

Experienced Social Worker (Mental Health)

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 Social Worker role within Sefton Council's Adult Social Care (Mental Health North Team) based at Hartley Hospital in Southport, to support the delivery of the Adult Community Mental Health Services in the North of the borough.

This is an exciting opportunity for experienced or newly qualified Social Workers with an interest in developing their skills and knowledge in a busy and exciting multidisciplinary work environment, working with a diverse and complex service user group.

The Mental Health Team North is co-located on the same site as health colleagues employed by Mersey Care NHS Foundation Trust in the North Sefton Community Mental Health Team (CMHT), working closely with a range of different professionals including Community Psychiatric Nurses, Consultant Psychiatrists, Occupational Therapists and Clinical Psychologists.

We are looking to recruit an experienced social worker to join our established team of Social Workers and AMHPs.

I am looking forward to meeting candidates and would like to take this opportunity to wish you all the very best with your application.

If you require any further information prior to completing an application, please contact me directly.

Ross Campbell

Social Work Team Manager

Approved Mental Health Professional (AMHP)

Mental Health North Team, Hartley Hospital, 1B Curzon Road, Southport PR8 6PL

0151 934 3151 | 07772 192848

ross.campbell@sefton.gov.uk



Contents

About the Borough of Sefton	1
Our Vision and Values.....	2
Our Successes and Key Projects	2
An Inclusive Workplace	3
Liverpool City Region Fair Employment Charter	4
What We Can Offer You.....	4
About the Role	Error! Bookmark not defined.
Top Tips on How to Apply	7
Application and Selection Information	8
Appendix A – Job Description and Person Specification	9



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

The Mental Health Team North is responsible for undertaking community and hospital-based casework for individuals with severe and enduring mental health problems, who are currently under the care of secondary mental health services, or detained/admitted to psychiatric hospital wards across the Local and Mid-Mersey Divisions.

The successful post holders will be expected to have a competent skill set in undertaking a range of statutory interventions, including social care needs assessments under the Care Act 2014, Section 42 Safeguarding Enquiries, and a good working knowledge of both the Mental Capacity Act 2005 and the Mental Health Act 1983 (amended 2007).

PG Cert in Approved Mental Health Professional Practice (AMHP) and Best Interest Assessor (BIA) qualifications is desirable; however, these training opportunities will be offered to any successful applicant once they have resumed their post as an essential part of their training and development.

Once qualified, the successful applicants would be required to support the Sefton AMHP Service, including working on a duty AMHP rota in addition to their community-based casework and core duties within the team.



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 24th May 2026** (or earlier in the event of high volume of applications being received).

Interview dates and times for shortlisted applicants are likely to be confirmed for the week commencing 1st 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

Post: Experienced Social Worker

Directorate: Adult Social Care

Location: Hartley Hospital, 1b Curzon Road, Southport, PR8 6PL

Division: Mental Health

Post: Experienced Social Worker

Grade: Between Grade H (SCP 26 – 30, £37,280 to £40,777) and Grade I (SCP 31-35; £41,771 to £46,142) dependent upon experience. If appropriate, this Salary is supplemented by an AMHP allowance of £2,205 a year, paid on a pro rata basis.

Reporting to: Ross Campbell (Social Work Team Manager)

Purpose of the Role

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

What we are looking for

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

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

Main Duties

1. Hold and effectively manage a complex and varied caseload with appropriate supervision, guidance and support, reflecting the function of the team and the Adult Social Care Service in accordance with policy, procedures, guidance and legislation.
2. Undertake work within legislative frameworks including the preparation of written statements and representations to the judiciary at Court hearings.



3. Be accountable for complex decision making in relation to caseloads ensuring professional judgement, service user involvement, needs led assessment, critical reflection and analysis to inform this.
4. Identify and assess levels of risk and need (within statutory frameworks) in often complex situations. Undertake safeguarding investigations and deliver protective and/or supportive services for individuals at risk and maintain up to date assessments, care plans and reviews.
5. Prepare statements of need/care and support plans, in consultation with other agencies as appropriate that reflect the wishes of the individual and lead to the commissioning of personalised packages of care.
6. Negotiate personalised care arrangements with individuals and significant others that offer choices within affordable resources based on an allocated budget.
7. Undertake direct work with adults and their families in line with care plans.
8. Work co-operatively with both internal and external colleagues across multi - agency boundaries.
9. Communicate skilfully and confidently in complex or high risk situations. Model and help others develop communication skills.
10. Attend and represent the department at a range of multi-disciplinary forums and undertaking the role of chair as required.
11. Model critical reflection and evidence-based decision making and support others in developing these.
12. Demonstrate a critical knowledge of the range of theories and models for social work intervention with individuals, families, groups and communities and the methods derived from them.
13. Contribute to current practice expectations, identifying areas of poor practice issues and taking appropriate action.
14. Model inclusive practice in relation to identity and diversity, challenging any issues of concern.



15. Take responsibility for obtaining regular professional supervision to ensure effective practice, reflection and career development.
16. Prepare and participate in Performance and Development Reviews, identifying areas for improvement and carrying out agreed learning and development opportunities including using research to inform practice.
17. Take responsibility for the professional learning and development of self and others including participating in team meetings and contributing to the development of the team.
18. Be responsible for overseeing the management, teaching and assessment of social work students carrying out practice learning placements.
19. Ensure that reports are up to date, of a high quality and submitted according to appropriate timescales.
20. Ensure that expenditure on cases is properly authorised and recorded.
21. Be responsible for accurate, sensitive, timely and up to date data entry on all cases including:
 - data entry on IAS and any other electronic tools or database
 - data required for specific PIs/targets
 - due consideration being given to any legal and human rights of the individuals concerned.
22. Ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA), and the local government common law duty of confidentiality. Failure to apply these duties can lead to the individual or the Service facing court proceedings.
23. Undertake any other duties as directed from time-to-time to meet the exigencies of the service.

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

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



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

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

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

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

SPECIAL CONDITIONS

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

GENERAL REQUIREMENTS

This job description is a representative document. Other 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: Experienced Social Worker

Department: Adult Social Care (Mental Health)

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
<u>Qualifications</u>		
Relevant professional qualification (SW Degree or equivalent) and current registration with SW England	E	AF/C
Qualified Practice Educator or willingness to undertake training	E	AF/C
Qualified Approved Mental Health Professional or willingness to undertake training	E	AF/C
Best Interest Assessor or willingness to undertake training	E	AF/C
Recognised qualification 'Critical Thinking and Reasoning in Health and Social Care	D	AF/C
<u>Experience</u>		
Worked with minimal supervision undertaking a complex caseload	E	AF/I
Worked alone and as part of team, using own initiative and ability to be flexible	E	AF/I
Managed and effectively prioritized a complex caseload, work with integrity and professionalism, working under pressure and to meet deadlines	E	AF/I
Formulated and implemented effective social work interventions	E	AF/I
Working collaboratively with a wide range of stakeholders	E	AF/I



An understanding of local government; its structures and the services it provides to its customers	D	AF/I
An understanding of the services provided within the directorate	D	AF/I
Previous experience working with LiquidLogic systems and Microsoft Office	D	AF/I
<u>Skills & Knowledge</u>		
Demonstrates knowledge of current legislation, policy, procedures and frameworks	E	AF/I
In-depth knowledge of best practice for assessment and care planning	E	AF/I
Excellent communication skills to adapt as appropriate to a range of audiences including vulnerable service users, carers, professional colleagues	E	AF/I
Understanding of national and local priorities/initiatives and their impact on service provision	E	AF/I
Respond appropriately to emergency situations and assess and manage risk	E	AF/I
Ability to be self-motivated, with good organisational and time management skills	E	AF/I
Computer literate and ability to use electronic business support processes for maintaining case recording and diary management	E	AF/I
<u>Behaviours and Attributes</u>		
Work at any location across the Sefton Borough	E	AF/I
Evidence of continuing professional development in line with the Professional Capability Framework for Social Workers	E	AF/I
Must be legally entitled to work in the UK	E	AF
Respects confidentiality	E	AF/I
This post is designated casual car user	D	AF



This post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act; the successful candidate must be able to obtain satisfactory Enhanced Disclosure and Barring Service (DBS) check in order to be appointed to the post. In this respect a criminal record check will be undertaken prior to confirmation of appointment.

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

Prepared by: Ross Campbell (Team Manager)

Date: 13/04/2026

