



## **JOB DESCRIPTION**

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| <b>POST:</b>           | <b>FGDM Coordinator</b>             |
| <b>DIVISION:</b>       | <b>Children and Family Services</b> |
| <b>RESPONSIBLE TO:</b> | <b>Service Manager /Team Leader</b> |
| <b>SALARY:</b>         | <b>£27,477 - £32,076</b>            |

## **Children 1st VISION and VALUES**

Our vision is that children in Scotland will be safer, will grow up in strong, resilient families and will have access to early help and support when they need it. They will have their rights protected in all areas of their lives. Prevention of harm to children, stronger, more resilient families and communities, greater respect for children's rights and strong partnerships and community engagement will be our measure of success.

Our core values guide how each one of us works in our individual day to day job:

- Respect - Treating everyone with respect and fairness
- Integrity - Being responsible and accountable
- Participation - Involving others in our work
- Excellence – Striving for the highest possible standards

## **GENERAL PURPOSE**

- To lead the provision of professional and high quality direct support services to children, young people, and/or their families, and achieve desired outcomes from working with Children 1st.
- To lead the negotiation, mediation and facilitation of the Family Group Conference process, including responsibility for organising and managing meetings in the best interests of children.
- To promote the values and principles of Children 1st in providing support to children, young people and their families, promoting their participation in the services they receive.
- To support the Service Manager/Assistant Director to deliver the service in line with organisational strategy.

## **KEY RESULTS AREAS**

### **Relationships with Children, Young People and Families**

- To ensure quality and timely assessments of the risks and needs of children, young people and families are carried out, taking a strengths-based approach, involving the child and family, and all relevant stakeholders in this process. (Common Core ref: A3)
- To work alongside children, young people and families to develop agree, and monitor support plans to meet their identified needs and to work with other agencies to ensure that the child benefits from a team approach.
- To provide direct support and/or therapeutic work with children, young people and families, which may include, group work, family work, and individual work.
- To provide advice, support, advocacy and guidance to children and young people in order to assist them in expressing their views and upholding their rights.
- To carry out regular reviews with children, young people and families, involving them and all relevant stakeholders in this process.

### **Operational Requirements**

- To manage referrals in consultation with the Service Manager/Team Leader, receiving and responding to contacts and referrals from referring agencies.
- To record, maintain and review information, gained through the process of assessment, monitoring and review, within the Children 1st Integrated Information Management System (IIMS).
- To maintain awareness of research and policy development in relation to the Family Group Conference model through personal reading and study, taking responsibility for own professional development and to incorporate these into the process and service.
- To contribute to Children 1st's ability to work within and develop national policy ambitions e.g. Changing Lives, Getting it Right.
- To develop and maintain consistent and meaningful internal communications practices.
- To make constructive use of internal support and supervision processes, and take responsibility for continuous professional development, undertaking mandatory and relevant internal courses as required and, where appropriate, undertaking post qualifying training in child protection, practice teaching or other relevant courses.
- To support activity which contributes to the sustainability of the service.
- To support the wider organisational activity and strategy of Children 1st.
- To support activity which develops and strengthens the Children 1st brand and public profile.

## **Relationships with others**

- To work in partnership with relevant agencies, to develop and deliver a Family Group Conference model, to enhance outcomes for children.
- To evaluate information gained through the process of assessment, monitoring and review, and share this with children and families and others appropriately and sensitively and in accordance with legislation and policies on confidentiality and safer care. (Common Core ref: A4)
- To contribute to Children 1st national working groups, sharing and developing practice across the areas of work, and to work within and help develop best practice standards.
- To represent Children 1st at external events and activities particularly with local social work, education, health or third sector agencies, but sometimes at national events. To work constructively with a range of external agencies to promote a multi-disciplinary 'team around the child' approach.
- To provide advice, guidance, training and consultation services to colleagues across the charity, and to staff working within partner agencies.
- To contribute to the development of best practice and the success and development of the service by actively participating in team meetings, by developing excellent working relationships with other team members, and by contributing to the knowledge and sharing of best practice with colleagues across the charity.
- To support and supervise volunteers, students, and where appropriate, staff, mentoring, coaching and leading practice, and taking an active role in their recruitment and development.

## **ADDITIONAL DUTIES**

Any additional duties will normally be to cover unforeseen circumstances or changes in work, and will usually be appropriate and compatible with the regular type of work. If an additional task or responsibility becomes a regular or frequent part of the job, it will be included in the job description in consultation with the post holder.

## **ADDITIONAL RESPONSIBILITIES**

- To be committed and adhere to Children 1st vision, and values.
- To comply with Children 1st Child Protection and Adult Protection policies and procedures and with National Guidance.
- To comply with Children 1st code of conduct (All Children 1st staff) and Codes of Practice for Social Service Workers and Employers (specific to Children and Family Services Divisional staff).
- To actively consider the involvement of children, young people and families with whom we work, in all areas of practice and to implement the Children 1st Participation Standards.
- To actively consider the involvement of volunteers in all areas of our work and to implement the Children 1st Volunteer Development Policy.
- To observe all health and safety requirements.

- To work within and promote policies in relation to Equal Opportunities and anti-discriminatory practices. (Common Core ref: A1, A2)



## PERSON SPECIFICATION

**POST:**                    **Project Worker, Children and Family Services**

| AREA                           | ESSENTIAL  | DESIRABLE   |
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| <b>Qualifications</b>          | <ul style="list-style-type: none"> <li>• Diploma in Social Work or other relevant professional qualification (e.g. in Health, Education, Community Education), or other relevant professional qualification at SCQF level 9</li> </ul>   | <ul style="list-style-type: none"> <li>• Post qualifying award in child protection, child care, practice teaching, group work, family work, counselling</li> </ul>  |
| <b>Work Related Experience</b> | <ul style="list-style-type: none"> <li>• Experience of direct work with children and young people in a variety of settings and of supporting children, young people and families in partnership with them, their networks, and other workers (Common Core ref: A3, B9)</li> <li>• Experience of conducting group and/or family work with children, young people and families in adversity or distress</li> <li>• Experience of attending meetings regarding children and young people</li> <li>• Experience of supporting children and young people to share their views and contribute to decisions which affect them (Common Core ref: A4, A8)</li> <li>• Experience of effective Multi agency working (Common Core ref: B1,B2,B6,B7)</li> <li>• Experienced in the identification and management of risk (Common Core ref: B8)</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of work within a statutory setting</li> <li>• Experience of working with children with additional support needs</li> <li>• Experience of managing/supervising staff, volunteers, and/or students</li> <li>• Experience of working with volunteers</li> <li>• Project planning experience</li> </ul> |

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| <b>Knowledge</b>           | <ul style="list-style-type: none"> <li>• Knowledge and understanding of how children and young people develop, their needs and associated risk factors, and understanding vulnerability and promoting resilience (Common Core ref: A5, A7)</li> <li>• Child protection and care planning processes, systems and agencies (Common Core ref: A6, B1, B2, B3, B4, B6, B7, B10)</li> <li>• Relevant childcare legislation and guidance relating to children's rights (Common Core ref: B6,B7)</li> <li>• Awareness of national government policies and priorities and implications for practice</li> <li>• Knowledge of theoretical framework for working therapeutically with children, young people and their families</li> <li>• Knowledge of services and issues relevant to the needs of children and young people (Common Core ref: B1,B2, B6)</li> <li>• Knowledge of Statutory social work role and function</li> </ul> |  |
| <b>Work Related Skills</b> | <ul style="list-style-type: none"> <li>• Creativity and imagination in designing methods of engagement with children and young people</li> <li>• Ability to work in a solution focused way that empowers service users (Common Core ref: A8)</li> <li>• Ability to adapt and respond to a variety of situations and people in order to meet changing priorities and different ways of working</li> <li>• Excellent observational and analytical skills</li> <li>• Ability to maintain and produce accurate and timely records and reports</li> <li>• Competent in the use of MS Office</li> </ul>   |  |
| <b>Communication</b>       | <ul style="list-style-type: none"> <li>• Effective written and verbal reporting skills</li> </ul>   |  |

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|                                  | <ul style="list-style-type: none"> <li>• Excellent communication and listening skills with children and young people (Common Core ref: A1, A2, A8, A9, A10)</li> <li>• Ability to communicate clearly and concisely to inspire confidence in recipients</li> <li>• Inter-agency liaison and communication skills</li> </ul>  |  |
| <b>Planning &amp; Organising</b> | <ul style="list-style-type: none"> <li>• Ability to organise and prioritise own workload effectively and to work under pressure</li> <li>• Effective time management skills and ability to meet deadlines</li> </ul>   |  |
| <b>Decision Making</b>           | <ul style="list-style-type: none"> <li>• Ability to assess, act on and contribute to, in partnership, managing risks within internal and multi-agency procedures (Common Core ref: B8)</li> <li>• Assessment, monitoring, review and evaluation skills</li> </ul>  |  |
| <b>Team Working</b>              | <ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Ability to provide effective leadership</li> <li>• Ability to develop and maintain effective and supportive relationships</li> </ul>   | <ul style="list-style-type: none"> <li>• People management and leadership skills, supporting individuals and families to achieve their goals, inspiring colleagues to think differently, and supporting others to learn and develop</li> </ul> |
| <b>Other Requirements</b>        | <ul style="list-style-type: none"> <li>• Ability to work flexible hours in line with service delivery requirements, which may include evening and weekend work</li> <li>• Commitment to Children 1st vision, mission and values</li> <li>• Commitment to and understanding of the principles of participation(Common Core ref: A8, A9 &amp; A10)</li> <li>• Understanding of and commitment to the principles of involving volunteers</li> <li>• Commitment and promotion of equal opportunities and anti-discriminatory practices at work (Common Core ref: A1, A2)</li> <li>• Commitment to the principles of confidentiality in relation to children, young people and</li> </ul> | <ul style="list-style-type: none"> <li>• Full current driving licence</li> </ul>   |

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|  | <p>families (Common Core ref: B5)</p> <ul style="list-style-type: none"><li>• Awareness of personal responsibility in relation to health and safety</li></ul> |  |
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