



Climate Ready Adviser 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 Climate advisor role within Sefton Council's Healthy Green Homes Team, part of the Energy and Environmental Management Team.

This is an exciting and rewarding opportunity for someone who is approachable and passionate about home energy and climate change issues.

The role is fundamental to the team, contributing to the delivery of frontline support. You'll liaise with the public over the phone and face-to-face and attend community events. Professionalism and confidentiality are essential in this role.

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

Best of luck!

Vicki Copley
Healthy Green Homes Team Manager



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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.

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

This role will support the delivery of the Sefton Climate and Retrofit Action Plan (SCRAP). This will involve provision of advice and information to Sefton residents on making their homes more energy efficient and how small behavioural changes can have a big impact.

Thanks to National Lottery players, Sefton Climate & Retrofit Action Programme (SCRAP) has received £866,547.58 over five years from The National Lottery Community Fund, the largest community funder in the UK. This comes from the Climate Action Fund, a £100 million commitment over 10 years from The National Lottery Community Fund to support communities across the UK to take action on climate change and involve more people in climate action. This forms part of one of the funder's four key missions in its 2030 strategy, *[‘It starts with community’](#) - supporting communities to be environmentally sustainable.*

The key responsibilities include:

- Give detailed 1:2:1 advice and information on how residents can make their homes more energy efficient.
- Raise awareness of climate, retrofit and fuel poverty issues through talks and events, and at immersive room locations across the borough.
- Handling appropriate personal information with the highest level of confidentiality and conduct financial assessments to support funding applications.
- Liaise with contractors to obtain quotes and effectively manage works carried out.

This role would suit someone who has experience of delivering face-to-face advice and information. Applicants must have a friendly and approachable manner, be able to keep detailed records and work both independently and collaboratively.

Please see **Appendix A (page 10)** for a full copy of the Job Description and Person Specification.

Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

1. Read the Job Description and Person Specification Thoroughly

- Make sure you understand the key duties, expectations, and essential criteria.
- Use the person specification as your guide when writing your application.

2. Provide Clear Evidence of Your Skills and Experience

- Show *how* you meet the criteria using specific, real examples.
- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses.

3. Tailor Your Application

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

4. Highlight Your Achievements

- Include examples of work you are proud of or significant contributions you have made in previous roles.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

5. Be Clear About Qualifications and Training

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

6. Showcase Transferable Skills

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.

- Provide examples that demonstrate these effectively.

7. Check Your Application Carefully

- Review your responses for clarity, spelling, and completeness.
- Ensure all sections of the application form have been filled in fully.

8. Submit Your Application Before the Deadline

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

9. Prepare for Potential Next Steps

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

Application and Selection Information

The closing date for this vacancy is **Monday 28th September (or earlier in the event of a high volume of applications being received)**

Provisional interview dates will be week commencing 12th October.

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:**Directorate:** Regeneration, Economy & Assets**Location:** Magdalen House, Bootle, L20 3NJ**Division:** Energy and Environmental Management**Post:** Climate Ready Advisor**Grade:** G £33,673 to £37,563**Reporting to:** Vicki Copley, Healthy Green Homes Team Manager**Purpose of the Role**

To deliver the Sefton Climate & Retrofit Action Project (SCRAP). This will involve provision of detailed 1-2-1 advice and information to Sefton residents on how they can retrofit their homes to make them more energy efficient. This advice will be offered at a range of locations including - at immersive room locations in the Borough, events, home visits or over the telephone. This post holder will also submit funding bids on behalf of vulnerable clients to enable climate/ retrofit works to take place. Advice and information will also be given on behavioural change and how small changes have a big impact.

MAIN DUTIES

1. Raise awareness of climate, retrofit and fuel poverty issues through a wide variety of approaches including at immersive room locations, organised talks and events to the public (in person and online). As well as raising the profile of the project through talks and events with other support agencies.
2. Run the Immersive Room experience with participants at the Bootle Strand location, and/or other locations when required.



3. Deliver a reactive climate ready home visit and grant referral service to hard-to-reach households in Sefton. This can include dealing with vulnerable people in difficult circumstances.
4. Give detailed 1-2-1 advice and information on how residents can retrofit their homes to make them more energy efficient, including behaviour change and small measures.
5. Liaise with council colleagues, residents, and partner organisations in the formulation of particular policies and procedures related to SCRAP.
6. Participate in regular reviews of the service, tasks such as evaluation, research, and fact-finding to ensure the service/ procedures are efficient, effective, and up to date. In addition, ensuring that we align with local and national policy to maximise the support for residents.
7. Where appropriate, refer residents on to pathway to green jobs, via the Sefton Community Learning Service.
8. Deliver detailed comprehensive climate, retrofit and fuel poverty advice to householders.
9. Present information both in report writing and verbally to large groups of people.
10. Keep up to date of developments in regional and national energy strategies and funding regimes for climate, retrofit and fuel poverty and to relate these to Sefton in seeking grant funding support.
11. Promote and make applications to both local and national funders to facilitate all tenure installation of energy efficiency measures to alleviate fuel poverty. Including cross matching funding streams to maximise grants for residents.
12. Collect appropriate personal information and conduct financial assessments with residents to support funding applications for retrofit / energy related works.

13. Liaise with contractors obtaining quotes and managing the works to ensure that the works are completed in an efficient, cost effective and timely manner.
14. Report to the Programme Coordinator on a daily and weekly basis as required and provide updates on all work undertaken and identify any issues of concern which may arise as part of the survey work.
15. Case management. To assist in the preparation and planning of the household survey work and the administrative requirements in this regard. Including ensuring that participants in the project complete a pledge and evaluation form.
16. Maintain and uptake regular training related to climate, energy efficiency, carbon reduction and fuel poverty in order to train other frontline staff and provide correct and up to date information to residents.
17. Build and maintain links with other support agencies, to identify and refer residents to other support agencies.
18. Co-ordinate, manage and control the household support package effectively and efficiently in order to comply with the Council's budgets, constitution and financial regulations.
19. Ensure that contractors working on behalf of the Authority do so in a manner which does not present any significant risks to the health and safety of themselves and/or others and is in compliance with health and safety legislation.
20. Preparation of qualitative and quantitative data for monitoring and evaluation purposes within regular reporting cycles.
21. Plan, prioritise and organise own workloads effectively.



22. Maintain all appropriate written and electronic records as required, to ensure all data collected is securely held in accordance with council data protection requirements.
23. Budget management, to ensure that all works are kept within budget and are cost effective and invoices are sent for payment.
24. Following the rules and criteria for various funding streams ensuring residents and works are eligible, and targets are met within budget.
25. Undertake physical duties regarding the supply and fitting small energy saving/heating measures in residents' homes and taking stock to events. This includes moving and carrying various stock items.
26. Provide a rapid response to residents in a crisis situation, this may require additional travelling and out of hours working.
27. Train and support new staff in procedures and regulations to undertake the role efficiently.

HEALTH & SAFETY PROVISION

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Ensure that staff supervised by the post holder are made fully aware of their statutory obligations arising from health and safety legislation. This should include the promotion and encouragement of safe working practices and the prompt reporting of potentially harmful or dangerous situations so that swift preventative/remedial action can be identified.

OTHER LEGISLATIVE REQUIREMENTS

The postholder is responsible for ensuring that staff and where appropriate consultants/contractor's attention is drawn to the implications arising from other relevant statutory provisions and that they discharge their duties in compliance with current legislation.



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.

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.

The post is customer facing therefore you must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.

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.

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.

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 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: Climate Ready Adviser

Department: Energy and Environment Management

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
Qualifications		
Academic qualification at a level recognised by the relevant professional body or equivalent experience. GCSE (including English and Maths) or equivalent	E	AF/C
City & Guilds energy Awareness qualification held or the commitment to pass within 6 months of employment.	D	AF/C
Experience		
Post qualification experience in a relevant public sector, voluntary/community sector, social housing, energy efficiency or health and social care field.	E	AF/I
Experience of undertaking one to one advocacy/advice support either in the home or at enquiry point	E	AF/I
Experience of writing successful low-cost funding applications (on behalf on householders)	E	AF/I
Experience of budget monitoring and case management	E	AF/I
Experience of working in partnership arrangements with internal and external bodies.	D	AF/I
Experience of working within a local government environment	D	AF/I
Skills & Knowledge		
Knowledge and experience relevant to the development and management of a reactive climate ready home visit and grant referral service	E	AF/I
Ability to advocate for vulnerable residents and undertake financial assessments and data collection	E	AF/I
Ability to liaise effectively with clients, consultants, contractors and external partner agencies to ensure the desired result.	E	AF/I
Excellent written and verbal communications skills through detailed and accessible reports and presentations.	E	AF/I



Ability to use computerised systems for effective record keeping to control and monitor service delivery.	E	AF/I
Ability to prioritise and manage workload of self	E	AF/I
Knowledge and experience of current local and national climate, retrofit and fuel poverty issues/legislation, carbon impacts, welfare benefits/charitable funding bids	E	AF/I
An understanding of the relationship between climate, health and energy efficiency/fuel poverty issues.	E	AF/I
Awareness of Health and Safety practices	E	AF/I
To have knowledge and awareness of GDPR	E	AF/I
Other		
Ability to transport yourself and equipment needed throughout Sefton	E	AF/I
Ability to lift, carry and transport equipment to residents' homes and events.	E	AF/I
Flexible approach to work. Some evening or weekend duties may be required	E	AF
Mental capacity to deal with vulnerable residents in distressing circumstances	E	AF/I
Satisfactory DBS clearance check	E	AF/I

Assessment Methods**AF:** Application Form**I:** Interview**C:** Certificates**Prepared by:** Vicki Copley**Date:** August 2026

