

## Job Description

<b>Job Title</b>	Lifelong Links Co-ordinator
<b>Directorate</b>	Children and Young Peoples Service
<b>Service Area</b>	Safeguarding
<b>Grade</b>	6
<b>Competency Level</b>	1
<b>Salary</b>	£35,412 - £39,862
<b>Job Type</b>	Hybrid
<b>Location</b>	City Wide
<b>Disclosure and barring service (DBS)</b>	Enhanced DBS Child Barred List (Child Workforce)
<b>Job Evaluation Ref No</b>	

## Job Purpose

- You will deliver Lifelong Links for care-experienced children and young people across Liverpool. With their consent, you will work directly to identify, engage, and reconnect relatives or other significant adults who are able to make a lasting commitment to their lives
- Using systemic and restorative approaches, you will help develop enduring support networks that reflect each child/young person's identity, experiences, and future needs

- You will prepare for and facilitate Family Group Conferences that bring these networks together in inclusive, safe, and meaningful ways
- Collaborating with key partners, you will embed the principles of Family Group Conferencing and Lifelong Links to strengthen permanence planning and improve outcomes for children and young people in or leaving care

### **Directly Responsible For:**

Not Applicable

### **Directly Responsible To:**

Team Manager / Deputy Team Manager

### **Main Areas of Responsibility:**

- Work directly with care-experienced children and young people, their families, extended networks, and professionals to plan, coordinate, and independently facilitate Lifelong Links and Family Group Conferences—promoting inclusive participation and delivering strengths-based outcomes through safe, purposeful engagement
- Ensure the child or young person's voice and lived experience guide all interventions, decision-making, and planning
- Use creative and developmentally appropriate tools to support engagement, communication, and understanding throughout the Lifelong Links process
- Undertake family finding research and tracing to identify and reconnect relatives, friends, or significant adults who are willing to commit to the child/young person's long-term wellbeing

- Deliver meetings in-person, virtually, or through hybrid formats, supporting local, national, and international participation while ensuring accessibility and confidentiality
- Conduct dynamic risk assessments and implement safeguarding measures proportionately in evolving environments, in line with statutory guidance
- Apply conflict resolution and de-escalation techniques to manage complex family dynamics safely and constructively
- Facilitate emotionally complex or high-pressure discussions with empathy, openness, and impartiality, maintaining a calm and supportive presence throughout
- Manage logistics for meetings, including venue sourcing, accessibility, hospitality, and lone working protocols; secure venues and follow health and safety procedures, including for out-of-hours events
- Provide flexible, child and family-led support that is responsive to individual needs, including evening or weekend engagement where required
- Maintain accurate, GDPR-compliant records in line with practice standards and contribute to data reporting through structured documentation and IT systems
- Contribute to service development, engage in regular supervision, team meetings, planning forums, and multi-agency reviews in accordance with City Council policy, supporting continuous service improvement and professional learning
- Adhere to all relevant council policies, legal responsibilities, and professional standards, including safeguarding, GDPR, health and safety, equality, and anti-discriminatory practice
- Operate within the Council's performance management framework to ensure high-quality, accountable, and values-led practice
- Undertake additional responsibilities commensurate with the role as required by the Director of Children's Services

## **Supervision and Management Responsibility:**

- There is no supervision or line management responsibility for this role

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## **Physical Demands of the Job:**

- You will be required to sit stationary and use a computer for sustained periods of time
- You will be required to travel regularly, including driving for extended periods outside the city boundary, and attend meetings across wider geographical areas
- Food preparation and transportation of equipment and refreshments
- Involves moderate physical demands, including manual handling tasks, setting up meeting spaces, rearranging furniture
- Transport of children and families

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **Level 1**

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to



carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- A relevant qualification such as Social Work/Childcare/Health/Education/Community work at Level 3 or above (A, I)
- Evidence of completion of Lifelong Links and Family Group Conference training/certification (A, I)

### Desirable.

- A commitment to undertaking further training and development
- Trained in the use of Genograms and Ecomaps, and knowledge in locating and undertaking family research and tracing of extended networks

## Experience

### Essential

- Experience in conducting home visits and engaging directly with children, young people, and families (A, I)
- Skilled in recording and acting on the wishes and feelings of children, young people, ensuring accurate, secure, and accessible documentation across various digital systems (A, I)
- Experience of preparing for and facilitating Family Group Conferences (A, I)

## Desirable

- Experience in creating innovative approaches to support children and young people engaging in Lifelong Links
- Demonstrate an understanding of achieving service objectives within a performance management framework
- Knowledge of relevant safeguarding procedures and legislation
- Demonstrate an understanding of specific dietary requirements

## Skills/Abilities

### Essential

- Demonstrate strong organisational and facilitation skills to independently arrange and lead family meetings, maintain accurate records using Microsoft Office (A, I)
- Excellent communication skills verbal, written, and interpersonal with a commitment to inclusive, culturally sensitive, and anti-oppressive practice aligned with City Council standards (A, I)
- Ability to work creatively and innovatively to develop imaginative methods to engage children, young people, throughout the Lifelong Links process (A, I)
- Committed to supportive, flexible engagement with children and families, including availability outside standard office hours as required (A, I)

## Desirable

- Competent in preparing light snacks and refreshments, understanding dietary needs and food safety legislation



## Commitment

### Essential

- A strong team player able to work flexibility to meet the needs of the service (A, I)
- Service hours are 8:00am–6:00pm, with occasional evening or weekend work required, for which allowances or time off will be provided (I)

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

## Other

### Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level (A)
- Essential Car User Full Driving Licence, must have access to a car (A)