of Children First in providing support to children, young people and their families, promoting their participation in the services they receive.
- To support the Service Manager/Assistant Director to deliver the service in line with organisational strategy.

## **Key Results Areas**

### **Relationships with Children, Young People and Families**

- To ensure quality and timely assessments of the risks and needs of children, young people and families are carried out, taking a strengths-based approach, involving the child and family, and all relevant stakeholders in this process.

- To work alongside children, young people and families to develop agree, and monitor support plans to meet their identified needs and to work with other agencies to ensure that the child benefits from a team approach.
- To provide direct support and/or therapeutic work with children, young people and families, which may include, group work, family work, and individual work.
- To provide advice, support, advocacy and guidance to children and young people in order to assist them in expressing their views and upholding their rights.
- To carry out regular reviews with children, young people and families, involving them and all relevant stakeholders in this process.

## Operational Requirements

- To manage referrals in consultation with the Service Manager/Team Leader, receiving and responding to contacts and referrals from referring agencies.
- To record, maintain and review information, gained through the process of assessment, monitoring and review, within the Dynamics system.
- To maintain awareness of research and policy development in relation to the Family Group Conference model through personal reading and study, taking responsibility for own professional development and to incorporate these into the process and service.
- To contribute to Children First's ability to work within and develop national policy ambitions e.g. Getting It Right For Every Child.
- To develop and maintain consistent and meaningful internal communications practices.
- To make constructive use of internal support and supervision processes, and take responsibility for continuous professional development, undertaking mandatory and relevant internal courses as required and, where appropriate, undertaking post qualifying training in child protection, practice teaching or other relevant courses.
- To support activity which contributes to the sustainability of the service.
- To support the wider organisational activity and strategy of Children First.
- To support activity which develops and strengthens the Children First brand and public profile.

## Relationships with others

- To work in partnership with relevant agencies, to develop and deliver a Family Group Conference model, to enhance outcomes for children.
- To evaluate information gained through the process of assessment, monitoring and review, and share this with children and families and others appropriately and sensitively and in accordance with legislation and policies on confidentiality and safer care.

- To contribute to Children First national working groups, sharing and developing practice across the areas of work, and to work within and help develop best practice standards.
- To represent Children First at external events and activities particularly with local social work, education, health or third sector agencies, but sometimes at national events. To work constructively with a range of external agencies to promote a multi-disciplinary 'team around the child' approach.
- To provide advice, guidance, training and consultation services to colleagues across the charity, and to staff working within partner agencies.
- To contribute to the development of best practice and the success and development of the service by actively participating in team meetings, by developing excellent working relationships with other team members, and by contributing to the knowledge and sharing of best practice with colleagues across the charity.
- To support and supervise volunteers, students, and where appropriate, staff, mentoring, coaching and leading practice, and taking an active role in their recruitment and development.

## Corporate Responsibilities

- Be committed and adhere to Children First vision and values.
- Comply with Children First Safeguarding policies and procedures.
- Comply with Children First Code of Conduct and any relevant professional standards relating to the role.
- Actively consider the involvement of children, young people and families with whom we work, in all areas of practice and to implement the Children First Participation Standards.
- Actively consider the involvement of volunteers in all areas of our work and to implement the Children First Volunteer Development Policy.
- Observe all health and safety requirements.
- Work within and promote policies in relation to Equity, Diversity and Inclusion and anti-discriminatory practices.
- Undertake any other reasonably required duties as instructed by line manager or someone acting on their behalf, in addition to the role specific responsibilities detailed below.

## Equity, Diversity and Inclusion

At Children First, we are committed to building a representative, inclusive and authentic workplace open to applications from all sections of society. We believe in the potential of everyone regardless of; sex, race, religion or belief, ethnic origin, ability, family structure, socio-economic background, age, nationality, marital status or civil partnership, sexual orientation, gender identity, or any other aspect that makes you who you are.

We envision a diverse and inclusive Children First where we cultivate a true sense of belonging and connection for and between our teams, children, young people, families, and communities we work with.

Further to that, as part of our vision to be an Anti-Racist organisation, we are committed to conscious inclusion to build increasingly diverse teams and emotionally safe work environments.

## Person Specification

Need to Have (Qualifications and Experience)	Need to Show (Skills)	Need to Know	Need to Be
<ul style="list-style-type: none"> <li>• Diploma in Social Work or other relevant professional qualification (e.g. in Health, Education, Community Education), or other relevant professional qualification at SCQF level 9</li> <li>• Post qualifying award in child protection, child care, practice teaching, group work, family work, counselling</li> <li>• Experience of work within a statutory setting</li> <li>• Experience of working with children with additional support needs</li> <li>• Experience of managing/supervising staff, volunteers, and/or students</li> <li>• Experience of working with volunteers</li> <li>• Project planning experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of direct work with children and young people in a variety of settings and of supporting children, young people and families in partnership with them, their networks, and other workers</li> <li>• Experience of conducting group and/or family work with children, young people and families in adversity or distress</li> <li>• Experience of attending meetings regarding children and young people</li> <li>• Experience of supporting children and young people to share their views and contribute to decisions which affect them</li> <li>• Experience of effective Multi agency working (Common Experienced in the identification and management of risk</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of how children and young people develop, their needs and associated risk factors, and understanding vulnerability and promoting resilience</li> <li>• Child protection and care planning processes, systems and agencies</li> <li>• Relevant childcare legislation and guidance relating to children's rights.</li> <li>• Awareness of national government policies and priorities and implications for practice</li> <li>• Knowledge of theoretical framework for working therapeutically with children, young people and their families</li> <li>• Knowledge of services and issues relevant to the needs of children and young people</li> <li>• Knowledge of Statutory social work role and function</li> </ul>	<ul style="list-style-type: none"> <li>• Flexible in approach to work</li> <li>• Committed to and understand the principles of working with volunteers.</li> <li>• Able and willing to travel as required to services and offices across the region.</li> <li>• Committed to Children First approach and the relational nature of our work.</li> <li>• Confident and able to form effective and credible relationships with all levels of staff</li> <li>• Aware of personal responsibility in relation to health and safety.</li> </ul>