

# PERSONAL ADVISOR Applicant Recruitment Pack

Sefton is a really great place to live and work



# Welcome

Hello

We would like to thank you for your interest in the Personal Advisor role within Sefton Council's Care Experienced Team.

We are a service dedicated to supporting care leavers to achieve independence, wellbeing, and positive outcomes in adulthood. This role is central to providing advice, guidance, and practical support across areas such as accommodation, education, employment, and health. We are committed to empowering young people to reach their full potential.

I look forward to learning more about your skills and experience, and wish you the very best of luck with your application.

Regards

Claire Kendrick  
Team Manager  
Care Experienced Team 2



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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](http://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

The role of Personal Advisor within the Care Experienced Service is to support care experienced young people in their transition to independent adulthood by providing advice, guidance, and practical support across key areas including accommodation, education, employment, health, and wellbeing.

The post holder is responsible for developing, implementing, and reviewing Pathway Plans to ensure a person-centred approach that empowers young people to achieve positive outcomes.

Reporting to the Team Manager, the role contributes to the effective delivery of statutory duties by co-ordinating services, managing risk, safeguarding young people, and maintaining accurate records.

Working in partnership across the Council and with external agencies, the role supports the wider council objectives of improving life chances, promoting independence, and enabling care leavers to participate fully in their communities.

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 19<sup>th</sup> June 2026** (or earlier in the event of high volume of applications being received).

Provisional interview dates are **Tuesday 30<sup>th</sup> June 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

### SEFTON COUNCIL – PEOPLE DIRECTORATE Young People & Families

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#### JOB DESCRIPTION

<b>Post:</b>	Personal Advisor	
<b>Post Number:</b>	Various	<b>Gauge Reference:</b>
<b>Team:</b>	Applies to Personal Advisors in the Leaving Care Team	
<b>Location:</b>	Various	
<b>Grade:</b>	G (20 – 25)	

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<b>Responsible to:</b>	Team Manager
<b>Responsible for:</b>	N/A

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#### JOB PURPOSE

To contribute to the operational delivery of an effective Children's Social Care Service as part of a team responsible for safeguarding and promoting the welfare of children and young people who will be leaving or have left care provision, continuously improving outcomes.



To be responsible for support provision for allocated cases, in accordance with national and departmental procedures and guidance.

To contribute to managing the reputation of the service and the Council, complying with national and service procedures and guidance.

### MAIN DUTIES

1. Provide advice and practical support to care leavers, including information and advice to enhance financial capability, accommodation options, education, training and employment, leisure and sporting and cultural opportunities to enable care leavers to enjoy and participate in community life.
2. Participate in the assessment, preparation, monitoring and review of Pathway Plans, ensuring a person-centred focus and empowering young people and their families.
3. Promote and facilitate contact for young people with their birth family members, providing supervision and assessment as required.
4. Co-ordinate the provision of services and take reasonable steps so that care leavers make use of services
5. Maintain information about care leavers progress and well-being through a range of methods including direct contact.
6. Assist young people to maintain positive health and well-being as well as targeted advice and support to access specialist health services.
7. Support young people to develop their confidence and decision-making capacity
8. Identify and assess levels of risk and need and take responsibility for reporting risk through the line management structure.
9. Identify and report safeguarding issues in line with legislation and local procedures.
10. Work co-operatively with colleagues and provide expertise/consultative service relating to young people's experiences in care and after they leave care.
11. Work in partnership within the Council and across agency boundaries including statutory, voluntary and local community and faith groups.
12. Attend and represent the department at a range of meetings including reviews and case conference meetings.
13. Be responsible, as specified in Departmental Guidance for accurate, timely and up to date data entry on all cases including:



- data entry on ICS and any other electronic tools or database
- data required for specific PIs/targets

14. 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 Department facing court proceedings.
15. Ensure that expenditure on cases is properly authorised and recorded.
16. Contribute to the development of the service through team meetings, Departmental and Council events.
17. Prepare for and attend Performance and Development Reviews, supervision sessions and staff meetings and make use of all available learning and development opportunities.
18. To undertake any other duties as directed from time-to-time to meet the exigencies of the service.

## GENERAL

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 its grading.

This job description applies to a number of jobs within Children'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 Department 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.



**SEFTON COUNCIL – PEOPLE DIRECTORATE**  
**PERSON SPECIFICATION**

Please read the guidance notes before completing your application form. Please demonstrate, with examples, how you meet the criteria for the post, as set out below.

**Job Title:** Outreach Worker Leaving Care

**Post Number:** Various

Criteria	Essential	Desirable	Assessment Method
<b>Qualifications</b>	Level 3 qualification relating to working with Children and Young People		C
<b>Experience</b>			
<b>Demonstrable skills, knowledge and aptitudes</b>	Knowledge and understanding of children and young people's development and family dynamics.	Knowledge of appropriate legislative frameworks, statutory guidance and processes for Looked After Children Care Leavers and Children subject to Child Protection Plans	A/I
	Knowledge of issues affecting children's and young people's vulnerability and resilience.	Knowledge of the Assessment Framework and other relevant assessment and planning tools.	A/I
	Knowledge of Human Growth and Development and understanding of insecurities faced by looked after young children in their transition to adulthood.	Knowledge and understanding of homelessness and rough sleeping.	A/I
	Ability to communicate effectively and undertake direct work with children and young people.		A/I
	Ability to write accurate records and reports		A/I



<p><b>Demonstrable skills, knowledge and aptitudes</b></p>	<p>Ability to effectively undertake partnership working with children, young people and families.</p> <p>Ability to meet the demands of the service and produce work to a high standard within set timescales.</p> <p>Ability to be solution focused in relation to case work and service development, resolving familiar routine problems autonomously.</p> <p>Ability to follow through on agreements with children, young people and families and demonstrate empathy.</p> <p>Ability to take advantage of, and use, information technology.</p> <p>Ability to work within professional and ethical standards.</p>		<p>A/I</p> <p>A/I</p>
<p><b>Special requirements</b></p>	<p>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 Criminal Record Disclosure in order to be appointed to the post. In the respect a criminal record check will be undertaken prior to confirmation of appointment.</p>	<p>This post is designated casual car user.</p>	<p>C</p>



<p><b>Other</b></p>	<p>Commitment to own professional development.</p> <p>Ability to understand and demonstrate a commitment to equality and diversity.</p> <p>To work outside of working hours including weekend work – involving working Saturday’s on a rota basis (or as required dependant on service needs)</p> <p>Must be legally entitled to work in the UK.</p> <p>The Council operates a no smoking policy. Employees are not allowed to smoke in the workplace or to take smoking breaks during work time.</p>		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>C</p>
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