



Person Specification			
Post title	Family Group Conference Coordinator	Grade	J

This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Ability to embrace the values of KMBC.	CV/SS, I
S2	Minimum 3 years, recent experience of working with children and families to deliver preventative interventions to tackle issues such as domestic abuse, neglect, exploitation, school attendance, anti-social behaviour, emotional/sexual health on a one to one and/or group basis.	CV/SS, I
S3	A good understanding of the range of social issues likely to lead poor outcomes for children and their families	CV/SS, I
S4	Experience of case management including being responsible for supporting and engaging a caseload of families in the family group conference process.	CV/SS, I

May 2025





S5	Experience of effective collaborative, multi-agency working and coordination of multi-agency meetings to support children and their families	CV/SS, I
S6	Demonstrate an understanding of safeguarding the welfare of and safety of children and young people. Including an ability to identify safeguarding issues, if they arise within your work and be able to respond to these appropriately and seek guidance and support from appropriate agency/professional accordingly.	CV/SS, I
S7	Experience of engaging resistant families in the family group conference process. Developing and maintaining professional working relationships and passion to offer and engage families in the process.	CV/SS, I
S8	A strong understanding of the family group conference approach and benefits they bring to children and families.	CV/SS, I
S9	An understanding of the trauma informed approach and how this links into the principles and values of Family Group Conferencing.	CV/SS, I
S10	Experience of working with children and families who are experiencing social issues such as domestic abuse, poverty and addiction.	CV/SS, I
S11	Experience of planning and coordinating meetings with professionals and service users.	CV/SS, I
S12	Experience of engaging children in young people in direct work sessions to gain their wishes and feelings.	CV/SS, I
Personal attributes and circumstances		

May 2025





P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
P2	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	I
P3	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	I
P4	A flexible approach to working, this includes outside of core working hours to cover the needs of the service.	I
P5	Must have a full valid driving license and be able to travel around the borough using private transport.	I
Communication		
C1	Excellent interpersonal and communication skills and good time management	CV/SS, I
C2	Experience of and the ability to develop professional relationships with children and families to bring about meaningful change	CV/SS, I
C3	Ability to present data and information to a range of audiences.	CV/SS, II

May 2025





Qualifications		
Q1	Minimum - NVQ Level 3 in Child Care and Education, Youth services, Health and Social Care	CV/SS, C

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview
P = Presentation **AC** = Assessment Centre **T** = Test

May 2025





Knowsley Council

May 2025





Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours.
- Attitudes to use of authority and maintaining discipline

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

May 2025

