

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children Services

Job Ref Number: 01700

Service Area: Family Time, FGDM & TIME

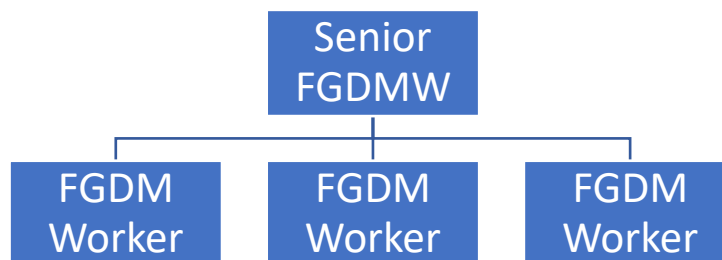
Grade: G7

Job Title: Family Group Decision Making Worker

PURPOSE OF JOB:

A Family Group Decision Making (FGDM) Worker acts as an impartial facilitator, bringing together the wider family network—parents, children, extended family and trusted friends—alongside professionals from Lincolnshire Children's and Adult Services to help create a plan that supports the safety and wellbeing of children or vulnerable adults. The role involves guiding everyone through a structured process to agree on a clear plan that addresses worries and strengthens support. In addition, FGDM Workers chair disruption meetings when long-term foster placements break down, and they lead the LifeLinks programme, supporting children leaving care to maintain positive and safe connections as they move into adulthood.

TEAM STRUCTURE:



MAIN DUTIES:

1. **Manage Referrals:**
Take responsibility for allocated referrals from social care teams across Children and Adults Services.
2. **Timely Response:**
Respond to cases within set service standards.
3. **Information Gathering:**
Liaise with Social Care professionals to gather background information and identify risks.
4. **Preparation:**
Prepare for meetings by contacting family members and professionals, negotiating attendance, and arranging logistics. This includes visiting families within their home, supported by a risk assessment.
5. **Chair Meetings:**
Facilitate Family Group Decision Making meetings, providing clear and understandable information, creating a respectful and safe environment, and supporting families to take ownership of their plans through private Family Time and the involvement of lead professionals to acknowledge the plan.

	To chair Disruption Meeting for Children in Care where their placement has not been successful, to enable the LA to learn from placing children to meet their long-term needs and make changes to reduce placement breakdowns.
6.	Engage Families: Initiate contact with children, young people, and families to explain the process and encourage participation. Effective verbal and written communication skills, including good communication skills with children and young people and excellent report writing skills.
7.	Voice of the Child: Capture and represent the child's views throughout the process. Encouraging the child to attend the meetings, where appropriate, to be their own decision maker alongside the family. Lifelinks – Engaging with children from 15.9 years, to explore their networks of support to support them as they move forward and leave the care of the Local authority.
8.	Plan Development: Support families in creating realistic, robust, and mutually acknowledged family plans. that reduce identified risks.
9.	Documentation: Ensure that family plans and agreements are accurately recorded, kept up to date in the management system, and distributed to all relevant parties within agreed service timescales.
10.	Equality & Inclusion: Address issues of race, culture, gender, sexuality, disability, and language positively.
11.	Flexibility: Work outside normal office hours to meet family needs.
12.	Safeguarding: Follow safeguarding policies and promote welfare of children and vulnerable adults.
13.	A clear understanding of and ability to ensure the delivery of services within an equal opportunities' framework, responding positively to any needs families may identify.
14.	To provide your Line Manager with an outline record of each family meeting with a detailed formulation of their plan in preparation for case supervision.
15.	To ensure confidentiality is maintained at all times within the agreed boundaries.

PERSON SPECIFICATION:

Requirements	Where identified*	Essential	Desirable
Degree level or NVQ Level 4 (or equivalent).	A I P	X	
Ability to convene and chair emotive meetings constructively.	A I P	x	
Knowledge of Children Act 1989 and child protection procedures.	A I P	X	
Experience of working with families, and both internal and external agencies.	A I P	X	
Possesses knowledge and understanding of family dynamics and is skilled in working	AI P	X	

with families from diverse cultural and religious backgrounds. Maintains an impartial and non-judgmental approach in all interactions.			
Strong communication skills (verbal and written), including report writing.	A I P	X	
IT skills such as Microsoft Word, TEAMS, and ability to work independently.	A I P	X	
Ability to work flexibly, under pressure, and outside normal hours.	I	X	
Full Driving license and access to a vehicle.	A	X	
Desirable skills in chairing emotive meetings and working restoratively with children and their network.			
Ability to take on new concepts and think creatively.	A I P		X

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.