



## FAMILY COURT ADVISER JOB PROFILE

<b>Job Title:</b>	<b>Family Court Adviser</b>
<b>Accountable to:</b>	Service Manager
<b>Responsible for:</b>	No directly managed staff
<b>Location:</b>	xxx
<b>Key Working Relationships:</b>	Cafcass Staff, Judiciary and Court Services Solicitors, Local Authorities and other related professional and partnership agencies
<b>Role Requirements:</b>	(See attached Person Specification)
<b>Terms of Employment</b>	
<b>Grade:</b>	Family Court Adviser
<b>Band:</b>	Band 6
<b>Salary:</b>	£36,154 - £40,316
<b>London Weighting:</b>	£4,250 per annum for staff with a permanent work base in Greater London.
<b>Superannuation:</b>	The pension fund used by Cafcass is the West Yorkshire Pension Fund (a Local Government Pension Scheme). Membership of the scheme is voluntary. However, unless notified otherwise all staff will be brought into the scheme. Contribution rates are based on a tiered system.
<b>Annual Leave:</b>	28 days rising to 33 days after 5 years reckonable service, inclusive of 3 statutory / privilege days to be taken between Christmas and New Year.

## **JOB SUMMARY:**

In public and private law family proceedings to provide:

- Assessments of the needs of the children involved
- Advice and reports to the Courts that promotes and safeguard the well-being and interests of the child
- Support and advice services to children and their families as required

To undertake the role and functions of the post in compliance with the Children Act 1989, other relevant legislation, Court Rules, Cafcass policies, procedures and inter-agency protocols.

## **MAIN DUTIES AND RESPONSIBILITIES:**

### **1. Service to Children and Families**

- 1.1 To assess and provide advice and written reports to the Court on the needs and best interests of children involved in Family Proceedings.
- 1.2. To ensure that the well-being and safety of the child is paramount throughout Cafcass' involvement.
- 1.3 To ensure the appointment and instruction of legal representation for the child as required.
- 1.4 To ensure that the wishes and feelings of the child are appropriately taken into account in the assessment of the child's needs and are made known to the Court.
- 1.5 To conduct an impartial investigation of the child's circumstances and to keep under review any changes in the course of the proceedings.
- 1.6 To communicate effectively with the child, family and significant others to ensure an understanding of the role of the Cafcass practitioner, the proceedings involved and where appropriate the recommendations made to the Court.
- 1.7 To assist parents and other relevant parties in dispute to co-operate in the child's best interests in order to minimise the need for Court intervention.
- 1.8 To ensure that all incidents or risks of significant harm to the child are dealt with in accordance with the relevant Local Safeguarding Children's Board (LSCB) procedures and Cafcass policies and procedures.

### **2. Service to the Courts**

- 2.1 To appoint and instruct a solicitor for the child as required.
- 2.2 To prepare and present reports to the Court on the assessment of the needs and best interest of the child and to provide oral or written evidence as required.

2.3 To administer orders made by the Family Court as required and conduct the necessary enquires in accordance with relevant legislation and Court Rules.

2.4 To provide professional social work advice and assist the Court to achieve a timely conclusion to proceedings and the best possible outcome for the child.

### **3. Case Management**

3.1 To be responsible to the Service Manager for the management of work schedules, record keeping and other administrative requirements.

3.2 To manage cases in accordance with the Cafcass Service Principles & Standards and related policies and procedures.

3.3 To keep up to date with changes in legislation, Court Rules, policies, procedures and best practice developments.

3.4 To participate in training and development programmes in line with the agreed individual personal development plan.

3.5 To work as a team member and contribute to the overall effectiveness of the Cafcass service.

3.6 To provide management information on workloads and practice performance as required and use IT effectively to support service delivery.

### **4. General**

4.1 To participate in regular individual meetings with the Service Manager (or delegated line manager) for the management of performance.

4.2 To take responsibility for continuing professional development.

4.3 To contribute to the wider planning of Cafcass as required.

4.3 At all times to act in accordance with legislation, National Directives and Cafcass policies and procedures.

4.4 To ensure that practice and engagement with others is free from discrimination and adheres to equal opportunities legislation and Cafcass policies.

4.5 To be seen to act as an effective representative for Cafcass and to act at all times in a professional manner conducive to promoting a positive Cafcass image.

*This job profile is not a definitive list of responsibilities but identifies the key components of the role. The specific objectives of the post holder will be subject to review as part of the individual performance review process.*



## FAMILY COURT ADVISOR PERSON SPECIFICATION

### **Qualifications**

- Diploma in Social Work (or GSCC recognised equivalent).

### **Experience**

- Three years post qualifying experience in social work with children and families at risk.
- Exercising statutory authority to safeguard the best interests of children.
- Assessing different levels of needs and risk including child protection.
- Managing risk and conflict.
- Joint working with a range of professionals and agencies.
- Working within a legal and policy framework.
- Working within the Court system on proceedings involving children.

### **Knowledge**

- Child development and the factors that contribute to positive outcomes.
- Assessment and management of child protection.
- Statutory framework for working with children and families.
- Assessment framework for the needs of children and families.
- Role of statutory and voluntary agencies involved in working with children and families.
- Integration of diversity and equal opportunities into social work practice.
- Methods of intervention and evidence based social work practice.

## **Skills**

- Ability to act as representative for the organisation and its services.
- Analysis of complex information.
- Communication with children and adults.
- Working with conflict.
- High standard of oral presentation.
- High standard of written presentation.
- Representation of children.
- Integrating diversity and equal opportunities into practice.
- Planning and completion of work to agreed timescales.
- Negotiating solutions.
- Joint working with a range of professionals and agencies.
- Professional flexibility and openness to challenge and learning.
- IT literacy in the use of Microsoft Office and the potential to develop skills further.