

JOB DESCRIPTION

Job Title	Life Long inks Coordinator
Position Number(s)	
Department	Family & Children's Services
Section or Service	Family group Conferences
Grade	

DESIGNATION:

Responsible to:	Primary lead for Family Group Conferences
Employees directly supervised (if applicable):	None
Family Tree	
<p><i>Indicate by means of a diagram the position of job within the organisation or attach an organisation chart.</i></p>	

1. JOB PURPOSE:

The role is to undertake Lifelong Links work with children in RBKC and Westminster as well as promoting the approach within both authorities.

The aim of Lifelong Links is to create a lasting support network for children and young people in the care system when there is no plan for them to live within their family or be adopted. The will work to identify and engage relatives and other supportive adults, who are estranged from, or not yet known to, a child who is in the care system, especially those who are willing to make a lasting commitment to him/her. This network is then brought together in a family group conference (FGC) to make a life-long support plan with, and for, the young person, which should be integrated into their care and pathway plans

The premise of the approach is valuing continuity and permanence of relationships (be it with relatives or others connected to the child e.g. former foster carers or teachers) that offer ongoing support, provide an explanation of historical events and reinforce identity and a sense of belonging for the young person.

2. DESCRIPTION OF DUTIES:

- Promoting Lifelong Links including running awareness-raising sessions to a range of stakeholders and audiences across RBKC and WCC
- Liaising with social workers, IROs and fostering service to plan for effective LLL interventions.
- Undertaking Lifelong Links FGCs and process with children and their families and extended networks by:
 - Conducting deep file and record searches to explore and identify family networks
 - Engaging in direct work with young people using a range of techniques to explore and identify the links they wish to establish and the information they want.
 - Locating and meeting with family, friends and professionals to prepare them for the LLL FGC and what they might realistically bring to a LLL plan for the young person
 - Chairing LLL FGCs, recording LLL plans and ensuring they are distributed to all relevant participants and professionals
 - Creatively recording LLL work in a young person friendly format
 - Sitting on and contributing to the Bi-Borough Lifelong Links implementation and practice development groups.
 - Producing quarterly reports on the work of Lifelong Links in both authorities.
- Ensuring that children and young people in care, parents, foster carers, social workers and other key stakeholders are engaged in developing and promoting Lifelong Links in Bi-Borough and supporting the setting up or sustainability of service user forums.
- Promoting the benefits of the service including running awareness-raising sessions to a range of stakeholders and audiences across Contribute to project-related publications (including guides, training packs etc).
- Participate in the Lifelong Links UK wide Practice Development Group.

I agree to the above job description

Post Holder.....

Date.....

Head of Service.....

Date.....

3. DIMENSIONS:

(WHERE APPROPRIATE)

Quote figures which give a picture of the job as follows:

(a) Annual budgetary amounts with which the job is either directly or indirectly concerned

(b) Any other statistics relating to the work

I agree to the above job description

Post Holder.....

Date.....

Director / Chief Officer.....

Date.....

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	
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Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional leadership behaviours.

A	<p>Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.</p>
B	<p>Qualifications</p> <ol style="list-style-type: none"> 1. Essential: Broad Knowledge and understanding of statutory frameworks and guidance for children's social work including understanding Policy and the Legal Framework. 2. Knowledge of roles and responsibilities of key children's agencies 3. In depth understanding and experience of the care system and the experiences of looked after young people and their families 4. Thorough knowledge of family group conferencing and a commitment to the values of family involvement and empowerment underpinning them 5. Training as an FGC Co-coordinator <u>and/or</u> qualification in social work or relevant child welfare field at level 3 or equivalent 6. Good knowledge and/or experience of the life long links model applied to children and young people in the care system in England 7. Ability to demonstrate and apply a knowledge and understanding of the way in which discrimination impacts on families, including minority ethnic families, asylum seeking families and disabled parents 8. Knowledge of a range of IT tools and systems and their use in data collection and presentation <p>Desirable:</p>

C	<p>Skills; Experience and Attitude</p> <p>Experience:</p> <ol style="list-style-type: none"> 9. Have experience of facilitating Family Group Conferences. 10. Experience of direct work with Children and their families. 11. Experience of being able to deliver training and information across Children's Services and with key stakeholders. 12. Experience of maintaining monitoring systems used to evaluate the success of service provision. <p>Skills:</p> <ol style="list-style-type: none"> 13. Skill and creativity in direct work with children and young people to ensure their views and wishes are central in the life long links process. 14. High level of interpersonal skills and capacity to reassure and engage parents and other family and professionals in the life long links process. 15. Ability to prepare clear and coherent reports on work undertaken and excellent written and oral communication skills, with both professional and non-professional audiences. 16. Established IT skills and a willingness to develop new skills as required in this specialist role. <p>Attitude:</p> <ol style="list-style-type: none"> 17. Highly motivated and able to work independently with skills in managing a busy case load with conflicting priorities within a project timetable. <p>Special Conditions of recruitment A satisfactory Disclosure and Barring Service (DBS) check at an enhanced level .</p> <p>:</p>
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Our Values & Behaviours	
D	<div style="text-align: center; background-color: #00a0e3; color: white; padding: 5px; border-radius: 10px; margin-bottom: 10px;"> PUTTING COMMUNITIES FIRST </div> <ul style="list-style-type: none"> • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work.

	<ul style="list-style-type: none"> • I shall improve the service I provide through seeking feedback from others. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
<p>E</p>	<div style="text-align: center; background-color: #00b050; color: white; padding: 5px; border-radius: 10px; width: fit-content; margin: 0 auto;"> <p>RESPECT</p> </div> <ul style="list-style-type: none"> • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair, and involving approach regardless of any way in which an individual is different to us. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
<p>F</p>	<div style="text-align: center; background-color: #00a0e0; color: white; padding: 5px; border-radius: 10px; width: fit-content; margin: 0 auto;"> <p>INTEGRITY</p> </div> <ul style="list-style-type: none"> • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued
<p>G</p>	<div style="text-align: center; background-color: #00b050; color: white; padding: 5px; border-radius: 10px; width: fit-content; margin: 0 auto;"> <p>WORKING TOGETHER</p> </div> <ul style="list-style-type: none"> • We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I work with others to provide an effective service for residents, local communities and other departments within the Council.

- I seek ways to work with other departments to deliver a seamless service and find opportunities to improve.
- I seek out opportunities to learn from my colleagues and build on good practice.

Our residents will feel that:

- I can get my issue resolved without being passed around departments.
- I find it easy to access the services that I need.
- I feel the Council is open to new ideas.