



Learning and Development Business Partner (Employee Development) Applicant Recruitment Pack

Sefton is a really great place to live and work



Welcome

Dear Candidate

I would like to thank you for your interest and for taking a look at this newly created role.

It is recognised here at Sefton Council, that the corporate centre is pivotal in ensuring that other Council services are well supported to be able to focus on delivering the very best possible outcomes for the residents and communities across the Borough.

We have an ambitious Transformation Plan which we are organisationally committed to and along with our desire to ensuring our managers have all the support they need to be able to deliver too.

As a result, I am delighted to share some brand-new opportunities across the HR Service which will add more capacity to our existing team. There are a variety of roles to suit differing levels of experience suited to where you are at in your HR career!

As a service, we provide high-quality advice, support and guidance to over 600 leaders and a number of Headteachers across the region. We pride ourselves on excellent customer service and whilst we are often dealing with complex and sensitive issues, we never forget the person behind it. Our people are always at the heart of what we do!

The successful candidate will join a friendly and welcoming team of professionals who are highly regarded for their expertise and approach to helping managers and staff with up-to-date relevant HR information and employment legislation.

We work in partnership with managers, employees, elected members and trade union representatives to ensure our workforce is engaged, developed and equipped to be able to adapt and deal with the changing needs of local government.

Whether you are already working in local government or looking to bring experience from another sector, we hope that if you are committed to delivering a high standard of professional expertise and are regarded as a true team player then you will take a further look at this Recruitment Pack to see what we are seeking from our next new colleague!

Hopefully you will like what you see, and we will look forward to receiving your application.

Good luck with your application!

Jill Readfern
Head of HR and Workforce
Sefton Council





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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.

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.

Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.

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.

Workforce Learning and Development in Sefton

Sefton Council is committed to creating a positive learning culture where employees are empowered to develop the knowledge, skills and behaviours needed to deliver excellent services for our communities. Workforce Learning and Development plays a crucial role in supporting organisational priorities, driving performance improvement, and ensuring our workforce is equipped to respond to changing demands and future challenges.

Our approach to learning and development is shaped by workforce insight, employee feedback, organisational priorities and emerging best practice. We are committed to providing accessible, high-quality development opportunities that support career progression, leadership development, wellbeing, professional practice and continuous improvement across all areas of the Council.

About the Role

The Learning and Development Business Partner (Employee Development) plays a key role in supporting Sefton Council's commitment to creating a skilled, engaged, and high-performing workforce. The postholder will lead on the design, development, delivery and evaluation of a broad range of learning and development initiatives that enable employees and managers to thrive, supporting both organisational priorities and individual development needs.

Working collaboratively across the organisation, the role will identify learning needs, develop innovative solutions, and deliver impactful training programmes that build capability, confidence, and resilience. A particular focus of the role is supporting managers in developing the knowledge, skills and behaviours required to effectively manage employee relations matters, promote wellbeing, and address issues at the earliest opportunity.

The postholder will work closely with colleagues and managers to develop learning interventions informed by workforce data, organisational priorities and employee feedback. Through effective partnership working, collaboration and a commitment to continuous improvement, the role contributes to building a positive learning culture that supports employee growth and organisational success.

Key areas of responsibility include:

- **Learning and Development Strategy**

Develop, implement and maintain a programme of learning and development activity that supports organisational priorities, workforce needs and continuous professional development.

- **Training Design and Delivery**

Design, develop, deliver and commission a range of learning interventions including workshops, inductions, action learning sets, classroom-based and virtual training solutions.

- **Management Development**

Development and delivery of management training programmes covering key areas such as recruitment, performance management, sickness absence, employee relations, conflict resolution and difficult conversations.

- **Employee Development**

Develop initiatives that strengthen soft and transferable skills including communication, teamwork, leadership, problem-solving, emotional intelligence and critical thinking.

- **Learning Evaluation and Impact**

Monitor, evaluate and evidence the effectiveness of learning interventions, using feedback and performance data to demonstrate impact and drive continuous improvement.

- **Partnership Working and Collaboration**

Build positive relationships with managers, employees, HR colleagues and stakeholders to co-produce learning solutions that address workforce priorities and emerging needs.

- **Advice, Guidance and Support**

Provide professional advice and guidance to managers and employees, supporting the development of best practice and promoting a proactive approach to employee development.

- **Learning Management and Reporting**

Support the effective management of our Learning Management System (LMS) Me Learning, producing meaningful reports and using workforce data to inform learning priorities and decision-making.

- **Innovation and Organisational Change**

Promote innovative approaches to learning and development, supporting employees and managers to adapt successfully to new ways of working and organisational change.

- **Financial and Resource Management**

Manage allocated budgets and resources effectively, ensuring learning and development activities deliver value for money and achieve desired outcomes.

- **Representation and Professional Practice**

Represent the Council on internal and external networks, maintaining awareness of emerging best practice and contributing to strategic workforce development initiatives.

- **Equality, Wellbeing and Inclusion**

Promote equality, diversity, inclusion and wellbeing through all learning and development activities, ensuring programmes are accessible, relevant and supportive of a positive workplace culture.

This role is suited to an individual who is passionate about developing people, confident in designing and delivering engaging learning experiences, and committed to creating a culture of continuous learning and improvement. The successful candidate will be an effective communicator, relationship builder and facilitator, with the ability to inspire others and translate organisational priorities into meaningful development opportunities.

Please see **Appendix A** and **Appendix B** for a full copy of the Job Description and Person Specification.

What We Can Offer You

In return, we offer:

- A supportive and collaborative working environment.
- 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.

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

- Family friendly policies, including enhanced maternity, paternity, adoption, and special leave to support employees when they require time off work to deal with issues in their life outside of work.
- 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. 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 that carers can balance their fostering responsibilities alongside their 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).

See **Appendix C** for a full overview of the benefits available to employees.

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 **Thursday 3rd September**
Interview dates are **Thursday 10th September**

This vacancy may close sooner than the stated deadline if we receive sufficient applications.

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 of 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 Learning and Development Business Partner (Employee Development): Full Job Description

JOB DESCRIPTION

Directorate: Corporate Resources and Customer Services

Location: Sefton Corporate Learning Centre, Ainsdale

Division: Corporate Personnel

Section: Workforce Learning & Development

Post: Learning and Development Business Partner (Employee Development)

Grade: I

Reporting to: Workforce and Learning Service Manager

Responsible for: N/A

Purpose of the Role

Key Responsibilities:

To plan, design, develop and deliver a broad range of training interventions to enhance employee development across various areas. This includes developing a programme for managers covering various aspects of HR such as recruitment, performance management, managing sickness absence, employee relationships, managing conflict and difficult conversations. The aim of the programme is to support managers to identify and address employee relations issues at an earlier stage, promoting the importance of health and wellbeing and preventing further escalation to more formal HR procedures.

The post will also include the development of initiatives with a focus on soft skills which include but are not limited to communication, teamwork, problem-solving, leadership styles, emotional intelligence and critical thinking. Collaborating with others will be key as future topics for development will be driven by what our workforce is telling us and available workforce data. In addition to the above, there will also be a requirement to take an active role in supporting organisation-wide learning and development programmes as directed by the Learning and Workforce Service Manager.

Main Duties

1. To develop, implement and maintain an L&D strategy and programme of activity linked to the portfolio of work (employee development) to meet the needs of the workforce and to ensure it remains current and fit for purpose.
2. To design, develop, deliver and commission various learning programmes including inductions, workshops, action learning sets, coaching, mentoring, classroom and virtual training courses to meet specific business needs. This also includes evaluation and evidencing impact to determine the effectiveness of learning and whether it has achieved its intended outcomes.

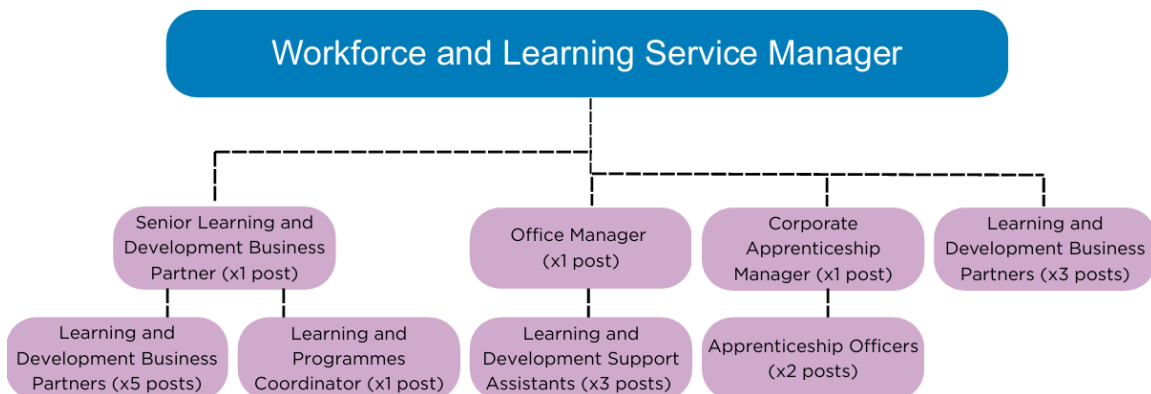
3. To design, deliver and evaluate Equality, Diversity and Inclusion (EDI) learning programmes and awareness initiatives in conjunction with EDI specialists, that support the Council's commitment to fostering an inclusive workplace culture and ensuring compliance with equality legislation and best practice.
4. To work closely with colleagues in HR to ensure that training interventions align with existing HR policies and procedures to ensure compliance with legal requirements.
5. To embrace change and the ability to support others to adjust quickly and effectively to new ways of working. This includes being flexible, open-minded, and willing to learn and grow in response to planned or unplanned developments.
6. To embed the Council's values and behaviours into its culture, operations, and daily practices to ensure alignment, consistency, and long-term success.
7. To be innovative with the ability to 'think differently' and challenge current behaviours and mindsets.
8. To provide advice, guidance and recommendations that supports the development of employee practice standards across the organisation.
9. To build strong relationships and engage with the workforce to collaborate and co-produce initiatives that are linked to the strategic priorities of the organisation, supporting employee growth and continuous development.
10. To represent the organisation on strategic groups at local, sub regional and regional level.
11. To manage agreed financial budgets for specialist activities and ensure that resources are used in the most efficient manner.
12. To manage and update the Learning Management System (LMS). This includes using the LMS and Excel to interpret both quantitative and qualitative data collection methods for the purpose of reports.
13. Support the department's income generation activities through the identification and delivery of learning and development opportunities for external customers such as schools, colleges and universities.
14. Where relevant, to maintain professional membership status such as CIPD, CMI, ILM etc.
15. To ensure compliance with GDPR when working with a range of Information Systems. This includes the confidentiality, security, and quality of service user and client records.
16. Ensure the Council's Equality and Diversity policies are adhered to.
17. To deputise for the manager as required.
18. To undertake all other duties as required and commensurate to the post. This may involve working with other departments and teams from across the Council.

Special Conditions

- The post holder must comply with the Council's Equal Opportunities and Health & Safety policies.
- Flexible working will be required to meet service needs.
- The role involves handling confidential information and requires adherence to data protection legislation.



Organisation Chart:



SPECIAL CONDITIONS

The Authority has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

All staff 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 ensure that appropriate improvements are made where necessary.

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 it's grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, 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 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 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.



Note: Where the post-holder 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: Michael Mainwaring
Designation: Workforce and Learning Service Manager
Date: April 2025

Appendix B – Learning and Development Business Partner (Employee Development): Person Specification

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
Qualifications		
CIPD Level 3 in Learning and Development or equivalent training qualifications (Level 3 Award in Education and Training, PTTLs, etc).	E	AF/C
Level 5 or above professional qualification in Coaching and Mentoring.	D	AF/C
Qualified Mental Health First Aider	D	AF/C
Experience		
Experience delivering training initiatives which includes both classroom and virtual training, inductions, workshops and action learning sets.	E	AF/I/P
Experience of commissioning, planning delivering and evaluating training events.	E	AF/I
Experience of delivering soft/people skills training to enhance workplace success.	E	AF/I
Experience supporting others who are resistant to change and engaging them in new ways of working.	E	AF/I
Experience of planning and evaluating Learning and Development events.	E	AF/I
Experience of providing information, advice and guidance to managers to support their on-going development.	E	AF/I
Experience of working with Microsoft Office applications.	E	AF/I
Experience developing and motivating others.	E	AF/I
Experience of working within a large organisation (multi-functional and multi sited).	E	AF/I
Experience of developing, planning, organising and delivering training initiatives with a focus on employee relations issues and prevention and early intervention to improve outcomes by addressing risk factors and potential problems before they escalate or become more serious or a willingness to learn about this at pace.	E	AF/I
Experience of designing and/or delivering Equality, Diversity and Inclusion (EDI) training, workshops or awareness initiatives.	D	AF/I
Experience of budget monitoring and control.	D	AF/I
Experience coaching and/or mentoring others.	D	AF/I
Knowledge, Skills Ability and Aptitudes		
Training event design, preparation delivery and evaluation – both classroom and virtual delivery.	E	AF/I

Knowledge of current HR issues and legislation or a willingness to learn about this at pace.	E	AF/I
Knowledge of Microsoft applications.	E	AF/I
Group facilitation skills.	E	AF/I
Ability to demonstrate highly effective communication skills.	E	AF/I
Ability to manage relationships at all levels, internal and external.	E	AF/I
Be adaptable and able to work in a challenging and changeable environment.	E	AF/I
Ability to prioritise tasks and work to deadlines.	E	AF/I
Ability to think clearly and analytically.	E	AF/I
Knowledge of Equality, Diversity and Inclusion principles, equality legislation and inclusive workplace practices.	D	AF/I
Ability to promote inclusive behaviours and embed Equality, Diversity and Inclusion considerations into learning and development activities.	D	AF/I
Special Requirements		
To be able to work flexibly across the borough	E	I
Possess a full current driving licence and use of own car.	D	I

Assessment Methods Key:

AF – Application Form

C – Certificates

I – Interview

P - Presentation

Appendix C – Your Staff Benefits

● Financial Benefits

Supporting your financial security and future

-  Generous Local Government Pension Scheme
-  Enhanced Sick Pay
-  Credit Union Support
-  Merseyrail Corporate Season Ticket Scheme
-  Planning for retirement workshops
-  Costco Membership Application

● Health & Wellbeing

Helping you stay healthy, happy and supported

-  Access to In-House Physiotherapy and Occupational Health Services
-  Access to Mental Health First Aiders
-  Annual Flu Vaccination Programme
-  Subsidised Gym Membership at Sefton Council Gyms
-  Access to Medicash
-  Reimbursement of Eyesight Vouchers
-  Dying to Work Charter
-  Gambling Related Harms Policy
-  Cycle to Work Scheme
-  Access to Digital Memberships and Unlimited E-Books via Sefton Libraries

● Work-Life Balance

Providing flexibility to balance work and personal commitments

-  Generous Annual Leave Entitlement Above Statutory Amount
-  Flexi-Time Scheme (where role allows)
-  Agile Working (where role allows)
-  Flexible Retirement Policy
-  25 Years' Continuous Service Recognition with an Additional 5 Days Annual Leave
-  Special Leave Policy

● Family Friendly

Supporting you and your family at every stage of life

- 🧑‍🍼 Enhanced Maternity, Paternity and Adoption Leave
- 📄 Neonatal Care Leave and Pay Policy
- 🤝 Foster Friendly Employer
- 🧑‍🎓 Childcare Vouchers

● Staff Networks

Celebrating diversity, inclusion and employee voice

- 🌈 LGBT+ Staff Network
- ✝️ Christian Workplace Group
- 🌍 Diverse and Ethnic Background Staff Network
- ♿ Disability Staff Network
- 🎓 Apprenticeship Network Group
- 🧑‍🎓 Women's Network Group

◆ Supporting Good Causes

Additional benefits that enrich your working experience

- 💖 Payroll Giving Opportunities
- 🧑‍🎓 Volunteering Policy: 2 Paid Days and 3 Unpaid Days per Year

● Learning & Development

Investing in your growth and career progression

- 📖 Access to Learning and Development Opportunities Throughout Your Sefton Career
- 🚀 Continuous Professional Development Opportunities
- 🎯 Support to Build Skills and Progress Your Career

