

**Manchester City Council  
Role Profile**

**Family Group Conference Facilitator, Grade 6  
Edge of Care Service, Children's Directorate  
Reports to: FGC Team Manager  
Family: People Care and Support Direct**

**Key Role Descriptors**

The role holder will engage identified families and their support networks to participate in the Family Group Conference (FGC) process and aid the creation of a safe Family Plan within the frameworks of Manchester's FGC service.

The role holder will work in collaboration with partner agencies and stakeholders to promote optimal outcomes for children/young people enabling them to remain in the care of their families.

The role holder will provide advice and expertise to partner agencies and stakeholders and will participate in presentations to promote the FGC service.

**Key Role Accountabilities:**

Build and maintain positive relationships with children/young people and their families to challenge existing patterns of behavior.

Proactively work with appropriate stakeholders to assess individual needs to ensure positive outcomes.

Provide support and advice to children/young people and their families regarding opportunities to engage with appropriate local and national community-based services.

Monitor, evaluate, and review assessments as required, making suitable adjustments to ensure that children/young people and their families can achieve their agreed goals.

Work with colleagues and stakeholders to produce safe plans that take children/young people and their families individual needs to identify and reduce vulnerability to risk situations.

Promote service strategies across the organization and to other statutory and voluntary agencies.

Work closely with partner agencies and stakeholders, contributing and participating in new initiatives to support independence and opportunities for vulnerable Manchester residents.

Ensure all records, processes, and systems are up to date and maintained to assist with data collection and performance management.

Demonstrate personal commitment to continuous self-development and service improvement.

Ensure diversity is positively valued, resulting in equal access and treatment in service delivery, and communications through personal example, open commitment, and clear action.

**Where the roleholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

### **Role portfolio**

The FGC Facilitator will work within the Family Group Conference team based at Alonzi House.

The role holder will be working with children/young people who are deemed as Edge of Care, their parents and support networks.

The role holder will need to be confident and able to form effective working relationships with children/young people, their families/support networks, partner agencies and stakeholders.

The role holder will use the FGC model to empower families to take the lead in decision making around how they will address the concerns of the Local Authority through the creation of a safe Family Plan.

The role holder will possess the personal and emotional resilience needed to work with children/young people and their families/support networks who may at times exhibit complex and challenging behavior.

### **Areas of Responsibility:**

- The role holder will manage and prioritise tasks within their caseload to maintain the efficiency and effectiveness of the FGC service.
- The role holder will plan visits with children/young people and their families/support networks to engage them in the FGC process.
- The role involves actively engaging with children/young people and their families. This will include building relationships, offering guidance, and addressing their specific needs.



- The role holder is responsible for encouraging the active participation of families/support networks and children/young people in the FGC process.
- The role holder will be responsible for arranging and facilitating a Family Group Conference which may involve the child/young person, family/support network and any relevant stakeholders.
- Through the FGC process, the role holder will assist the family/support network in the development of safe plans which will prioritize the child's well-being and safety.
- The role holder will collaborate with various partner agencies, such as social workers, to achieve the best possible outcomes for the children/young people and their families.
- The role may involve advocating for the rights and needs of the children/young people and their families, both within the FGC process and in other relevant contexts.
- The role holder provides support and guidance to ensure that the children/young people's voices are heard, and their best interests are upheld.
- The role holder will be expected to participate in the promotion of the FGC service. This may involve liaising with partner agencies and stakeholders to complete presentations to enhance their understanding of the FGC approach and the possible benefits to children/young people who engage with the service.
- The role requires maintaining accurate and up-to-date documentation and records related to the FGC process, including assessments, plans, progress reports, and anything relevant to a particular case.



## Behaviours, skills and technical requirements

### Our Manchester Behaviours

- We are proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and we're not afraid to try new things
- We work together and trust each other
- We value our differences and treat each other fairly

### General Skills

**Communication skills:** Demonstrates an understanding of the views of others and communicates in a realistic and practical manner using appropriate language and medium, listens attentively to views and issues of others and responds to issues arising.

Ability to communicate clearly, concisely, accurately and in ways that promote understanding.

**Analytical Skills:** Ability to absorb, understand and quickly assimilate moderately complex information and concepts and compare information from a number of different sources.

**Planning and Organising:** Demonstrate the ability to organize multiple tasks in the most effective way, and allocate time and energy according to task complexity and priority.

**Problem Solving and Decision Making:** Is able to make effective decisions on a day-to-day basis, taking ownership of decisions, demonstrating sound judgement in escalating issues where necessary. Be logical in thinking and explain reasoning behind decisions or actions taken.

**Administrative Skills:** Ability to use and accurately maintain effective administration systems in a rapidly changing environment.

**ICT Skills:** Ability to use multiple applications, systems and associated software packages.

### Technical Requirements (Role Specific)

Qualifications: Diploma Level III Caring for Children and Young People (equivalent or above).

The role holder must be willing to complete FGC training.

Willingness to consent to and apply for an enhanced disclosure (DBS) check.



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The role holder will be required to undertake physical intervention training as part of the role.

The role holder must hold a full driving license and have access to a vehicle for use at work.