

Family Time Worker 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 Family Time Worker role.

Family Time provides children and their families with opportunities to spend time together in a safe, supportive, and child-focused environment. Our role is to facilitate meaningful contact between children and their parents, family members, and significant people in their lives whilst going through court proceedings.

Family Time can play a vital role in maintaining and strengthening family relationships, supporting assessments, and promoting positive outcomes for children. Our work is centred around safeguarding, building relationships, and ensuring that children's needs remain at the heart of every interaction.

As a person, if you're someone who can deliver high-quality support, in at times a challenging setting and ability to empathy and show compassion, 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!

Helen Reeve & Robert Hancock
Family Time Managers



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	6
Top Tips on How to Apply	8
Application and Selection Information	9
Appendix A – Job Description and Person Specification	10



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.

More recently, we are exceptionally proud to have been nominated and subsequently shortlisted by the Local Government Chronicle for the Most Improved Council 2026. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement and our desire to make a difference across the communities within the Borough of Sefton.

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.
- Sefton operate a 'Shut Down' period over the Christmas period which staff contribute four fifths of a week's pay over a 12-month period.

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

Main Purpose of the Role

The primary aim is to promote and support family relationships while ensuring the child's safety, welfare, and emotional wellbeing. Family Time Workers are often employed by local authorities, children's services, fostering agencies, or family support organisations.

Key Responsibilities

Facilitating Family Time Sessions

- Supervise contact sessions between children and family members.
- Create a safe, welcoming, and child-centred environment.
- Support positive interactions and relationships during visits.



- Manage difficult or challenging situations appropriately.

Safeguarding Children

- Assess and manage risks during family time sessions.
- Monitor interactions to ensure children's safety and wellbeing.
- Follow safeguarding procedures and report concerns promptly.
- Maintain professional boundaries at all times.

Observation and Recording

- Observe the quality of interactions between children and family members.
- Record factual, accurate, and unbiased observations.
- Produce detailed reports for social workers, courts, and other professionals.



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 4th September 2026** (or earlier in the event of high volume of applications being received).

Provisional interview dates are **Tuesday 29th September 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

<u>Job description</u>	Family Time Worker
<u>Grade:</u>	Grade E
<u>Location:</u>	Agile within locality delivery points
<u>Post No:</u>	TBC
<u>Job Evaluation Number</u>	A4937
<u>Responsible To</u>	Family Time Senior
<u>Responsible For:</u>	N/A

Job Purpose

To support and deliver Family Time contacts, across locality delivery points to ensure children are kept safe and their emotional wellbeing is safeguarded.

To deliver play activities, engaging early with children and families to promote positive experiences and outcomes across the locality delivery points, including working with parent and toddler groups and Early Help interventions.

To promote and raise awareness of locality working and its services to the wider community.

Main Duties

- To support the delivery of safe and effective Family Time Contacts
- To complete Family Time reporting forms, which capture the quality of parenting, family dynamics and interactions - which will form part of a social workers report, which may be used in court.
- To supervise Family Time Contact sessions ensuring they are managed for a positive experience for the children as possible, whether this be in 1:1 contacts, community contacts, group or timetabled sessions.
- To work in conjunction with Sefton's Family Time policy and safeguarding policies, liaising with Support Workers, Senior Early Help Workers and Social Workers as appropriate, ensuring effective communication between all professionals.
- To recognise any risks of harm and intervene appropriately to de-escalate the risks or bring additional support as required to safeguard children.
- To deliver an inclusive, stimulating and secure care and learning environment, where children are encouraged to explore including both indoors and out for young children whose parents are accessing a range of services.



- Where necessary, provide basic information advice and guidance around appropriate parenting, when necessary, modelling how parents may interact, stimulate, engage and play with children and young people, relevant to their age and stage of development.
- To facilitate parent and child group activities in line with the outcome framework.
- To deliver, promote and provide information on a range of activities which cover the following areas: healthy lifestyles, physical activity sessions communication and language development, perinatal period including breastfeeding advice, support around attachment and a range of preventative parenting programmes.
- To ensure that the delivery points provide an inclusive environment that welcomes and accommodates the diversity of cultures within local communities and supports the individual needs of children and their families.
- To work with other staff members and agencies to improve practice and raise awareness of areas of need.
- To keep up to date with relevant legislation, policy and practice and to ensure that all OFSTED registration and inspection requirements are met.
- To keep records of work, adhere to confidentiality, information sharing protocols and risk assessment processes.
- To demonstrate inclusive and non-discriminatory practice in work with children and families including children with special education or additional needs.
- To support volunteers.
- Work as a member of a team
- To participate in the appraisal and supervision system in order to receive feedback on personal practice and roles and responsibilities.
- To participate in a professional development plan and be willing to access personal and professional development opportunities.
- To request or offer support where appropriate in order to meet the needs of children with disabilities or children with additional care or development requirements.
- To participate in the sharing of information, guidance or advice on supporting children with special educational needs or additional needs.
- To communicate effectively with staff, parents, Family Wellbeing colleagues, social work colleagues, other agencies and the local community.
- To participate in ensuring compliance with Local Authority policies and procedures relating to Safeguarding Children, Health and Safety, security, confidentiality and data protection.

SPECIAL CONDITIONS

A casual car allowance mileage rate payable as appropriate.

The post holder will be expected to move between locality delivery points depending on the needs of the service

The future service may encompass some evening and weekend working to meet the needs of the children, young people and their families for example; home visits, telephone contacts outside of normal office hours, scheduled 1-1 meetings and group work. If this service is implemented postholders will be expected to participate on a rota for evenings and weekend work as a contractual arrangement. Enhanced rates will be payable, as



appropriate, in accordance with the Council's Terms and conditions of service. This service provision will be subject to separate consultation arrangements with staff and Trade Unions.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order. For further information, please refer to [DBS filtering guidance at www.gov.uk/dbs](https://www.gov.uk/dbs).

Since confidential information is involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

GENERAL:

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

All staff has a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

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

Date	August 2022
Designation	Service Manager



PERSON SPECIFICATION

Family Time Worker

Knowledge and understanding		
Knowledge of child development, attachment theory, family dynamics, Family Wellbeing offer and Early Years Foundation Stage.	Desirable	A/I
Awareness of current development and legislation relating to early years education, looked after children and parenting support.	Essential	A/I
Awareness of child protection issues, practices and procedures.	Desirable	A/I
Understanding of the importance of motivation and commitment in providing a high-quality service for parent and children in group situations	Essential	I
Understanding of equal opportunities and commitment to inclusion and anti-discriminatory practice and ability to implement these within a childcare environment.	Essential	I
Qualifications and Training		
NVQ III or equivalent in Early Years Care and Education or other relevant level 3 qualification	Essential	A
Willingness to participate in relevant training and development.	Essential	I
Skills	Essential / Desirable	Method of Assessment
Minimum of three years experience of working with children 0-19.	Essential	A/I
Experience of working with parents in group situation.	Desirable	A/I
Ability to build and maintain effective working relationships with children, parents/carers in order to meet individual needs of children.	Essential	I
Ability to work effectively within a team ensuring high quality practice and effective communication.	Essential	I



• Understand and be able to promote the importance	Desirable	A/I
• Children's health through effective communication.	Essential	A/I
• Good interpersonal skills.	Essential	A/I
• Ability to liaise with a range of professionals and agencies to support children and families.	Essential	A/I
• Experience of monitoring, record keeping and report writing.	Essential	A/I
• Ability to work with families in conflict and the importance of remaining impartial, objective and focused on the needs of the child at all times	Desirable	A/I
• Able to demonstrate an understanding of safe working practices, risk assessment and risk management	Essential	A/I

