

# DAYBREAK



**Role Pack**

Independent

Family Group Conference

Coordinator

# About Daybreak

Founded in 2000, Daybreak is a UK registered charity that works with people to enable them to engage their wider networks to help them make informed decisions that improve their quality of life.

We believe in a world where 'families' and communities work together to make decisions and solve problems affecting their lives.

We do this by means of Family Group Conferences (FGCs) and other interventions that:

- Harness the power of families and communities to solve problems.
- Empower individuals to proactively engage in decisions that affect them.
- Champion the voice of children, young people and adults who might otherwise remain unheard.

## Our Values

## Safeguarding

**Professional** - We act with integrity and are dedicated and committed to making a difference

**Respectful** - We do not judge others and are inclusive

**Trustworthy** - We are dependable and can be counted on to do what we say we will do

- Daybreak is firmly committed to the belief that all children, and young people have a fundamental right to be protected from harm, and fully recognises its responsibility for safeguarding and child protection.
- Safeguarding determines the actions that we take to keep children and young people safe and protect them from harm in all aspects of their engagement with Daybreak.
- The safety and protection of all beneficiaries that Daybreak supports is paramount and has priority over all other interests.

# Overview of the role

Closing date

Ongoing recruitment

## About the role

We work with a team of self-employed Coordinators in the South of England and are actively looking for trained and experienced Coordinators to join us.

Our services are currently based in Portsmouth, Reading, Bromley, Hackney, and Wiltshire and we are therefore prioritising applicants in these areas.

We are keen however to hear from Coordinators across the South of England to help us broaden our offer to families and communities in line with our new strategy.

**Fee:** £539 for accredited / £519 for non-accredited, per completed FGC, plus expenses

**Working pattern:** Flexible to suit you and the needs of each case, with a combination of working from home and traveling to see families. We are looking for people who can offer a range of time commitment from full-time to those who can single case hold.

**Contract:** Independent, Self-employed

**Training:** As a freelance role, we would expect Coordinators to keep up to date with and self-fund expected training, including Safeguarding and Data Protection. We have limited but discounted spaces in our training events and workshops for Coordinators working with us.

Enhanced DBS is essential.

**See full job description and how to apply at the end of this role pack**

Daybreak is a **registered charity** and we believe in a world where 'families' and communities **work together** to make decisions and solve problems affecting their lives.

Last year we worked with **over 600 families** and enabled **over 1000 children and young people** to be involved in decisions that affected their lives

"It now means that we are on the **same page** and know what is expected of us in the future - so it will be easier for us to **move forward**"

# How to apply

**We are recruiting on an ongoing basis.**

To apply, please download and complete the application form on our [website](#) and return to [headoffice@daybreakfgc.org.uk](mailto:headoffice@daybreakfgc.org.uk). If you need any help with your application or have any questions, please contact us via email or or phone 02380 696644.

We are committed to safeguarding and all posts are subject to an Enhanced DBS Check, two satisfactory references and proof of right to work in the UK.

Daybreak strives to be a diverse and inclusive organisation for our teams and those we support. Should you need any adjustments, at either application or interview, please contact us.

# Job Description & Person Specification

# Responsibilities

## Purpose

- The purpose of these solution focused practices is to bring families together to participate in decision making and planning processes which will increase the safety and wellbeing of their children, young people, and adults at risk.
- These voluntary services ensure that children, young people, adults, and families, are appropriately supported to understand the concerns of professionals and are empowered to utilise their knowledge, skills, and resources to make safe and sustainable plans that are future focused.
- To lead the negotiations, facilitate, mediate, and advocate early intervention processes in a variety of settings that keep the child's, children, young people, and adults at risk, voices at the forefront at all times within key decision-making forums, which evidences outcome impacts.
- To be an integral part of the development, promotion and implementation of current and new service offers, and deliver on our visions, missions, and values.

## Staff and Partners

- To develop key relationships with a range of agencies/partners with the aim of establishing the key principles and practices of Family Group Conferences, Mediation and Advocacy service offers as part of planning processes within a variety of settings.
- To create partnerships between families, professionals and communities that will achieve understanding and safe outcomes for children, young people, and adults at risk.
- Be an active partner in observations, contractual meetings as set out in the Terms of Engagement for Commissioned services. Undertaking and actively contributing to regular Practice Development Meetings in line with contractual agreement
- To maintain existing partnerships and with other relevant organisations to support the delivery of the diverse work of the organisation.
- To adopt a flexible approach when working in partnership with other organisations, and teams.

## General

- To undertake relevant training as part of your Business, as necessary to continue to enhance skills and professional development.
- To work evenings and weekends as and when required
- To be familiar with all, work to do with Daybreak's policies and procedures.
- Comply with any reasonable request from the COO and Programme Manager in line with contractual expectations.

# Responsibilities

## Health and Safety

- To take reasonable steps to adhere to Safeguarding and Lone Working Policies and Procedures.
- To implement the health and safety policies for their area of work
- To adhere to Daybreak's Data Protection Policy in line with GDPR
- To ensure risk assessments are carried out for all activities undertaken in their area of work.
- To identify and report safety related problems.
- To ensure that the correct procedures are followed for incidents/accidents.

Under the Health & Safety at Work Act, all employees are required to take care of their own health and safety and that of other employees in complying with their statutory duties. It is the responsibility of the employee to ensure that they are familiar with and work to the Daybreak's Health & Safety Policy.

Daybreak operates under an Equality and Diversity Policy, and it is the responsibility of the employee to ensure that they are familiar with this policy and understand their responsibility to adhere to it in their daily working practice.

The above list of duties is indicative only and not exhaustive. The Independent Contracted Family Group Coordinator, Mediator and Advocate will be expected to perform all such additional duties as are reasonably commensurate with their contractual service agreement.

## Equality, Diversity and Inclusion

Daybreak operates under an Equality and Diversity Policy, and it is the responsibility of the employee to ensure that they are familiar with this policy and understand their responsibility to adhere to it in their daily working practice.

# Person Specification

## Qualifications

- NVQ Level 3 or equivalent experience or qualification in a related service such as social work, youth and community, teaching, housing, health, early intervention work.
- Or evidence of transferrable skills, knowledge, and expertise from other professional organisations or profession.

## Experience - Essential

- Work experience with children, young people, adults at risk and families within voluntary and statutory settings, managing and delivering Family Group Conferences and other solution focused interventions where mediation, negotiating and advocacy forms part of the service offer.
- Experience of working with multi-agency child protection and safeguarding system

## Experience - Desirable

- Accredited Family Group Conference Training
- Accredited Mediation / Restorative Training
- Accredited Advocacy Training
- Level 3 Safeguarding Children and Child Protection

## Knowledge/Understanding - Essential

- Knowledge and understanding of the impact of poverty, oppression, and discrimination on families specific to areas of family stress, for example mental/emotional health, criminality, drug, alcohol and substance misuse, domestic abuse, learning difficulties etc.,
- Understanding the importance of implementing equality and diversity within all areas of your role.
- Extensive knowledge and understanding of risk assessment with families with multiple disadvantages; understanding of both child and adult protective factors.

## Knowledge/Understanding - Desirable

- In-depth knowledge and understanding of theory and practice of Family Group Conferences and their use in a variety of settings.
- A sound knowledge of current legislation and policy impacting of children's and adults social care provision. Understanding the work of Early Intervention, and the role partners agencies, knowledge, and guidance with particular reference to child protection, children looked after, care leavers, care planning, contextual safeguarding ROTH (risk outside the family home).
- Understanding of the concept of multi-disciplinary and partnership working.
- Sound knowledge of solution-focused and strength-based practices.
- Understanding of local government issues, social, political, and legal context locally, regionally, and nationally is desirable.



# Person Specification

## Essential Skills and Competencies

- Ability to engage with families and professionals in a variety of settings
- Ability to manage and facilitate groups of people
- Ability to manage and diffuse difficult situations
- Ability to overcome objections positively whilst remaining engaging and approachable
- Ability to prioritise and manage own workload
- Clear, concise written and verbal communication skills, including writing of plans and agreements.
- Ability to motivate others
- Excellent IT Skills

## Personal Qualities

- Strong affinity with Daybreak's mission, vision, and values
- Highly motivated
- Resilient and a reflective practitioner/contractor
- Flexible and adaptable
- Striving for quality, excellence, and continuous improvement within commissioned service offer
- Confident, approachable, and reliable, and the ability to work independently and as part of a commissioned service and team within contractual constraints.