



Family Group Conference Coordinator

Reports to:	Targeted Prevention Hub Manager		
Department:	CYPCD	Grade:	SO1
DBS Status:	Enhanced DBS and Child Barred List (Child Workforce)	Politically restricted:	No
Job Purpose:			
<ul style="list-style-type: none"> • The Family Group Decision Making Team will be responsible for providing high quality Family Group Conferences (FGCs) across Early Help and Social Care in Brent. • As an FGC Coordinator you will plan, organise, and facilitate FGCs and reviews and work with the team on the development and implementation of Brent's FGC service. 			
Values			
<p>Collaborate proactively. Lead inclusively. Embrace change. Be bold and curious. Celebrate and share our success.</p>			
Job specific roles and responsibilities			
<ol style="list-style-type: none"> 1. Following referral, to initiate contact with children, young people, family members and significant others to outline the Family Group Conference process, provide information and literature, negotiate attendance and support involvement before, during and after the meeting. 2. Negotiate a clear agenda for the meeting with the referrer. 3. Plan, coordinate and facilitate Family Group Conferences. 4. In partnership with Early Help and Social Care and other partner agencies, make specific and suitable arrangements to prepare the child, young person and other family members where appropriate, for the meeting and as appropriate to arrange an advocate. 5. Consider the culture and diversity of the family to enable them to contribute fully to planning for their child(ren). This will include the use of interpreters, translators, signers and the use of cultural or religion specific venues when appropriate. 6. Produce a clearly written family plan for each FGC and to manage the information in such a way that the resulting plans are understandable by all participants. 			

7. Plan and facilitate review conferences to ensure the family plan is effective and Version 1: (October 2025) Date of Job Evaluation (21/10/2025) Page 2 of 4 improving the outcomes for the children and young people of the family.

8. Complete visits and FGCs that accommodate the family's commitments and lifestyles.

9. Undertake risk assessments to identify any potential risks of harm a FGC Coordinator may be exposed to when attending community meetings and where required identify risk control measures.

10. Share information disclosed by families of a criminal nature, including that related to criminal exploitation with police, and CYP/CD services.

11. Identify and share evidence of actual and potential familial and extra familial harm with CYP/CD and police services.

12. Accurately record agreed aspects of the FGC process, the initial family plan and the review plan and to circulate these to relevant persons.

13. Maintain appropriate boundaries of confidentiality and professional accountability, which will take account of any potential Child Protection issues. The successful applicant will need to have a working knowledge of Child Protection issues.

14. Contribute to the monitoring and evaluation of the FGC service.

15. Provide advice, guidance and training to professionals about FGCs and positively promote the service.

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

17. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.

18. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.

19. Undertake any other duties commensurate with the general level of responsibility of this post.

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Essential Requirements (key skills & qualifications)

Knowledge and Qualifications

Qualifications and Professional Membership requirements: Professional qualification or relevant experience in a social work/health/or related children's services area.

Training and/or qualifications in social care, youth work, social work or equivalent to national standards, minimum NVQ 3

Knowledge (all essential criteria):

1. Knowledge and understanding of the principles and processes of the FGC.
2. Working knowledge of child protection and relevant legislation.
3. Knowledge and understanding of child development and attachment across the age ranges.
4. Knowledge of the impact of poverty, oppression, and discrimination on families.
5. Knowledge and understanding of issues relating to global majority communities and their cultures.
6. Working knowledge and the ability to recognise the range of factors that can affect parenting capacity and increase the risk of abuse, e.g. domestic abuse, substance misuse, mental health.
7. Working knowledge and understanding of a range of effective communication

Experience (all criteria essential)

8. To be able to evidence effective management of handling conflict situations.
9. To have the experience of facilitating/negotiation/mediation with individuals and groups.
10. Experience of chairing and facilitating meetings.
11. Experience of working with families at times when they are distressed, angry, anxious, upset.
12. Experience of working within a children's service/childcare setting.
13. Direct experience of family work and be able to demonstrate an understanding of family dynamics.
14. A commitment to anti-discriminatory practices in employment and service provision.
15. Experience in working in partnership with other professionals and using a collaborative/strengths-based approach with families.

16. Experience of working with families from different linguistic, ethnic, cultural and religious backgrounds.

Skills and abilities (all essential criteria):

17. The skill of promoting anti discriminatory practice and diversity.

18. Effective organisational skills and the ability to work to timescales.

19. Ability to manage conflict and negotiate/mediate in a wide range of situations.

20. Ability to establish and maintain strong and trusting relationships and boundaries with vulnerable families and professionals.

21. You will need to be self-motivated and organised, with experience and passion that will help empower children and families to plan and make positive changes in their lives.

Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs