

Title of Post	Safety Networks & Family Welfare Conference (FWC) Co-ordinator - Clonmel
Location	South Tipperary, office base Elm Park, Clonmel
Employment Type	Part-Time (18.5 hours) & Permanent Contract
Salary	€24,054 - €34,569 DOE (This is the pro-rated salary for 18.5 hours)
Contact Person	Tirna Lyons on 052 617 0665 / tirna.lyons@barnardos.ie
Closing Date	26 th August 2026
Interview Date	TBC

Safety Networks & Family Welfare Conference (FWC) Co-ordinator

Job Description

- Post:** Safety Networks & Family Welfare Conference (FWC) Co-ordinator
- Location:** South Tipperary, office base Elm Park, Clonmel
- Responsible to:** Project Leader, Clonmel
- Works with:** Service Users, staff, and other agencies particularly the Tusla Child and Family Social work service

Job Purpose

- Facilitate, arrange, and deliver Safety Networks using the Tusla Signs of Safety Model and when required Family Welfare Conferences in keeping with the principles outlined in the Barnardos/Tusla Child and Family Agency Service Level Agreement
- Work with all involved in the Safety Network/FWC to encourage engagement with the process, recognising:
 - the wide variety of potential needs of attendees including language barriers and diverse cultural backgrounds.
 - that meetings may take place within an emotional context and cover sensitive and sometimes challenging subject matter
 - to facilitate and encourage participation with usually difficult to engage families and to emphasise the benefits of engaging with the process and services available to them.

Core Job Requirements

- Liaising with Tusla Social Work Department regularly to represent the Safety Networks and FWC service, ensuring that processes support the smooth engagement with referrals and co-ordination of effective Safety Networks. Identify and document to line manager any unmet needs of children/young people/carers/families within the service and to participate in the advocacy work of the agency.
- Responding appropriately and within timeframes agreed with Tusla, to referrals to the service agreed by the Project Leader within the terms of the Service Level Agreement with Tusla Child and Family Agency. Attending Exchange Meetings with Social worker to get background details and to plan for the Safety Network Meetings
- Identifying, with the child/young person, potential family members and significant others who should attend the Safety Network meetings (or FWC) and then negotiating their attendance and involvement.

- Meeting with and preparing all Safety Network members in advance of the initial meeting, understanding their potential reluctance to engage and mistrust of the agencies involved, and employing strategies to win their engagement with the process. Ensuring the effective functioning of the meeting i.e. particularly Safety Network Members understanding of issues and concerns from Tusla, and decision-making.
- Locating suitable venues for the Safety Network meeting / Family Welfare Conference. Making suitable arrangements to allow meetings to be held at a time and place which is most suitable and acceptable to the members / family group. Facilitate Safety network and review meetings between Social Worker and Safety Network members using the Signs of Safety model, recognising and adapting for the capacity of those involved, the complexity of the subject matter and the heightened emotional context of the meeting.
- Being available as required during the meeting to provide information, advice or clarification. Facilitate the final preparation of a realistic safety plan / family plan based on decisions made at Safety Network /FWC meetings. Arranging for circulation of the plan and provide copies of agreements to all participants and other agreed stakeholders in accordance with project practice standards and in a timely manner. Ensuring at all times that Safety Network Members are aware of Tusla's 'Bottom Line' for the Safety Network.
- Co-ordinator must attend Child Protection Conferences for the family with a prepared report, submitted 3 days prior to the conference. Throughout the process, the Co-ordinator must understand and hold an awareness of any potential risks to the child/ young person – recognising that the nature of these cases is that there is a high level of risk involved and managing these risks appropriately with a high degree of autonomy.
- Co-ordinator will hold the role of DLP for any Child Protection and welfare concerns that may arise, acting appropriately in line with Barnardos Child protection Policy with respect to Child Protection issues and in consultation with your Project Leader.
- Identifying and addressing issues of race, culture, gender and language within the process and respond positively and creatively to any particular needs the families may identify.
- Keep regular records in relation to all aspects of work and prepare reports as required, in line with Barnardos Record Keeping and File Management Policy. Gather information statistics and prepare reports as required, including administration of databases as appropriate to the role
- Participate as member of the Safety Networks and FWC Team which is located in Clonmel, and attend appropriate meetings. Attending supervision, group supervision, training, team days, and staff development days etc. Participating in any research and evaluation that is required of the project.
- Be involved in the promotion of Safety Networks and Family Welfare Conferences as a positive way of working with children and families across both the voluntary and statutory sectors.
- Other relevant duties as may be required by the Project Leader or relevant Barnardos management.

Note: This Job Description will be reviewed and updated in line with the needs of the work.

Person Specification

Personal Attributes

- Understanding of the concept of empowerment and commitment to enabling families to make realistic choices for their future.
- Commitment and understanding of the Signs of Safety model in relation to Safety Networks and FWC and also the ethos and philosophy of Family Welfare Conferencing as well as a flexible approach to work.

Experience

Essential

- Three years post qualification experience in a child care, youth work, social work or related setting.
- Experience of direct work with children and of working with families
- Relevant experience of facilitating meetings

Desirable

- Experience of working with other agencies

Skills

Essential

- Capacity to deal with complex and high-risk cases, assessing and managing risk appropriately during home visits and meetings.
- Good judgement and decision-making skills, and ability to make appropriate decisions when consultation is not possible with the line Manager.
- Ability to work in partnership with families and advocate with confidence with other agencies.
- Ability to de-escalate meetings and conversations where participants are experiencing heightened emotions and acting in an unregulated fashion.
- Creativity in working with families and in responding to their needs.
- Ability to mediate, negotiate and manage conflict within families and organisations.
- Understanding of and commitment to team work.
- Ability to manage workload and to achieve targets within agreed timescales.
- Ability to work in a complex environment on own initiative
- Ability to communicate clearly and contribute to the sharing of information in line with the Communications Policy.

Desirable

- Basic skills in information technology.

Knowledge

Essential

- Knowledge of relevant legislation relating to children e.g. Children Act 2001
- Knowledge of Signs of Safety model, and the Family Welfare Conference Approach for family functioning and decision making.
- Knowledge of Child Protection Procedures and their application.

Desirable

- Knowledge of the structure and functioning of services to children and families

Other Requirements

Hours:

This post is 18.5 hours per week.

All posts will also require working outside of normal working times to facilitate network meetings from time to time.

Qualifications

Essential

- Relevant/recognised qualification (or equivalent), minimum of Level 7 on the NFQ in social care, social work, psychology, child care or a related discipline.

Full current driving licence and access to a car is essential.

Barnardos is an equal opportunity employer.

We celebrate diversity and are committed to creating an inclusive environment for all.