



# GOLF SHOP ASSISTANT

## Applicant 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 Golf Shop Assistant role within Sefton Council's Green Sefton Team, supporting our Community and Resource team deliver golf in the borough.

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 welcome, and approaching every task with professionalism and a positive, can-do attitude.

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!

Martin Sarbutts  
Facilities Development and Management Officer



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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

This is a key role at the heart of Green Sefton leisure offer. As a Golf Shop Assistant, you will play a crucial part in ensuring golfers are fully supported, well-briefed, and able to enjoy their golf on course. You will be the first point of contact for Golfers, members of the public and contractors on site working as part of a wider team to deliver excellent customer service.

You will also provide ad-hoc support to the wider Golf Shop team. This role requires someone who thrives in a dynamic environment, can work efficiently under pressure and is organised when managing different priorities.

The key responsibilities include:

- Serving customers in the golf shop
- The ability to prioritise tasks effectively and efficiently
- Exceptional attention to detail



- Handling sensitive information with the highest level of confidentiality and discretion
- Proficient in the use till systems

This role suits someone who is passionate about delivering excellent 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, 19<sup>th</sup> June 2026** (or earlier in the event of high volume of applications being received).

Provisional interview dates are **Thursday, 2nd July 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

**Department:** Green Sefton

**Location:** Southport / Bootle Golf Courses

**Team:** Community & Resource

**Post No.** 20571

**Post:** Golf Shop Assistant

**JE No.** 4291

**Grade:** C

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**Responsible to:** Facilities Development and Management Officer

**Responsible for:** There are no direct reports

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### **Job Purpose:**

Responsible for running of Sefton Council's golf shops while on shift, alongside delivering front facing customer care working with players, club members and non-members.

To act as an ambassador for Green Sefton and Sefton Council

### **Main Duties and Responsibilities:**



The post holder will be required to:

1. Undertake general shop duties, till operation, ticket checking, taking payment and accounting for cash, giving advice, taking phone calls and customer service. Track stock levels and arrange with management the ordering of new stock. As often the sole member of staff at the facility, be capable of using your own initiative when required.
2. Ensure cash and non-cash sales are correctly entered into the till system when closing of shifts at end of day. Prepare cash for banking at the end of each shift, sign for the collection of monies from outside services (e.g. to G4S) as required.
3. Liaise and communicate with contract holders, the public, colleagues, management and other Council services in a polite and courteous manner.
4. Take responsibility for the wellbeing of customers on site, administer first aid where required. Reporting any incidents, issues, complaints or concerns relating to use or abuse of our sites to your supervisor/manager.
5. Ensure the Golf Shop, driving range building and related user facilities and equipment (including customer toilets, ball collection equipment, coffee vending machine etc.) are cleaned to the specified standards/frequency, correctly used and maintained in a safe working order.
6. Adhere to safe working practices, risk assessments and Health & Safety procedures, having due regard to the safety of the public, for the golf course and driving range facilities. Follow GDPR guidelines when handling and inputting sensitive customer information.
7. Maintain basic work records, inspection tick sheets and procedural documentation as directed. Assist with stock taking and ordering stock.
8. As a keyholder take responsibility for the buildings and safe, opening and closing the facility, activating and deactivating alarms, the security of golf buggies, Golf Shop equipment, tools and buildings as directed.
9. Ensure you report to work wearing issued uniform and PPE at all times, appropriately dressed for the weather/working conditions.
10. Assist with basic general maintenance tasks on the Golf Course or as directed, during periods of reduced opening hours.



11. Collect range balls from the facility's driving range. Using provided machinery (eg. golf buggy, collector, washer and elevator) ensure that the facility is stocked with balls for customers to purchase.

### **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.

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**

Post: Golf Shop Assistant Post No. 20571

Department: OIHS Green Sefton Team: Community & Resource

Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
<b><u>QUALIFICATIONS/TRAINING</u></b>		
NVQ Level 1 in Customer Care/Service, or equivalent.	(D)	AF/C
GCSE in Mathematics and English, or equivalent.	(D)	AF/C
Certification in maintenance machinery / equipment operations. Examples would be: strimmer/brushcutter, hedge-trimmer, pedestrian mower, ball collection machinery, golf buggies.	(D)	AF/C
First Aid trained	(D)	AF/C
Manual handling training	(D)	AF/C
<b><u>EXPERIENCE</u></b>		



<p>Experience of working in a commercial, customer-facing environment, dealing with customers in a pleasant and approachable manner.</p> <p>Experience of working in a golf course environment.</p>	<p>(E)</p> <p>(D)</p>	<p>AF/I</p> <p>AF/I</p>
<p><b><u>KNOWLEDGE/SKILLS/APTITUDES</u></b></p> <p>Ability to communicate orally or in writing to inform customers and other members of staff of any issues relating to the Golf Course. Ability to use tact when dealing with potentially difficult subjects</p> <p>Basic IT skills, e.g. ability to use a cash register, online booking and ticketing system, cashless systems.</p> <p>Accounting for cash and non-cash sales (handling, tallying and banking cash)</p> <p>Attention to customers' needs and ability to focus for short periods of time eg checking tickets, and taking payments for green fees and goods.</p> <p>Ability to adhere to Golf shop procedures, but making minor decisions involving the use of initiative. Accurate reporting of progress or problems to the Golf Shop supervisor or manager. Able to work with minimal direct supervision.</p>	<p>(E)</p> <p>(D)</p> <p>(E)</p> <p>(E)</p> <p>(E)</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<p><b><u>SPECIAL REQUIREMENTS</u></b></p>		



<p>The Post holder will be expected to work shifts, (early &amp; late) and weekends in accordance with the opening hours of the Golf Course.</p>	<p>(E)</p>	<p>AF/I</p>
<p>Potential for exposure to disagreeable, unpleasant or hazardous environmental working conditions or people related behaviour.</p>	<p>(E)</p>	<p>AF/I</p>
<p>Lone working, in charge of the facility during opening hours.</p>	<p>(E)</p>	<p>AF/I</p>
<p>Post holder will be required to become a key holder for the facility, trusted and responsible for its security.</p>	<p>(E)</p>	<p>AF/I</p>

**Assessment Methods**

**AF: Application Form**

**I: Interview**

**C: Certificates**

**Prepared by: Martin Sarbutts**

**Date: 1<sup>st</sup> June 2026**

