



Apprentice Library & Arts Apprentice Library & Arts Administrator (Level 3) 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 **Apprentice Library & Arts Administrator (Level 3)**.

Sefton Council Library & information Services are looking to appoint an Apprentice to support with the Library and Arts Administration, supporting the National Portfolio Organisation. You would need to be dedicated and committed to completing a 21-month programme where you will also complete a Level 3 Business Administration Apprenticeship, further details can be found here [Business administrator / Skills England](#).

Apprenticeships are high quality, work-based training programmes for people who want to develop their prospects and career. The programme provides work-based training to those who want to learn new skills and gain qualifications while working.

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.

We look forward to receiving your application.

The Corporate Apprenticeship Team
Workforce Learning & Development



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About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work. As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.

Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:



- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other's views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Adult Social Care services were recently graded Good by the Care Quality Commission (CQC), and our Children's Services also achieved a Good rating from Ofsted. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.



Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.

These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at www.sefton.gov.uk

An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.

As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.



For more information, please refer to our [Equality, Diversity and Inclusion Strategy](#)

Liverpool City Region Fair Employment Charter



Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression,

strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

What We Can Offer You

- A fixed term contract for the duration of the apprenticeship.
- Access to a pension scheme.
- Paid holidays.
- A recognised qualification (Level 2, 3 or 4).
- Support from a mentor and the Corporate Apprenticeship Team.
- Employability skills support from Sefton @ Work.
- The Apprentice Travelcard is available for anyone aged between 19 - 24 living in the Liverpool City Region who is currently enrolled on an approved.
- Apprenticeship with an Education and Skills funding agency.
- A supportive and collaborative working environment.
- A bespoke training contract, in partnership with a Training Provider to deliver apprenticeship training either in the workplace or at college (depending on the apprenticeship).
- A role where your work makes a real difference across the organisation.



To be considered for an apprenticeship you will need:

- To have lived in the UK for the past three years.
- A commitment to complete the qualification and remain for the duration of the contract.
- Have a good standard of English and maths.

Annual Leave and Work-Life Balance

- Generous annual leave entitlement, 28 days annual leave per year plus bank holiday.
- Flexible working options to support a healthy work-life balance, subject to service needs.

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

- 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 Library Arts Administration Assistant works with the Libraries Senior Development Manager, and At The Library National Portfolio Organisation Project Team to support the efficient administration and delivery of our creative arts programme, supporting the collection of data, and administration and organisation of events and activities.

You would also complete a Level 3 Business Administration Apprenticeship; further details can be found here [Business administrator / Skills England](#).

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 – see <https://nationalcareers.service.gov.uk/careers-advice/interview-advice/the-star-method>.

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 or school/college.
- 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 2nd July 2026** (or earlier in the event of high volume of applications being received).

Provisional interview dates are **Wednesday 15th July**.

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

Directorate:	Communities
Location:	Crosby Library (also supporting Bootle and Netherton Libraries)
Division:	Library & Information Services
Post Title:	Apprentice Library & Arts Administrator (Level 3)
Grade:	National Minimum wage for Age + 3%

Salary age dependent (breakdown per age group as below)

- Age 16-17 £ 8.24 per hour (£15,468 per annum)
- Age 18-20 £ 11.18 per hour (£20,986 per annum)
- Age 21+ £ 13.09 per hour (£24,571 per annum)

Qualification:	L3 Business Administration	Hours: 36 Hours
Fixed term:	21 months	

JOB PURPOSE

The Library Arts Administration Assistant works with the Libraries Senior Development Manager, and At The Library NPO Project Team to support the efficient administration and delivery of our creative arts programme, in particular supporting the collection of data, and administration and organisation of events and activities.

This is an ideal opportunity for someone who would like to explore working on a cultural programme or whilst learning administrative skills transferrable to many roles.

Responsible to: Senior Development Manager - Communities

MAIN DUTIES

1. Assist in the collection, production and monitoring of information on audience experience, and other performance indicators for our programme, as needed to report on our activities to funders including Arts Council England.
2. Undertake administrative, clerical, distribution and financial systems, and maintain project records to comply with data protection and other requirements. Eg

researching quotes from suppliers, arranging travel or accommodation, minuting meetings.

3. Assist with the preparation and distribution of publicity materials and publications, including social media and online activity, and liaison between the Project Team, library service and other organisations and agencies.
4. Support the delivery of creative project activities. This will include working with the NPO Project Team, librarians and artists to provide organisational and administrative support for workshops, exhibitions, events and productions.
5. Agree to participate in a range of training courses, learning and research activities to support personal and professional development and awareness as required
6. Operate ICT computer systems and other office equipment for all appropriate administrative procedures, in support of the continued effectiveness of the At The Library Project

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

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 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.

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

Prepared by: **Name** Lesley Davies
Designation Senior Development Manager
Date 31st March 2023

Appendix B – Person Specification

Post: Apprentice Library & Arts Administrator (Level 3)

Department: Communities, Library & Information Services.

<i>Personal attributes required</i> (on the basis of the job description)	Essential (E) Desirable (D)	How assessed
QUALIFICATIONS		
1. GCSE in English and Maths A*-C grade or equivalent	E	A I
2. Computer qualification e.g. ECDL, CLAIT	D	A
EXPERIENCE		
1. Balancing multiple priorities and working to deadlines	E	A I
2. Successfully using ICT systems and computer software packages (including Word and Excel) and office equipment	E	A I
3. Undertaking financial routines in a customer focussed environment	E	A I
4. Information-searching, via paper-based and electronic sources	D	A I
5. Some experience of working on a creative project, in a public library service or cultural organisation or administration experience, either in paid or voluntary positions.	D	A I
6. Participating in promotional activities.	D	A I
KNOWLEDGE / SKILLS / ABILITIES		
1. Ability to communicate effectively and comfortably at all level with colleagues, wider community and external partners/suppliers	E	A I
2. Ability to carry out administrative, clerical, financial and facility-related security routines, and maintain records to the designated standard	E	A

3. Ability to analyse and interpret complex information. Ability to use and understand data and financial information for administrative purposes	E	A I T
4. Ability to work both independently and as part of a team	E	I
5. Ability to organise own workload and to take direction	E	A I
6. Interpersonal skills	E	I
7. Ability to format and re-work documents from draft to achieve the required standard	E	A I T
8. Effective use of ICT to produce promotional material	D	A I
9. Interest and enthusiasm for libraries, arts and/or culture	E	A I
SPECIAL CONDITIONS		
1. Able to work flexible hours including evenings and weekends	E	AF I
2. Able to travel to the workplace(s) and elsewhere, as required	E	AF I
3. If required, the postholder must undertake to commence the ECDL course and maintain satisfactory progress until completion	E	I
4. Some duties can be physically demanding	E	I
5. Identification badge to be worn at all times when on duty	E	I

KEY:

AF	Application Form
I	Interview
C	Certificate
T	Test

