



Job description			
Job title	Family Group Conference Coordinator		
Grade	J		
Directorate	Children's Services		
Service/team	Early Help and Intervention		
Accountable to	Family Group Conference Team Manager		
Responsible for	not applicable		
JE Reference		Date Reviewed	Aug 2025

### Purpose of the Job

*To be responsible for preparing and supporting families to meet, negotiate and agree a family plan/agreement that is future focussed and addresses safety and safeguarding concerns for the child/ren in question.*

### Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

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- To receive and process referrals allocated by the Team Manager, working closely with the referring social worker.
- To lead, coordinate and facilitate Family Group Conferences to encourage family decision making and responsibility for their children and young people by negotiating and discussing support within their family network to ensure safety and safeguarding of children and young people.
- To engage individuals who may be resistant to working with services in the Family Group Conference process throughout.
- To manage a caseload of families in which you will be responsible for completing all work retaining to the family group conference.
- To complete creative direct work with children and young people that explores their support network and enhances safety planning within the family.



- To negotiate the involvement of family members in the meeting, considering, and addressing any issues so that neither the effectiveness of the meeting is compromised or the safety of the persons attending the meeting.
- To identify safeguarding issues if they arise within your work and be able to respond to these appropriately and seek guidance and support from the appropriate agency/professional.
- To act as Advocate when appropriate undertaking a role in supporting the child/young person to have a voice in the Family Group Conferencing planning preparation and planning process.
- To liaise with social workers/ lead professionals regarding any queries arising or information required, this includes holding a consultation with the referrer on allocation and updating them accordingly throughout.
- To maintain accurate and timely records of all work and interventions, producing reports as required and ensuring the relevant IT system is up to date. Recordings should enable the effective measurement of performance, outcomes and capture the voice of child.
- To maintain excellent working relationship and work in partnership with other professionals within the Council and with other community organisations.
- To work in line with any practice model utilised by the council to ensure that the voices of children, young people and families are at the centre of all decision making and their voices heard and valued as part of planning, intervention, and wider service review.
- To work with the Team Manager to ensure that service delivery is covered during periods of leave.
- To prepare for and engage in regular supervision to ensure monitor the progress of the Family Group Conferences you are responsible for. This includes reflecting on your practice and implementing any tasks required from supervision.
- To contribute to ongoing practice development and continuous improvement of the service.
- To contribute to the preparation of Service Performance Reports for evaluation requirements.



## Knowsley Better Together – Staff Qualities



## Health and Safety

- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger
- *To conduct yourself in a professional manner at all times when working as a representative of the council*

## Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.