

JOB DESCRIPTION

JOB TITLE: *Restorative Approaches / Family Group Meeting (RAFGM) Practitioner-Manager*

OFFICE LOCATION: *TBA – Bridgend*

LINE MANAGER: *Director of Family Services (DFS)*

SUPERVISORY RESPONSIBILITIES: *RAFGM Practitioners*

PRINCIPAL JOB PURPOSE:

The Restorative Approaches / Family Group Meeting Practitioner-Manager will supervise and support RAFGM practitioners and provide a service for children, young people and their families in accordance with the Service Level Agreement.

DUTIES & RESPONSIBILITIES

1. Line manage, supervise and support RAFGM practitioners, implementing and maintaining TGP Cymru's policies and procedures.
2. Convene practitioner meetings and ensure that effective communication systems are in place.
3. Carry out the function of Appointing Manager when necessary in the recruitment of staff in accordance with TGP Cymru's recruitment and selection policies and procedures.
4. Carry out induction, supervision and appraisal of practitioners in conjunction with TGP Cymru's policies and procedures.
5. Assume responsibility for the day to day operation and monitoring of the service budget and assist the Director of Family Services in the preparation of annual budgets.
6. Ensure that the financial and administrative systems are carried out in accordance with TGP Cymru's policies and procedures.
7. Ensure that equality of opportunity and anti-discriminatory practice is maintained, and that TGP Cymru's standards in this respect are applied.
8. Work in partnership with the Family ensuring their voice is central to the process.
9. Assist the Director of Family Services to assess the Service's outputs against the framework of agreed outcomes by the monitoring of activity and the collection of appropriate information including feedback from service users.

10. Ensure that Safeguarding concerns which arise are identified and appropriate decisions are made regarding risk assessment and referral to Social Services.
11. Ensure that Interventions are managed within their agreed allocation.
12. Comply with the Service's financial and administration systems in accordance with TGP Cymru's policies and procedures.
13. Ensure that records are kept in accordance with TGP Cymru's policies and procedures on recording, data management and safeguarding.
14. Maintain confidentiality in respect of the information from service users and professionals in line with TGP Cymru policies
15. Liaise with referrers
16. Network appropriately within the community
17. Work collaboratively with colleagues.
18. Accept referrals in line with agreed criteria.
19. Explain to family members how the service could assist with their issues/difficulties and seek their consent to a referral.
20. Identify who should be involved.
21. Prepare / Encourage / Support / Enable family members and professionals to engage and achieve their desired outcomes using a variety of methodologies including Restorative Approaches, Conflict Resolution and Family Group Meetings.
22. Raise awareness, understanding and enthusiasm for the Service's work, amongst relevant professionals.
23. Liaise and negotiate with relevant professionals to ensure that roles, responsibilities, expectations and contributions are clearly organised, understood and acted upon.
24. Such other duties and responsibilities as may reasonably be required by the Organisation and which are consistent with grade.

WORKING CONDITIONS

17.5 hours per week

Some work outside of office hours is necessary requiring a flexible approach to the working week. Occasional weekend work and occasional overnight stays to attend training / conferences /events or similar may be required

Travel to various locations requiring a full driving licence and access to transport

Core competencies (Applicable to all staff)

Communicating Effectively:	Expresses information and ideas in a clear, concise and accurate manner; listens actively and ensures information is shared
Respecting Individual and Cultural Differences:	Demonstrates the ability to work constructively with people of all cultures gender and backgrounds
Showing Team Spirit:	Develops effective relationships with colleagues and team members within and across the organisation
Managing Yourself:	Manages own behavior in a self-reflective manner and seeks opportunities for continuous learning and professional growth
Producing Results:	Produces quality results in a service-oriented and timely manner and is committed to deliver agreed outcomes
Embracing Change:	Is open to new approaches and ideas, responds positively to change and adapts quickly to new situations

PERSON SPECIFICATION

(Specific to this role)

*When completing your application form, please ensure you include evidence of how you meet **all** the **essential** criteria/requirements outlined. If you meet any of the desirable requirements, please also include evidence of this. Before completing the application form, you should ensure you read:-*

**'Guidelines for completing the application form'*

**'Guidance on writing competency statements for a job application'*

REQUIREMENTS:	ESSENTIAL/ DESIRABLE	HOW MEASURED Application Form (A) Interview (I) Documentation (D) Test (T)
<p>Experience</p> <ul style="list-style-type: none"> • Whole family working with children, young people and families in complex situations using a strength based approach • Facilitating complex groups / meetings • Family Group Meetings / Restorative Practice / Conflict Resolution • Management and supervision of staff 	E E E E	A-I A-I A-I A-I
<p>Skills, Knowledge and Understanding</p> <ul style="list-style-type: none"> • Management and leadership • Families and family dynamics • Family Group Meetings / Restorative practice • Safeguarding 	E E E E	A-I A-I A-I A-I
<p>Qualifications</p> <p>A professional qualification in social work, youth and community work or related discipline such as Health and Education.</p> <p>Management Qualification or willingness to work towards one</p>	D E	A-D A-D
<p>Other</p> <p>The ability to speak Welsh</p> <p>Full Driving Licence</p>	D E	A A

APPENDIX 1 - RAFGM Practitioner - Manager

Essential Criteria

<p>The following experience criteria are essential for the post. You should evidence how you meet the criteria indicated in the right hand column when answering. The questions on the Application Form.</p>	
	<p>We are looking for evidence of your experience in:</p>
<p>A. Experience</p>	<ul style="list-style-type: none"> • Whole family working with children, young people and families in complex situations using a strength based approach • Facilitating complex groups / meetings • Family Group Meetings / Restorative Approaches / Conflict Resolution • Management and supervision of staff
	<p>We are looking for evidence of what you know and understand about-</p>
<p>B. Skills, Knowledge and Understanding</p>	<ul style="list-style-type: none"> • Management and leadership • Families & family dynamics • Family Group Meetings / Restorative Practice • Safeguarding