

PERSON SPECIFICATION

Independent (self-employed) Family Group Conference Co-ordinator

Service Area: Family Support for Children & Families		Essential	Desirable
Qualifications <ul style="list-style-type: none"> ▪ A Diploma (NVQ or BTEC Level 4) or Degree in Social Work, Youth Work, Health, Education, Advocacy, Police, Mediation or related disciplines ▪ At least three years' experience and expertise in working with vulnerable families and children in a variety of settings. 		<p style="margin-left: 100px;">✓</p> <p style="margin-left: 100px;">✓</p>	
Knowledge and Skills <ul style="list-style-type: none"> ▪ Skills, knowledge and expertise to work with vulnerable families and children at times of crisis ▪ Skills, knowledge and expertise to manage and address situations of conflict through restorative and solution focused practices ▪ Skills, knowledge and expertise to communicate well verbally and in writing with children and adults at a variety of levels and understanding ▪ Skills knowledge and expertise in producing and presenting clear SMART Plans, including Quarterly Performance Indicators ▪ Expertise in recording clearly and objectively ▪ Ability to work independently with minimum supervision, working using own initiative, within agreed timescales. ▪ Knowledge, skills and expertise and understanding of “the family”, family process and dynamics. ▪ Ability to demonstrate a commitment to equal opportunities taking into account gender, race, disability, sexual orientation and age. ▪ A robust understanding, skills and knowledge of the needs of vulnerable children/young people, from a diverse range of backgrounds, and of child development. ▪ A clear understanding of the workings of the Local Authority Social Care for Children & Families Service. ▪ Expertise in chairing and facilitating meetings which could be complex and confrontational ▪ A good understanding of Child Protection issues. ▪ An expectation to attend relevant on-going training 		<p style="margin-left: 100px;">✓</p> <p style="margin-left: 100px;">✓</p> <p style="margin-left: 100px;">✓</p> <p style="margin-left: 100px;">✓</p> <p style="margin-left: 100px;">✓</p> <p style="margin-left: 100px;">✓</p> <p style="margin-left: 100px;">✓</p> <p style="margin-left: 100px;">✓</p> <p style="margin-left: 100px;">✓</p> <p style="margin-left: 100px;">✓</p> <p style="margin-left: 100px;">✓</p> <p style="margin-left: 100px;">✓</p> <p style="margin-left: 100px;">✓</p> <p style="margin-left: 100px;">✓</p> <p style="margin-left: 100px;">✓</p> <p style="margin-left: 100px;">✓</p> <p style="margin-left: 100px;">✓</p> <p style="margin-left: 100px;">✓</p> <p style="margin-left: 100px;">✓</p> <p style="margin-left: 100px;">✓</p> <p style="margin-left: 100px;">✓</p> <p style="margin-left: 100px;">✓</p>	
Experience <ul style="list-style-type: none"> ▪ Experience of writing reports, plan, and producing quarterly Performance Indicators 		<p style="margin-left: 100px;">✓</p>	

<ul style="list-style-type: none"> ▪ Experience of chairing and facilitating complex, challenging and diverse meetings ▪ Experience of working with children/young people and families ▪ Experience of negotiating, advocating or mediating and liaising with a range of agencies and professional staff. ▪ Experience of championing services 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Competencies</p> <ul style="list-style-type: none"> ▪ Managing oneself <ul style="list-style-type: none"> - shows commitment and self-confidence - Ability to make clear decisions effectively and communicate these to others - Ability to respond to competing demands and makes decisions in stressful situations ▪ Flexibility and Adaptability <ul style="list-style-type: none"> - adopts a flexible, responsive approach and encourages others to do the same. ▪ Initiative <ul style="list-style-type: none"> - actively seeks information to clarify understanding and improve ability to act. - ability to recognise opportunities and to act accordingly using own initiative ▪ Communicative <ul style="list-style-type: none"> - important and relevant information is communicated regularly to involved parties. -ability to receive, understand and convey information and ideas effectively using skills in oral and written communications and presentation. 		
<p>Other requirements</p> <ul style="list-style-type: none"> ▪ Access to/use of a vehicle is an essential requirement. ▪ The ability to work flexible hours to meet the needs of the families. ▪ This post is exempt under the Rehabilitation of Offenders Act 1974. Due to the sensitive nature of the duties the post holder will be expected to undertake a criminal record check (DBS) as part of the recruitment process. 		

27.04.2017