



JOB DESCRIPTION

Job Title	Family Group Conference Practitioner	
Directorate	Children, Families and Education	
Reporting to		
Grade	10	
Evaluation ref:	AG1022	Job Family ref:
Role Purpose		
The Family Group Conference (FGC) Practitioner acts as an independent and neutral facilitator to support families in making informed decisions about the care and wellbeing of their children. The role ensures that families are fully engaged in the decision-making process by coordinating and facilitating family-led meetings, preparing participants, and promoting collaborative planning.		
Accountabilities		
Act as an independent and neutral facilitator of the Family Group Conference process.		
Receive referrals and meet with the referrer and relevant professionals to identify the reasons for the request, clarify concerns and expectations and agree respective roles and responsibilities.		
Meet with family members to outline the family group conference process and to map out and negotiate the attendance of a family wide network (which may include significant others who may not be blood related).		
Invite all relevant family and extended family members and professionals to attend the meeting.		
Prepare the children, family members and relevant others for the meeting.		
Prepare relevant professionals for the meeting and assist them in producing written information for the family which is clear and concise and provides information about concerns and potential resources.		
Exclude certain family member(s) if necessary, in the interests of the child/ren and arrange an alternative method of contribution to the process.		
Ensure the meeting is held at the appropriate time and location to suit the family group.		
Chair the Family Group Conference and ensure that the family has clear and usable information explained by professionals to inform their deliberations.		
Ensure that the family group has private time without professionals to consider a plan.		



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Chair the re-convened group of family and professionals to discuss and agree the plan recognising the resource implications of the agreement.

Ensure that, where appropriate, plans for reviewing the family's decisions are made and agreed at the meeting.

Record all stages of the planning and meeting process, specifying the family's plan and agreement or not with it. Record any agreed review process and circulate these details to relevant persons.

Adhere to good practice guidelines, including the FGC QA framework.

Understand, uphold and promote the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Sound understanding of the Family Group Conference (FGC) model and principles.	X	
Understanding of safeguarding principles and child protection procedures.	X	
Awareness of family systems and the impact of adversity on children and families.	X	
Knowledge of equality, diversity, and inclusion principles.	X	
Knowledge of local authority procedures and resources available to families.		X
Experience		
Significant experience of partnership working with families and multi-disciplinary teams.	X	
Experience working with children, families, and multi-agency professionals.	X	
Proven ability to manage sensitive situations and resolve conflicts constructively.	X	
Experience facilitating Family Group Conferences or similar family-led decision-making processes.		X



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Qualifications / Registrations / Certifications		
Relevant qualification in social care, family work, or equivalent experience.	X	
Evidence of continuous professional development.	X	
Training in mediation or restorative approaches.		X
Skills		
Excellent communication and interpersonal skills to engage with families and professionals.	X	
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Ability to remain impartial and maintain confidentiality.	X	
Competence in planning, organising, and facilitating meetings effectively.	X	
Ability to produce clear, concise written records and reports.	X	
Ability to build and maintain excellent working relationships with internal and external services.	X	
Working Conditions		
Dimensions of the role		
Working Arrangements		
Somerset Council's Dynamic Working Strategy will be applied to this position.		
Corporate Accountabilities		
Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise. Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.		

Date: