

LSCB Business Support & Comms Officer Applicant Recruitment Pack



Welcome

Hi,

We would like to thank you for your interest in the LSCB Business Support & Comms Officer post within Sefton Safeguarding Children's Partnership (SSCP).

This is an exciting and rewarding opportunity for someone who thrives on working as part of a busy team and working with key stakeholders across the Partnership. We are looking for someone who is organised, approachable and wants to be at the heart of a busy and varied working environment.

You will play a key role in keeping things running smoothly, bringing structure where it's needed, offering a warm and supportive presence, and approaching every task with professionalism and a positive, can-do attitude. Confidentiality is essential in this role, and we are looking for someone who can be trusted to handle sensitive information with care, discretion, and integrity.

As a person, if you are someone who takes pride in delivering high-quality support, and brings energy, adaptability, and a genuine passion for making a difference, we would 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!



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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 Children 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

This is a pivotal role in the running and organisation of the Sefton Safeguarding Children Partnership. You may be the first point of contact for internal and external stakeholders,

You will work as part of a team supporting all meetings and sub-groups held within the partnership, by arranging the meetings, taking the minutes and circulating the minutes and any actions agreed.

The key responsibilities include:

- Comprehensive diary and inbox management, including scheduling and co-ordinating meetings
- The ability to prioritise tasks effectively and efficiently
- Exceptional attention to detail and communication skills
- Handling sensitive information with the highest level of confidentiality and discretion
- Proficient in the use of the Microsoft Office package including Outlook, Teams, Word, PowerPoint, Excel etc.



This role suits someone who is passionate about delivering excellent learning experiences, committed to maintaining high standards, and confident working both independently and collaboratively to support a skilled and safe workforce.

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 **12 April 2026** (or earlier in the event of high volume of applications being received).

Provisional interview dates are 17 April 2026 at Magdalen House, Trinity Road, Bootle L20

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

<u>Directorate:</u>	Children's Services	<u>Location:</u>	Magdalen House
<u>Department:</u>	Children's Social Care (Safeguarding Partnership)		
<u>Post No:</u>			
<u>Section:</u>	Sefton Safeguarding Children Partnership		
<u>Job Title:</u>	LSCB Business Support & Comms Officer		
<u>Grade</u>	G		
<u>Responsible to:</u>	SSCP Manager		

JOB PURPOSE:

To support and co-ordinate the activities of the Sefton Safeguarding Children Partnership (SSCP) to deliver its statutory, strategic and assurance functions.

- Support the SSCP Manager and Business Unit Staff to build effective working relationships to ensure safe and effective safeguarding arrangements are delivered across Sefton.
- Contribute to and promote a culture within the Business Unit to ensure that the SSCP delivers its functions in line with statutory guidance.

MAIN DUTIES

1. To co-ordinate and facilitate the governance subgroup structure of the SSCP ensuring that venues are booked in advance, dates are communicated with members and the agenda, and all relevant correspondence has been requested, collated and distributed to all member agencies.
2. To support and assist subgroup chairs and all agencies in contributing and developing the agenda for SSCP subgroups.
3. To take accurate minutes and maintain, monitor and update a clear action tracker of SSCP meetings and distribute to all member agencies.
4. To support participation and contribution in the coordination of requested information for submission in relation to Rapid Reviews and Local Child Safeguarding Practice Reviews (LCSPRs) to deliver within the statutory timescales liaising with all agency partners to receive contributions to reviews. Collate received partner information and



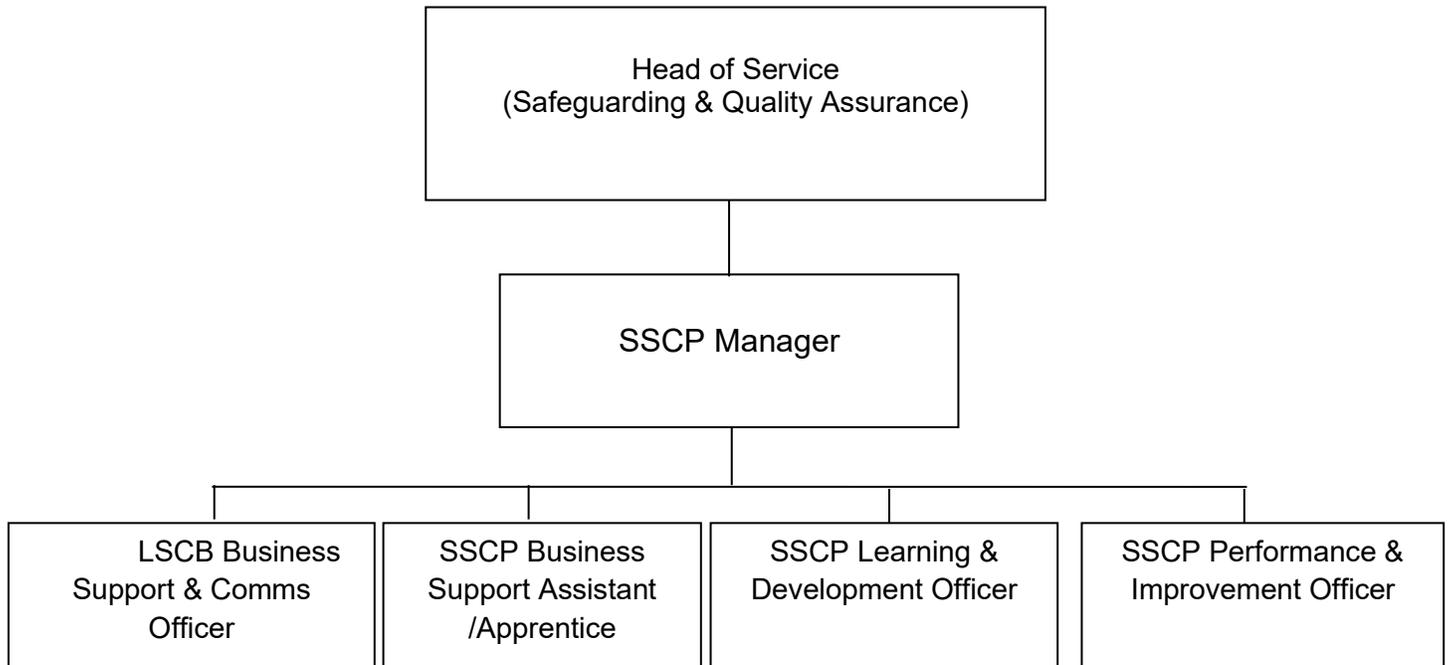
- produce a multi-agency chronology and share with relevant agencies. Develop and maintain a review tracker and ensure all action plans are updated accordingly.
5. Participate in the development and publication of the SSCP Annual Report and Strategic Plan to deliver within the necessary time scales to produce and receive information to contribute to the documents. Liaise with the Council's communication team in relation to digital design and publish and communicate completed documents.
 6. To support the SSCP Manager and Business Unit staff to ensure they are effective in their roles.
 7. Be proficient in using IT packages ie. Microsoft Publisher, Forms, SWAY, LCS system, SSCP website platform, Audit website platform, Policy & Procedure website platform, Agresso (financial electronic system), Absence Monitoring system etc.
 8. To be responsible for developing and maintaining the SSCP independent website to ensure the Safeguarding Children information is accurate and up to date. Develop and improve systems to ensure policies and procedures are regularly updated in line with current guidance. Liaise with website provider on a regular basis and offer potential solutions to resolve any barriers.
 9. To be responsible for researching and identifying local issues/trends and communicating safeguarding children information/messages from the SSCP to develop to the wider workforce and community using social media, newsletters and briefings.
 10. Communicate across the partnership, best practice, learning from reviews, relevant and support tools to ensure learning is optimised to the children's workforce in Sefton.
 11. To research and develop and create a safeguarding children partnership informed SSCP quarterly newsletter and cascade to the children's workforce. Research and support development of regular 7-minute briefings and SWAY briefings on safeguarding children themes using a variety of IT packages and skills. Publish and share documents to Sefton's partnership frontline children's workforce.
 12. Develop, implement and maintain an electronic training calendar and booking system within the SSCP website. Maintain regular monitoring of applications and associated administration of training courses, maintain agency attendance and issue certificates and associated training materials. Liaise and communicate with delegates regarding training applications, attendance and queries. Issue email communications to keep delegates up to date on training courses.
 13. Produce accurate data and information on SSCP training activity in relation to courses delivered and agency attendance. Coordinate the booking of training venues and associated requirements for all training courses. Liaise with training facilitators to confirm training delivery and ensure their requirements and needs are met to ensure effective training delivery. Develop promotional training flyers/materials where appropriate. Provide advice and information to partner agencies and delegates associated with training courses and processes.
 14. Coordinate large scale workforce events including liaising with potential facilitators/presenters, researching and coordinating venue booking and associated requirements. Develop promotional flyers and coordinate any marketing or promotional materials/printing. Coordinate bookings for such events.
 15. Work closely with the SSCP Manager to maintain and monitor accurate records pertaining to the SSCP budget and produce budget statements for the SSCP Safeguarding Leads utilising information from the Council's electronic system Agresso. Liaise with the SSCP Finance Officer to ensure current and future funding



- meets requirements of SSCP. Ensure requests for collection of annual financial contributions are completed using the Agresso system by raising relevant invoices.
16. Process all relevant invoices received by the SSCP using the Council's electronic financial on-line system and maintaining accurate monitoring records.
 17. Participate and support the recruitment and interview process of a SSCP Apprentice Administrator. Provide full induction, training and support for the Apprentice role. Mentor and develop the skills of the Apprentice and oversee their day to day work activity. Ensure the Apprentice has protected learning time to complete their qualification, attend reviews with their learning provider and attend Council's apprentice network sessions. Provide training to the Apprentice on all aspects of the administrative role and all IT systems used by SSCP eg. SSCP website editing, policy and procedure platform editing. Promote Council vision and values.
 18. Participate, develop and contribute to the Section 175 audit electronic platform providing updates and monitoring of the system. Providing advice and information to schools regarding the requirements of the audit and supporting them to access the system and updating individual school details.
 19. To develop and maintain electronic information storage and sharing systems and develop documents to record accurate information. Ensure the business unit staff have access to shortage systems. Maintain and monitor team generic email accounts to ensure all emails are responded to or signposted in a timely manner.
 20. Support the SSCP Performance & Improvement Officer with the co-ordination of the SSCP multi-agency audit processes.
 21. Contribute to their own supervision and engage in continuous development through induction and CPD process to ensure effective performance. Keep up to date with national and local guidance and policy providing advice and support on developments in practice according to local and national issues and emerging trends.
 22. To undertake any other duties, appropriate to the work and grade of the post, as may be directed from time to time in order to meet the exigencies of the service.
 23. Communicate and liaise with senior officers of all levels across the partnership agencies to provide advice, support and guidance on the work of the SSCP, timescales, requirements and deadlines.
 24. Liaise and support subgroup chairs to provide updates on their subgroup activity to present to the Safeguarding Leads. Issues timely requests for information by forward planning.
 25. Manage and communicate highly sensitive and confidential information, using secure mechanisms to communicate sensitive information within the partnership.
 26. Ensure that information data is lawfully gathered, accurate, up to date and only divulged in accordance with the Data Protection Act and the local government common law duty of confidentiality.



ORGANISATION CHART



OTHER

There is an expectation placed on all newly recruited employees to achieve the appropriate level of NVQ at the first possibly opportunity.

CONFIDENTIALITY

Since confidentiality information is involved, 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.

GENERAL

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

All staff are responsible for the implementation of the Health 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 promote appropriate improvements where necessary.



This post is **exempt** from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore **not** entitled to withhold information about convictions which for any other purposes are 'spent' under the provisions of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies.

Prepared by: Sefton SCP

Designation:

Date: March 2026



SEFTON METROPOLITAN BOROUGH COUNCIL

Person Specification

LSCB Business Support & Comms Officer PERSON ATTRIBUTES REQUIRED (on the basis of job outline)	Essential (E) Desirable (D)
<p><i>QUALIFICATIONS</i></p> <ol style="list-style-type: none"> NVQ level 3 or equivalent e.g. Business Administration Excellent numeracy, written and verbal skills. Recognised financial or management training / qualification. 	<p>E E D</p>
<p><i>EXPERIENCE</i></p> <ol style="list-style-type: none"> Working with spreadsheets. Experience of compiling statistical information. Working in a Social Care or equivalent agency. Minute taking and co-ordination of meetings. Use of IT, e-mail, Word and Internet. Collating information and compiling report format. Significant experience of utilising communicating methods electronically e.g. websites, online newsletter, social media. Working in the area of Safeguarding Children 	<p>E E E E E E E D</p>
<p><i>KNOWLEDGE SKILLS / ABILITIES</i></p> <ol style="list-style-type: none"> Awareness of Local Authority policies and procedures. Proven IT skills. Knowledge and understanding of current statutory guidance in relation to safeguarding children. Flexible approach to a work setting. Ability to demonstrate high level of using own initiative Ability to communicate effectively and present information to an audience, with excellent interpersonal skills Ability to meet the demands of the service and produce work to a high standard within set timescales 	<p>E E E E E E E</p>
<p><i>OTHER</i></p> <ol style="list-style-type: none"> A satisfactory level of attendance (all absences will be clarified and discussed further at interview). <p><i>Special Requirements</i></p> <ol style="list-style-type: none"> This post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act, the successful candidate must be able to obtain satisfactory standard criminal record disclosure in order to be appointed to the post. In this respect a criminal record check will be undertaken prior to confirmation of appointment. 	<p>E E</p>

