Job Description

Post: FGDM Coordinator (Maternity Cover)

Responsible to: Service Manager

Division: Children and Family Services

Salary: C-11 £30,602 - £35,778

Children First - Vision and Values

Children First is Scotland's national children's charity. We stand up for every child because all children should have a safe childhood. We protect children from harm and support them to recover from trauma and abuse through our national and local services. We help children, their families and the people that care for them by offering emotional, practical, and financial support. We give children hope and a safer, brighter future.

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

- With love, we put children first.
- With purpose, we transform children's lives together.
- With strength, we do whatever it takes to protect Scotland's children.

Role Summary

- To lead on the facilitation of the Family Group Decision making process, including gathering and sharing views and arranging meetings that are family led, with children's views at the centre.
- To provide a professional and high-quality FGDM to babies, children, young people, and their families, and promoting their participation.
- To promote the values and principles of Children First in providing FGDM to babies, 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

- Coordinate timely, strengths-based, family meetings with the involvement of children, families, and key stakeholders.
- Facilitate, monitor, and review plans with children and families, ensuring a collaborative, family led approach.
- Offer advice, advocacy, and guidance to help children express their views and assert their rights.
- Regularly review progress with children, families, and stakeholders.

Operational Requirements

- Maintain accurate records in Microsoft Dynamics.
- Stay informed on research and policy developments regarding the Family Group Decision Making model and apply them to practice.
- Contribute to the implementation of national policies like *Changing Lives* and *Getting it Right*.
- Foster consistent internal communication and contribute to organisational sustainability.
- Engage in ongoing professional development, including mandatory training and post-qualifying education.
- Support activities that strengthen the Children First service and public profile.

Relationships with others

- Work with external agencies to enhance outcomes through a Family Group Decision making model.
- Share information sensitively with relevant parties, ensuring compliance with confidentiality and care standards.
- Contribute to national working groups and develop best practice standards.
- Represent Children First at local and national events, collaborating with social work, education, health, and third-sector agencies.
- Provide guidance, training, and consultation to colleagues and partner agency staff.
- Participate in team meetings, contribute to knowledge sharing, and promote best practices within the organisation.
- Mentor and supervise volunteers and students supporting their recruitment and development.

Person Specification

Need to Have (*Qualifications and Experience*)	Need to Show (*Skills*)	Need to Know	Need to Be
• Diploma in Social Work or a relevant professional qualification (e.g., Health, Education, Community Education) at SCQF level 9. • Experience in statutory settings and with children • Experience of working with families where there are safeguarding and wellbeing concerns • Experience working alongside volunteers, and students. • Experience working in restorative and trauma informed environments. • Experience of solution focussed and strengths based practices	• Direct experience working with children and young people in various settings, supporting families and networks collaboratively. • Experience conducting group and/or family work with children, young people and families in adversity. • Experience attending meetings regarding children and young people. • Experience helping children and young people share their views and participate in decisions affecting them. • Experience in multi-agency working, particularly in risk identification and management.	• Knowledge and understanding of how children and young people develop, their needs and associated risk factors, and understanding vulnerability and promoting resilience. • Child protection and care planning processes, systems, and agencies • Relevant childcare legislation and guidance relating to children's rights. • Awareness of national government policies and priorities and implications for practice • Knowledge of theoretical framework for working therapeutically with children, young people and their families • Knowledge of services and issues relevant to the needs of children and young people • Knowledge of Statutory social work role and function	• Flexible in approach to work • Committed to and understand the principles of working with volunteers and students. • Be able to drive and have access to a car. • Committed to Children First approach and the relational nature of our work. • Confident and able to form effective and credible relationships with all levels of staff • Aware of personal responsibility in relation to health and safety.