

Job Description

Job title	Family Network Meeting Coordinator
Directorate	PEOPLE : Children and Adults
Division	Children's Services
Range	MPR 3
Reports to	Family Group Conferencing Team Leader

Main purpose of the job:

To enable the family and friends' network and professionals to develop and agree a support plan with clear outcomes for families to achieve.

Liaise with stakeholders in a way that promotes the [vision and values of Children's Services](#), the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

Accountabilities and outcomes:

Arrange contact with families, including extended family members and friends from the family networks to prepare them to attend family network meetings.

Work alongside social workers and family members to enact family network plans and explore all extended family support including alternative care options, helping to prevent delays in achieving timely permanency for children.

Work collaboratively with families, social workers and other practitioners (such as Family Workers) within a multi-disciplinary framework to plan and facilitate family network meetings in accordance with Medway's framework and the nationally agreed standards of practice.

Support families to develop their own family network meeting which demonstrates SMART outcomes ensuring these are written to a high standard and can be shared with family agreement in any ongoing planning or legal proceedings.

Adopt flexible working whilst maintaining appropriate boundaries in provision of support, advice, and conflict resolution to families.

Maintain appropriate written records of work with families which meet Medway's Information Governance policy and standards ensuring contact recording reflects the child's journey and enables the child to understand the decisions made for them.

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Attend partnership meetings within the FGC service and wider directorate of Medway to share and develop knowledge.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

Accountabilities to Children and Young People

The children and young people of Medway have said the following qualities are really important to them:

- Be a good listener.
- Be non-judgemental.
- Be consistent and stable.
- Be contactable.
- Understand me.
- Be honest.
- Be focused.
- Be realistic.
- Be a good timekeeper.
- Be resourceful in your approach.

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Be ambitious for young people and promote others to share the same drive.

Champion Children and Young People's views and rights in everything you do.

Ensure Children and Young People's voices are listened to and acted upon.

'Do what you say and say what you do'.

Organisation:

This role reports to the Family Group Conference Team Leader

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

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Person specification

All criteria at level A are considered essential unless stated otherwise.

Qualifications

Level A

- Five GCSE (or equivalent) to include Maths and English (minimum grade 5/C)

Level B (in addition to level A criteria)

- Level 3 qualification in relevant professional area, such as social work, teaching, mediation, youth work etc.

Level C (in addition to levels A and B)

Knowledge

Level A

- Awareness of policy and procedural knowledge in relation to the Family Rights Group
- Awareness of services available within the council and local area that could support families as part of Medway's early intervention offer
- Awareness of the nationally agreed standards of practice as set out by the Family Right's Group
- Awareness of, and sensitivity to, the needs of vulnerable children and their families
- Awareness of safeguarding procedures for children and young people
- Some knowledge of equality and diversity principles
- Awareness of family network meetings
- Awareness of Medway's accountabilities to young people

Level B (in addition to level A criteria)

- Understanding of legislation, policy and practice developments in relation to the Family Rights Group
- Understanding of nationally agreed standards of practice
- Applied understanding of family network plans and purpose of family network meetings
- Understanding of Signs of Safety and how this applies to the role
- Understanding of the purpose of Family Group Conference
- Completed MOSAIC training and can demonstrate knowledge of proper use of the system

Level C (in addition to levels A and B)

- Extensive and demonstrable knowledge required to recognise and evaluate risk to children, young people and their families and assess measures to reduce that risk
 - Applied knowledge and understanding of safeguarding procedures for children
 - Detailed understanding of relevant legislative and policy frameworks which impact on the team and service
 - Understanding of the role of Advocate and how this is used within the team
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Experience

Level A

- Experience of working with vulnerable children, young people, and families in the public, private or voluntary sector
- Experience of using IT systems and programmes to manage and track data and reports
- Undertaking risk assessments which lead to effective safety planning

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Level B (in addition to level A criteria)

- Experience of working with disadvantaged or vulnerable groups
- Experience of undertaking direct work with children and families by arranging contact with family members and preparation for attendance at family network meetings
- Experience of recording minutes at case meetings
- Experience of developing supportive relationships with families, practitioners and partner agencies
- Experience of attending partnership meetings within FGC and apply learnings to practice

Level C (in addition to levels A and B)

- Experience of producing high quality written reports
- Experience in engaging with difficult to engage families and affecting change for children experiencing complex abuse or neglect
- Experience of supporting families to develop their own family network, meeting with well written family network plans and SMART outcomes
- Experience of attending FGC/wider service partnership meetings sharing knowledge and demonstrate applying knowledge and best practice to role
- Experience in applying Signs of Safety model in practice, including understanding of risks

Skills

Level A

- Proficient in the use of Microsoft Word, Excel, Outlook and TEAMS.
- Can work effectively under pressure, managing own time and workload
- Good written and oral communication skills
- Can use own initiative and work independently whilst working within defined procedures
- Able to work effectively as part of a team and has a proactive approach in helping others
- Appropriately able to handle confidential and sensitive information
- Can travel on a regular basis between different work locations

Level B (in addition to level A criteria)

- Able to work collaboratively with families, social workers and other practitioners to enact family network plans
- Can use internal systems, such as MOSAIC effectively to accurately capture and maintain case records
- Ability to communicate clearly and effectively with a variety of people at different levels, presenting varied information in an understandable way to suit the audience
- Ability to demonstrate flexibility within your work to meet service demands whilst maintaining appropriate boundaries in provision of support, advice, and conflict resolution to families
- Can cope well under pressure and difficult situations

Level C (in addition to levels A and B)

- Can respond to emergency situations with an ability to proactively negotiate alternative care arrangements in a sensitive manner with children who would otherwise be accommodated by the local authority
- Able to produce written records to a high standard ensuring the child's journey is reflected and the child understands the decisions made for them
- Excellent communication and networking skills, with experience of adapting services, demonstrating a flexible approach, where possible, to meet family needs
- Can use initiative to work proactively with other agencies in the interest of offering stability to children at risk of being accommodated
- Can demonstrate emotional resilience and ability to remain calm within pressurised or difficult situations
- Can provide coaching and training to others