

Lead Coordinator Early Intervention and Prevention Youth Justice Service Recruitment Pack

Sefton is a really great place to live and work



Welcome

Hi,

We would like to thank you for your interest in the Lead Coordinator Early Intervention and Prevention role within Sefton Council's Youth Justice Service. This is part of an exciting externally funded project with a contract until 31st March 2027 with a strong possibility of an extension for 1 year and a further year depending on funding.

This is a rewarding opportunity for someone who thrives making a difference to children and young people, is approachable and wants to be at the heart of a busy and varied working environment.

You'll play a key role in coordinating the support for children with unmet needs, who have engaged in anti-social and/or criminal behaviours. We are looking for a highly organised person with leadership ability and experience in delivering services for children. You will manage a small team and be responsible for all aspects of programme delivery including reporting on outcomes and budget management.

If you're someone who enjoys leading new initiatives, developing others 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!



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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 Northwest 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

This is an exciting opportunity to be part of a Merseyside Violence Reduction Partnership funded project, located in the Youth Justice Service. You will play a crucial role in ensuring the project aims are delivered within budget and meet the needs of children and families. You will manage a small team of workers who will directly deliver interventions with children and families. You will be required to deliver line management responsibilities, manage budgets, document and report outcomes and provide assurance to senior leaders as well as funders. This is a unique opportunity to lead an innovative project and develop leadership skills.

You will also ensure that external providers meet the requirements of their contract.

The key responsibilities include:

- Provide effective support with direct reports through coaching, mentoring, case supervision, support Performance Development Reviews and training as required.
- Support and contribute to other Council plans and strategies such as the Serious Violence Strategy, Youth Justice Priorities and Early Help Strategies for example.
- To ensure the delivery of innovative high quality interventions that safeguard, and promote positive outcomes of children, diverting them away from offending behaviours.



- Oversee and sign off the quality of assessments, plans and interventions delivered with children that allocated workers are supporting
- Proficient in the use of the Microsoft Office package including Outlook, Teams, Word, PowerPoint, Excel etc.

This role is suited someone who is ambitious for children and families; committed to maintaining high standards and supporting others to deliver high quality services that really make a difference.

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 **Thursday 28th May** (or earlier in the event of high volume of applications being received).

Provisional interview dates are **Thursday 11th June**.

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

JOB DESCRIPTION **Lead Coordinator Early Intervention and Prevention
Youth Justice**

Post No: **tbc**

Location: **Magdalen House**

Job Evaluation Number: **tbc**

Grade: **I**

Responsible To: **Operational Manager YJS**

Responsible For: **YJS Early Intervention Workers**

JOB PURPOSE

1. Develop and deliver an effective early intervention and prevention (EIP) offer for children, (aged 10-17) and their families to prevent offending behaviours and reduce the likelihood of children entering statutory services such as the Youth Justice Service and Children Social Care
2. Responsible for the management and development of allocated workers
3. Take responsibility for delivering externally funded projects (EIP) including supporting how the council reports against performance outcomes and grant funding requirements.
4. Oversee the delivery of targeted services to address root causes of offending behaviours risk utilising best practice and research to respond to the needs of the children and families

MAIN DUTIES

1. Manage a small team of Early Intervention and Prevention workers to support Children's Services in delivering early intervention and prevention activity (aligned with externally funded projects or core Children's Services work) that prevents children's entry into the criminal justice system or other statutory services.



2. Provide effective support with direct reports through coaching, mentoring, case supervision, support Performance Development Reviews and training as required.
3. Support and contribute to other Council plans and strategies such as the Serious Violence Strategy, Youth Justice Priorities and Early Help Strategies for example.
4. To ensure the delivery of innovative high quality interventions that safeguard, and promote positive outcomes of children, diverting them away from offending behaviours.
5. Oversee and sign off the quality of assessments, plans and interventions delivered with children that allocated workers are supporting
6. Ensure children's needs are holistically assessed and that aligned plans are delivered to manage risk and root causes of behaviours.
7. Ensure that interventions are effective in preventing behaviour escalation, promote positive outcomes for children and improve their mental health and wellbeing, by engaging them in meaningful activities.
8. To work in partnership with other agencies and services to deliver a whole family approach in supporting children fulfil their potential
9. To ensure that all work with children and families (incl but not limited to assessments, plans, interventions, risk meeting, decisions and case notes) are recorded on appropriate council systems, using prescribed assessment and planning tools.
10. To ensure that all work with children and families is delivered within the legislative framework and meet the requirements for external inspection such (HMIP).
11. Manage a small caseload of children who present risk of harm to others and who have specific vulnerabilities, and safety / wellbeing needs.
12. Being accountable for decisions based on professional judgement, assessment, critical reflection and in-depth analysis.
13. Ensure work is delivered to a high standard through audits of children's records including quality assurance of practice and audits.
14. To embody trauma informed practice, demonstrating an understanding that relates to supporting staff and delivering high quality services to children and families.
15. Attend and represent the service at a range of Council and partnership meetings service meetings and council forums.
16. Support the Team managers with strategic planning and all aspects of workforce development.
17. Lead in collaborative working practices and the development of partnership working across Youth Justice Service, Health, Education, Social Care and voluntary Sectors, ensuring that information is shared and plans are jointly actioned.
18. Support and contribute to the preparation for inspection and other reviews.



19. Address safeguarding concerns and escalate according to policy.
20. Utilise IT systems to evidence the journey of change through accurate and up to date records in accordance with national guidance requirements. Identify any improvements to IT systems that would improve operational efficiency.
21. Ensure all 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 Department facing court proceedings.

SPECIAL CONDITIONS

1. A casual car allowance mileage rate payable as appropriate.
2. The post holder will be expected to move between locality delivery points depending on the needs of the service
3. It is envisaged that the future service will encompass some evening and weekend working to meet the needs of the children, young people and their families for example; home visits, telephone contacts outside of normal office hours, scheduled 1-1 meetings and group work. Once this service is implemented postholders will be expected to participate on a rota for evenings and weekend work as a contractual arrangement. Enhanced rates will be payable, as appropriate, in accordance with the Councils Terms and conditions of service. This service provision will be subject to separate consultation arrangements with staff and Trade Unions.
4. 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).
5. Since confidential information is involved with the duties of this post, the post holder 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.
6. Undertake, and participate in training, coaching and development activities, as appropriate
7. The person appointed 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.

GENERAL:



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 has 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.

Note: Where the post holder 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.

Date April 26

Designation Service Manager YJS and MySpace

Person Specification - Lead Coordinator Early Intervention and Prevention Youth Justice

Personal Attributes Required	Essential (E) Or Desirable (D)	Method of Assessment
<u>QUALIFICATIONS</u>		
1. Required to have significant experience and procedural knowledge of early intervention and prevention practice plus practical and procedural knowledge in a specific area; such as early help, youth justice, children social care, or education welfare.	E	AF/I
2 GCSE / equivalent English and Maths	E	AF/I



<u>EXPERIENCE</u>		
1. Significant experience of managing a caseload with minimal supervision and of making formal decisions relative to case management having due consideration of associated risk factors.	E	AF/I
2. Experience of managing and/or developing staff such as delivering supervision, training and staff development, quality assurance for assessment and plans, coaching staff to support development.	E	AF/I
3. Experience of managing staff performance and an understanding of implementing support plans to aid practice and performance improvement	D	AF/I

<u>KNOWLEDGE/SKILLS & ABILITIES</u>		
1. Ability to manage externally funded projects, demonstrating skills including understanding project aims, tracking children's involvements and outcomes, and reporting spend against dedicated budgets.	D	AF/I
2. Working knowledge of producing and /or overseeing high quality assessments and plans for children and families	E	AF/I
3. Ability to implement change that reflects practice improvement	E	AF/I
4. Ability to engage effectively with children, families to develop co-produced plans to manage risk and need	E	AF/I
5. A good working knowledge of early intervention that prevents children entering the youth justice service or children social care	E	AF/I
6. Knowledge of case management, practice improvement approaches and the ability to formulate action plans to develop performance and the quality of services offered to children and families.	E	AF/I
7. Knowledge of safeguarding, Working Together to Safeguard Children 2026 and Trauma Informed Practice	E	AF/I
7. Ability to plan and prioritise and sequence potentially conflicting priorities.	E	AF/I



9. Ability to work under pressure, deliver to deadlines and plan and organise own time.	E	AF/I
10. Good interpersonal skills in order to communicate potentially complex issues effectively with managers and partners.	E	AF/I
11. 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
12. Ability to support the development of strategy and implementing work plans to improve service delivery.	D	AF/I
13. Experience of partnership working to deliver services most effectively and efficiently.	E	AF/I
14. Understand of external scrutiny practices which includes inspection regimes such as Ofsted and HMIP	E	AF/I
15. Ability to performance manage and ensure compliance with KPIs as appropriate.	D	AF/I
16. Knowledge and awareness of issues which may have an impact on families such as domestic violence, neglect, abuse, mental health difficulties, substance misuse, poverty, early years and housing issues.	E	AF/I
17. Ability to demonstrate a high level of empathy across a range of users, be non- judgemental and build trust	E	AF/I

