

Youth Justice Service Trauma Informed Navigator Applicant Recruitment Pack



Welcome

Hi,

We would like to thank you for your interest in the Trauma Informed Navigator role, hosted by Sefton Council.

This is an exciting and rewarding opportunity for someone who thrives in a busy environment and has a passion for working with children and families.

This role is funded by the Merseyside Violence Reduction Partnership and you will be part of an existing project which is providing rich learning in how promote the best outcomes for children.

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.

If, when you've finishing reading this pack, you like what you see, then we can't wait to hear from you.

Best of luck!

Ros Stanley
Service Manager
Sefton Youth Justice Service



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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 supportive and collaborative working environment.
- An agile approach to working.
- Opportunities for professional development and career progression.
- A role where your work makes a real difference across the organisation.
- Flexible working arrangements supporting work-life balance.
- A strong commitment to equality, diversity, and inclusion.

You will benefit from a comprehensive local government employment package which includes the following:



- Competitive salary in line with NJC Local Government Pay Scales.
- Membership of the Local Government Pension Scheme (LGPS), providing a secure, defined benefit pension with employer contributions.

Annual Leave and Work-Life Balance

- Generous annual leave entitlement, 28 days annual leave rising to 33 days with 5 years continuous service.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.
- Option to purchase additional annual leave.

Learning, Development and Career Progression

- A comprehensive induction programme.
- Access to a wide range of training, apprenticeships, learning, and development opportunities.
- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

Health, Wellbeing and Support

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.
- Policies that promote physical and mental wellbeing in the workplace.

Family-Friendly and Inclusive Policies

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

- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.
- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.



Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

Additional Benefits

- Access to salary sacrifice and employee benefit schemes (where applicable).
- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.
- Free parking at office bases (dependent upon the work location).

About the Role

You will be part of the Youth Justice Service but the main base is at Sefton Custody Suite, Copy Lane, Netherton. The main purpose of the role is to reduce youth crime and violence by engaging with children in Police Custody and providing assessment, planning and delivery of interventions to children involved in offending behaviour. This is a key part of early intervention and prevention work to steer children away from criminality.

You will support children from across Merseyside who you will come into contact with at the Custody Suite, so the offer is not limited to Sefton children. You will provide support to children once they leave police custody in their own communities and link them in with local services. You will build link with other Merseyside Local Authorities.

You will undertake both one to one and group work programmes and engage in the development of exciting projects to meet the needs of children. You will have experience of delivering direct work and interventions, embody Child First Principles and be ambitious for children and families.

Sefton YJS will support you and your development and you will report to a Sefton Operational Manager, although engage with leaders from the Merseyside Violence Reduction Partnership.

Please see the full Job Description and Person Specification on page 9.



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 **23.59, Friday 3rd April** (or earlier in the event of high volume of applications being received).

Provisional interview dates are **Wednesday 15th April, in person at Magdalen House, Trinity Road, Bootle. L20 3NJ**

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

JOB DESCRIPTION

Post Title:	Trauma Informed Custody Navigator
Grade and Salary Scale:	A5128 Grade G - (430 points)
Service:	Children's Services – Youth Justice Service
Responsible To:	YJS Operational Manager
Post Ref:	

Purpose of the Post:

To reduce youth crime and violence by engaging with children in Police Custody and providing assessment, planning and delivery of interventions to children involved in offending behaviour.

1. To engage with children who have entered Police Custody providing support and guidance during the custody period and engagement and support in the community.
2. To liaise with other custody services to ensure the needs of the child are met in the custody environment.
3. To undertake case responsibility for the assessment of children who have been through Police Custody who are not subject to other YJS involvement
4. To plan interventions focused on preventing and reducing offending as well as working to meet the needs of victims and communities
5. To work with colleagues in the Youth Justice Service and partner agencies to ensure that intervention plans are fully implemented and recorded, including referring or signposting young people to relevant mainstream and specialist services.



6. To undertake both one to one and group work programmes with children across the Sefton area, in order to meet the needs of children and ensure that programmes are delivered to meet the needs of children
7. Ensure that Youth Justice Board directives, National Standards, local procedures and policies are implemented and sustained.
8. To maintain up to date records of the progress of individual clients in line with current YJS practice.
9. To contribute to reports for Courts, Referral Order Panels and other agencies as required.
10. Attend Youth Courts and appropriate meetings as required.
11. Contribute to the continuous improvement of service performance particularly in respect of effective practice, quality assurance and meeting local, regional and national targets.
12. To play an identified role in the development and maintenance of effective links with partner agencies.
13. To undertake the expected duties and responsibilities of the YJS, including weekend working

Corporate Responsibilities:

- We will make every reasonable effort to supply the necessary employment aids, equipment or adaptations to enable employees to perform the full duties of the job in accordance with the Equality Act 2010 where a post holder is disabled.
- You will:
 - demonstrate a commitment to the principles of equality of opportunity and fairness of treatment in relation to employment issues and service delivery.
 - respect all confidentiality and principles and practices of the Data Protection Act.
 - comply with Health and Safety policies and legislation.
 - be committed to continuous personal development
 - demonstrate a commitment to the safeguarding of children and vulnerable adults, highlighting any areas of concern with the appropriate service and adhering to the policies of the Council relating to these issues.



- The above duties and responsibilities cannot totally encompass or define all tasks which may be required. The outlined duties and responsibilities may, therefore, vary from time to time without materially changing either the character or level of responsibility: these factors are reflected in the post.

PERSON SPECIFICATION

	Essential	Desirable
QUALIFICATIONS:		
A good standard of general education, including English language, to GCSE level or equivalent.	x	
KNOWLEDGE & EXPERIENCE		
1. Up-to-date knowledge of Criminal Justice legislation and its application as it affects children and young people.	x	
2. Knowledge and experience of Child Protection and Working together to Safeguard Children policy and procedures.		x
3. Experience of carrying out assessment to identify the needs of young people and the risks they present	x	
4. Experience of using IT systems and computer based packages, including managing information on a database and good keyboard skills	x	
5. Ability to maintain records and present information	x	
6. Ability to acquire and use information to develop plans and interventions for young people	x	
7. Ability to respond effectively to young people displaying challenging behaviour	x	
8. Effective interpersonal skills (written/verbal)	x	
9. Able to work independently and as a member of a multi-agency team.	x	
10. Good organisational and time management skills	x	



11. Ability to work in a demanding environment and to meet tight deadlines, plan and prioritise own work	x	
12. Possess a full driving licence and have regular use of a motor vehicle		x
13. Ability to work independently or as part of a team	x	
14. Ability to represent the Youth Justice Service in a professional and effective way	x	
15. Able to work flexibly including evenings and weekends	x	
16. Commitment to equal opportunities and anti-discriminatory practice	x	

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