

SENIOR EARLY HELP WORKER Applicant Recruitment Pack



Welcome

Hi,

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

Sefton Children's Social Care is an innovative, forward-thinking place to work where you will find a workforce full of caring and welcoming people who are committed to making a positive difference to the lives of our children and families. We have a supportive culture and excellent relationships with our multi-agency partners. The most recent Ofsted inspection August 2025 rated as Good.

We are looking for a dedicated and experienced senior early help worker to join our dynamic services based in our front door to all services for children and families.

This is an exciting time to come and work for us and join our journey whilst we strive to provide outstanding services to our children and families across the borough.

If you are as enthusiastic and committed to making a positive impact on the lives of children and families in Sefton as we are, we would love 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!



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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.

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.

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

In this pivotal role, working in the front door for children and family services. You will be supporting the decision making for family's based on their needs and the interventions requires. You will be working alongside colleagues from early help, social care, education, health and police. You'll be part of a supportive, forward-thinking team committed to improving outcomes for our most vulnerable residents.

We can offer you manageable and diverse work load whilst supporting you to maintain a healthy work life balance with a generous annual leave entitlement and working from home/flexible working opportunities.

We have a commitment to our staff's professional development and actively promote career progression and training opportunities that will support your CPD.

This role suits someone who is passionate about working with children and family's to ensure timely intervention, working with compassion and focused on meeting the needs of children and family's in Sefton. This role is suited to someone who is committed to maintaining high standards, and confident working both independently and collaboratively to support a skilled and safe workforce.

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



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.

Application and Selection Information

The closing date for this vacancy is **Friday 17th April**.

Provisional interview dates are **Wednesday 6th May**

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

Post:**Directorate:** Children's Services**Location:** Magdalen House, Bootle, L20 3NJ**Division:** Children's Services**Post:** Senior Early Help Worker (Part Time 18 hours)**Grade:** I £41,771 - £46,142**Reporting to:** Team Manager, Children's Social Care**Purpose of the Role**

As a **Senior Early Help Worker** within the Children's Help and Advice Team, you will play a key role in managing the transition of cases between Children in Need (CIN), Child Protection (CP), and Early Help services. You will ensure that Early Help Plans are promptly initiated, followed up, and appropriately supported by relevant services, with a specific focus on identifying Lead Professionals and accessing commissioned and voluntary sector services in Sefton. This role is integral in ensuring that families receive timely, coordinated support to prevent issues from escalating.

MAIN DUTIES**1. Case Transfer Management:**

- Facilitate the smooth transition of cases between CIN, CP, and Early Help services, ensuring continuity of care for families.
- Work with social workers, Early Help practitioners, and multi-agency partners to ensure that cases are managed appropriately during the transfer, with comprehensive information provided at each step.
- Monitor and review cases stepping down from statutory services to Early Help, ensuring clear communication and understanding of each family's needs.

2. Early Help Plans:

- Initiate Early Help Plans for families stepping down to Early Help, ensuring the active involvement of families and relevant professionals.
- Monitor the implementation and progress of Early Help Plans, ensuring they are followed up and reviewed regularly to meet the evolving needs of the family.

3. Identifying Lead Professionals:

- Work with multi-agency teams to identify an appropriate **Lead Professional** for each family, ensuring that the chosen Lead has the



- skills and capacity to effectively coordinate support and liaise with relevant services.
- Provide guidance to Lead Professionals on their roles and responsibilities, ensuring they are equipped to lead the Early Help process and deliver meaningful interventions.
 - Offer ongoing support to Lead Professionals through advice, and access to resources, ensuring they can fulfill their duties effectively.
4. **Service Coordination and Signposting:**
- Maintain a thorough understanding of the **commissioned and voluntary sector services** available within Sefton, ensuring that families can be referred to appropriate and accessible support.
 - Signpost families to relevant services, including parenting support, mental health services, domestic abuse support, substance misuse programs, and educational assistance.
 - Work closely with partners from both the **commissioned sector** (such as Sefton Family Wellbeing Centres, local health services, and Sefton Council initiatives) and the **voluntary sector** (such as Sefton CVS, local charities, and community groups) to ensure that families access the best possible support.
 - Establish and maintain relationships with a wide range of service providers to ensure clear referral pathways and up-to-date information on available services.
5. **Step Across Weekly Meetings:**
- Lead and coordinate weekly "step across" meetings to review cases transitioning between CP, CIN, and Early Help, ensuring that the right interventions are in place.
 - Ensure clear documentation of actions and decisions from these meetings and monitor follow-up to ensure timely progress.
6. **Partnership Working:**
- Build and maintain strong relationships with internal and external partners, including social care teams, schools, health services, and both commissioned and voluntary sector agencies.
 - Work collaboratively with multi-agency professionals to develop and implement tailored Early Help Plans that reflect the family's strengths and needs.
 - Promote the role of Early Help within Sefton's safeguarding and family support networks, ensuring that early intervention is understood and valued by all partners.
7. **Safeguarding and Risk Management:**
- Identify and escalate any safeguarding concerns in line with Sefton's child protection procedures, ensuring timely and appropriate interventions are in place.
 - Work with Early Help practitioners and Lead Professionals to assess and manage risks within family cases, ensuring safety and well-being remain the primary focus.
8. **Monitoring and Reporting:**
- Maintain accurate, up-to-date case records and documentation, ensuring compliance with Sefton's data protection and confidentiality policies.
 - Contribute to the collection and analysis of data to monitor outcomes for children and families and to assess the effectiveness of Early Help Plans.



- Provide reports and updates to senior management on the progress of cases and the impact of Early Help interventions, identifying areas for improvement or additional resource needs.

SPECIAL CONDITIONS

- Occasional work outside normal hours may be required.
- A casual care allowance mileage rate payable as appropriate
- A flexitime scheme is currently in operation.

GENERAL REQUIREMENTS

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

All staff have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

1. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order. For further information, please refer to [DBS filtering guidance at www.gov.uk/dbs](http://www.gov.uk/dbs).

The appointed person will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

The appointed person will be expected to undertake, and participate in training, coaching and development activities, as appropriate to the role.

Note: Where the postholder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.



PERSON SPECIFICATION

Personal Attributes Required	Essential (E) Or Desirable (D)	Method of Assessment
<p><u>QUALIFICATIONS</u></p> <p>1. Required to have theoretical and procedural knowledge of Early Help plus practical and procedural knowledge in a specialist area, such as family intervention, domestic abuse, Education Welfare, targeted youth support, youth justice, family wellbeing, or ASB.</p>	E	AF/I
<p><u>EXPERIENCE</u></p> <p>1. Significant post qualified experience of managing a caseload with minimal supervision and of making formal decisions relative to case management having due consideration of associated risk factors</p> <p>2. An expertise in at least 1 professional discipline (as outlined in qualifications) and be able to provide advice and guidance relative to this discipline across locality delivery points.</p> <p>3. Experience of developing solutions that will enable the implementation of key changes to service delivery.</p> <p>4. Experience of ensuring high standard customer care is embedded within all work practices.</p> <p>5. Experience of staff management including implementing work plans, conducting supervision sessions, training and staff development</p>	E E E E	AF/I AF/I AF/I AF/I



<u>KNOWLEDGE/SKILLS & ABILITIES</u>		
1. Working knowledge of national standards and other statutory responsibilities associated with at least 1 of the disciplines within the offer.	E	AF/I
2. Ability to implement organisational change that reflects locality working strategy and policy	E	AF/I
3. Ability to engage effectively with the community and partners to ensure satisfactory solution-based practice via the use of evidence-based interventions.	E	AF/I
4. A good working knowledge of activity within the offer	E	AF/I/P
5. In-depth knowledge of case management methodologies, support planning, and the ability to formulate action plans.	E	AF/I/P
6. Broad knowledge of safeguarding procedures	E	AF/I/P
7. Ability to plan and prioritise and sequence potentially conflicting priorities.	E	AF/I
8. Ability to work under pressure, deliver to deadlines and plan and organise own time.	E	AF/I
9. Excellent interpersonal skills in order to communicate potentially complex issues effectively with a wide-ranging audience and to realise effective outcomes for residents	E	AF/I/P
10. Excellent organisational skills and the ability to prioritise and manage fluctuating workloads, meet the demands of the service and produce work to a high standard within set timescales.	E	AF/I
11. Ability to support the development of strategy and implementing work plans to improve service delivery.	E	AF/I
12. Experience of partnership working both internally and externally and embracing this where relevant to deliver services most effectively and efficiently.	D	AF/I
13. Experience of undertaking negotiations, making appropriate challenges and influencing children, families and individuals to achieve required outcomes	D	AF/I



<p>14. Have a good understanding of external scrutiny practices which includes inspection regimes</p>	<p>E</p>	<p>AF/I</p>
<p>15. Ability to performance manage and ensure compliance with KPIs as appropriate.</p>	<p>E</p>	<p>AF/I</p>
<p>16. Knowledge and awareness of issues which may have an impact on families such as domestic violence, abuse, mental health difficulties, substance misuse, poverty, early years and housing issues.</p>	<p>E</p>	<p>AF/I</p>
<p>17. Commitment to 'Making Every Contact Count' approach</p>	<p>E</p>	<p>I</p>
<p>18. Ability to demonstrate a high level of empathy across a range of users, be non- judgemental and build trust</p>	<p>E</p>	<p>I</p>

