Social Worker Applicant Recruitment Pack

Sefton is a really great place to live and work



Sefton Council

Welcome

Hi,

We would like to thank you for your interest in the Social Work role within Sefton Council's Adult Social Care Department.

This is an exciting and rewarding opportunity for someone who thrives on being organised, is approachable and wants to be at the heart of a busy and varied working environment.

You'll play a key role in keeping things running smoothly, bringing structure where it's needed, offering a warm and supportive presence, and approaching every task with professionalism and a positive, can-do attitude. Confidentiality is essential in this role, and we're looking for someone who can be trusted to handle sensitive information with care, discretion, and integrity.

As a person, if you're someone who enjoys helping others, takes pride in delivering high-quality support, and brings energy, adaptability, and a genuine passion for making a difference, we'd be delighted to hear from you.

The Job Description and Person Specification for this role are included within the job pack. If you have any questions about the vacancy, please refer to the job pack for the appropriate contact details.

If, when you've finishing reading this pack, you like what you see, and Sefton's Vision and Values align to yours then we can't wait to hear from you.

Best of luck!

Sean Dailey, Team Manager, Mental Health Team (South).

Sefton Council

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About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work. As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.

Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:



- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other's views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Adult Social Care services were recently graded Good by the Care Quality Commission (CQC), and our Children's Services also

achieved a Good rating from Ofsted. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.

More recently, we are exceptionally proud to have been nominated and subsequently shortlisted by the Local Government Chronicle for the Most Improved Council 2026. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement and our desire to make a difference across the communities within the Borough of Sefton.

Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.

These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at www.sefton.gov.uk

An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.



As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.

For more information, please refer to our Equality, Diversity and Inclusion Strategy

Liverpool City Region Fair Employment Charter

Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression, strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

What We Can Offer You

- A supportive and collaborative working environment.
- An agile approach to working.
- Opportunities for professional development and career progression.
- A role where your work makes a real difference across the organisation.
- Flexible working arrangements supporting work-life balance.

- A strong commitment to equality, diversity, and inclusion.

You will benefit from a comprehensive local government employment package which includes the following:

- Competitive salary in line with NJC Local Government Pay Scales.
- Membership of the Local Government Pension Scheme (LGPS), providing a secure, defined benefit pension with employer contributions.

Annual Leave and Work-Life Balance

- Generous annual leave entitlement, 28 days annual leave rising to 33 days with 5 years continuous service.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.
- Option to purchase additional annual leave.
- Sefton operate a 'Shut Down' period over the Christmas period which staff contribute four fifths of a week's pay over a 12-month period.

Learning, Development and Career Progression

- A comprehensive induction programme.
- Access to a wide range of training, apprenticeships, learning, and development opportunities.
- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

Health, Wellbeing and Support

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.
- Policies that promote physical and mental wellbeing in the workplace.

Family-Friendly and Inclusive Policies

Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.

- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.

- A strong organisational commitment to equality, diversity, and inclusion.

- Reasonable adjustments and support to enable disabled employees to thrive.

Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

Additional Benefits

- Access to salary sacrifice and employee benefit schemes (where applicable).
- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.
- Free parking at office bases (dependent upon the work location).

About the Role

A suitably qualified and experienced Social Worker is required to join Sefton's Adult Community Mental Health Team within South Sefton.

Applications are welcomed from all qualified Social Workers; however, preference will be given to candidates who are eligible to practise as an Approved Mental Health Professional (AMHP). If you are not currently qualified as an AMHP, training will be provided, as AMHP practice forms an integral part of working within Adult Mental Health Services.

This is an excellent opportunity to join a supportive and experienced team committed to delivering high-quality, person-centred social work within an integrated mental health service. The role offers a varied and rewarding workload, strong management support, regular supervision and excellent opportunities for professional development and career progression.

Sefton's Community Mental Health Teams are fully integrated multidisciplinary teams, working alongside a range of health and social care professionals to provide a seamless and holistic service. The teams deliver a comprehensive and dynamic service to adults aged 16-65 who require support from secondary mental health services.

Social Workers within the team work in accordance with the principles of the Care Act 2014, Mental Capacity Act 2005 and Mental Health Act 1983, alongside other relevant legislation and statutory frameworks. The role offers a varied workload, including safeguarding, Care Act assessments, Mental Capacity Act work, Mental Health Act responsibilities and AMHP duties where qualified. Eligibility to practise as an AMHP, or a willingness to undertake AMHP training, is an essential aspect of the role.

We offer a competitive salary, Local Government Pension Scheme, regular professional supervision and a flexible working policy. Excellent training and development opportunities are available through both Sefton Council and Mersey Care NHS Foundation Trust, supporting continuous professional development and career progression.

Please see **Appendix A (page 10)** for a full copy of the Job Description and Person Specification.

Closing Date: 26/11/2026

Interview Date: 09/12/2026

Interview Venue:
Magdalen House
30 Trinity Road
Bootle
L20 3NJ

For an informal discussion about the role, please contact: **Sean Dailey,**Team Manager

07813543484, Sean.Dailey@sefton.gov.uk

Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

1. Read the Job Description and Person Specification Thoroughly

- Make sure you understand the key duties, expectations, and essential criteria.

- Use the person specification as your guide when writing your application.

2. Provide Clear Evidence of Your Skills and Experience

- Show *how* you meet the criteria using specific, real examples.
- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses.

3. Tailor Your Application

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

4. Highlight Your Achievements

- Include examples of work you are proud of or significant contributions you have made in previous roles.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

5. Be Clear About Qualifications and Training

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

6. Showcase Transferable Skills

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.
- Provide examples that demonstrate these effectively.

7. Check Your Application Carefully

- Review your responses for clarity, spelling, and completeness.
- Ensure all sections of the application form have been filled in fully.

8. Submit Your Application Before the Deadline

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

9. Prepare for Potential Next Steps

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

Use of AI in Applications

- Sefton Council values authentic applications that reflect your own experiences, skills and motivations and that sound like you.
- AI tools can be used to support your application, such as helping you structure your answers or as a reasonable adjustment. However, your application should remain your own work and accurately represent your own experience and abilities.
- To ensure a fair and consistent recruitment process for all candidates, applications that appear to rely excessively on AI-generated content may not be shortlisted.

Application and Selection Information

The closing date for this vacancy is **26th November 2026** (or earlier in the event of high volume of applications being received).

Provisional interview date is **9th December 2026**.

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

All disabled and care experienced applicants will be offered an interview where they meet all essential criteria on the person specification.

Please ensure that you meet all the essential criteria outlined in the person specification before submitting your application. Only applicants who demonstrate that they meet all essential criteria will be considered and invited to interview.

Appendix A – Job Description and Person Specification

Directorate: Adult Social Care

Location: Magdalen House, Bootle, L20 3NJ

Division: Mental Health

Post: Social Worker

Grade: Grade H (SCP 26-30 £38,510 - £42,123) to Grade I (SCP 31-35 £43,149 - £47,665) depending on experience.

If appropriate, this salary is supplemented by an AMHP allowance of £2,328.96 per annum, paid on a pro-rata basis.

Reporting to: Executive Director, Adult Socal Care

Purpose of the Role

To contribute to the operational delivery of an effective Adult Social Care Service as part of a team responsible for safeguarding, promoting the welfare of and continuously improving outcomes for vulnerable people.

To manage a complex caseload, delivering high quality assessments and support plans that address the needs of vulnerable people through the commissioning of individual packages of care, whilst managing the reputation of the Council.

To undertake the duties of an AMHP subject to having the appropriate qualification or if not qualified completing AMHP training leading to qualification.

MAIN DUTIES

1. Hold and effectively manage a complex and varied caseload with appropriate supervision, guidance and support, reflecting the function of the team and the Adult Social Care Service in accordance with policy, procedures, guidance and legislation.

2. Undertake work within legislative frameworks including the preparation of written statements and representations to the judiciary at Court hearings.

3. Be accountable for complex decision making in relation to caseloads ensuring professional judgement, service user involvement, needs led assessment, critical reflection and analysis to inform this.

4. Identify and assess levels of risk and need (within statutory frameworks) in often complex situations. Undertake safeguarding investigations and deliver protective and/or supportive services for individuals at risk and maintain up to date assessments, care plans and reviews.

5. Prepare statements of need/care and support plans, in consultation with other agencies as appropriate that reflect the wishes of the individual and lead to the commissioning of personalised packages of care.

6. Negotiate personalised care arrangements with individuals and significant others that offer choices within affordable resources based on an allocated budget.

7. Undertake direct work with adults and their families in line with care plans.

8. Work co-operatively with both internal and external colleagues across multi - agency boundaries.

9. Communicate skilfully and confidently in complex or high risk situations. Model and help others develop communication skills

10. Attend and represent the department at a range of multi-disciplinary forums and undertaking the role of chair as required.

11. Model critical reflection and evidence-based decision making and support others in developing these.

12. Demonstrate a critical knowledge of the range of theories and models for social work intervention with individuals, families, groups and communities and the methods derived from them.

13. Contribute to current practice expectations, identifying areas of poor practice issues and taking appropriate action.

14. Model inclusive practice in relation to identity and diversity, challenging any issues of concern.

15. Take responsibility for obtaining regular professional supervision to ensure effective practice, reflection and career development.

16. Prepare and participate in Performance and Development Reviews, identifying areas for improvement and carrying out agreed learning and development opportunities including using research to inform practice.

17.Take responsibility for the professional learning and development of self and others including participating in team meetings and contributing to the development of the team.

18. Be responsible for overseeing the management, teaching and assessment of social work students carrying out practice learning placements.

19. Ensure that reports are up to date, of a high quality and submitted according to appropriate timescales.

20. Ensure that expenditure on cases is properly authorised and recorded.

21. Be responsible for accurate, sensitive, timely and up to date data entry on all cases including:
- data entry on IAS and any other electronic tools or database
- data required for specific PIs/targets,
- due consideration being given to any legal and human rights of the individuals concerned.

22. Ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the Data Protection Act 1998 and the local government common law duty of confidentiality. Failure to apply these duties can lead to the individual or the Service facing court proceedings.

23. Undertake any other duties as directed from time-to-time to meet the exigencies of the service.

SPECIAL CONDITIONS

- Occasional work outside normal hours may be required.
- A flexitime scheme is currently in operation.

GENERAL REQUIREMENTS

This job description is a representative document. Other reasonable similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

This job description applies to a number of jobs within Adult's Social Care, the team (and office location) that staff undertaking this job description are allocated to, could change at the discretion of management following consultation with individual post holders.

In addition to his/her principal duties the post holder will be expected to contribute more widely to the overall development of the Service and the Council. You may be required to be available to contribute to the Out of Hours Service.

All employees are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

All employees are expected to be committed to the Equality and Diversity policy and assist in removing the barriers to service delivery and employment to enhance a positive equality culture.

This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore not entitled to withhold information about convictions which for any other purposes are 'spent' under the provisions of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies..

PERSON SPECIFICATION

Post: Personal Assistant

Department: Adult Social Care

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
Qualifications		
Relevant professional qualification (SW Degree/MA) and current registration with Social Work England	**E**	**C**
Experience		
Qualified Practice Educator or willingness to undertake training.	**E**	**AF/I**
Best Interest Assessor or willingness to undertake training.	**E**	
Worked with minimal supervision undertaking a complex caseload	**E**	
Recognised qualification 'Critical Thinking and Reasoning in Health and Social Care	**D**	
Demonstrable skills, knowledge and aptitudes		
Demonstrates knowledge of current legislation, policy, procedures and frameworks.	**E**	**All elements will be assessed via application and interview**
Worked alone and as part of team, using own initiative and ability to be flexible	**E**	
Managed and effectively prioritised a complex caseload, work with integrity and professionalism, working under pressure and to meet deadlines	**E**	
Formulated and implemented effective social work interventions	**E**	
In-depth knowledge of best practice for assessment and care planning	**E**	
Excellent communication skills to adapt as appropriate to a range of audiences including vulnerable service users, carers, professional colleagues.	**E**	
Understanding of national and local priorities/initiatives and their impact on service provision.	**E**	
Respond appropriately to emergency situations and assess and manage risk.	**E**	

Ability to self-motivated, with good organisational and time management skills.	**E**	
Computer literate and ability to use electronic business support processes for maintaining case recording and diary management.	**E**	
Previous experience working with Liquid Logic systems and Microsoft Office	**D**	
Special requirements		
This post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act; the successful candidate must be able to obtain satisfactory Enhanced Disclosure and Barring Service (DBS) check in order to be appointed to the post. In this respect a criminal record check will be undertaken prior to confirmation of appointment.	**E**	**C**
Work at any location across the Sefton Borough.	**E**	
This post is designated casual car user	**D**	
Other		
Evidence of continuing professional development in line with the Professional Capability Framework for Social Workers.	**E**	**AF/I**
Must be legally entitled to work in the UK.	**E**	**C**

Assessment Methods
AF: Application Form
I: Interview
C: Certificates

Prepared by: Sean Dailey
Date: 11 Nov 2026