


SME BUSINESS SUPPORT SERVICES

# Assisting Small and Medium Enterprises branch out for growth



**Sefton@Work**   
working for you



**Sefton@Work is an established organisation working to increase opportunities for Sefton residents and help them achieve their full potential.**

**The aim of the Employer Liaison Team is to help employers fill their vacancies with local people offering a free, flexible and comprehensive recruitment service.**

**We can:**

- ✓ Advertise and promote your vacancies
- ✓ Assist with putting together job descriptions
- ✓ Pre-screen, test and sift job applications
- ✓ Help with conducting interviews
- ✓ Provide Pre-employment training programmes and work tasters for people applying for your vacancies
- ✓ Help with redundancy situations
- ✓ Provide information on funding and support available from our partners

Sefton Metropolitan Borough Council carried out a Business Survey (June 2009) identifying Small to Medium Enterprises that need additional support.

We have a designated Employer Liaison Officer who can provide this support.





**We can carry out an analysis of your business in the following areas and maybe identify where we can provide support and initiatives to enable your business to move forward.**

**Additional support could be:**

- Recruitment & Selection procedures and practices.
- Contracts of employment
- Induction
- Training and Development of staff
- Health Initiatives
- Travelling to work and flexible working arrangements
- Health & Safety signposting
- Advice on in work benefits and housing issues
- Absence Management
- Discipline and Grievance
- Performance Management
- Networking Opportunities

Ray W Manager - Afton Lodge

“  
VERY HELPFUL. I WOULD ALWAYS USE THIS SERVICE. IT REFLECTS AN EXCELLENT RESPONSIVE AND PROACTIVE EXAMPLE OF GOOD PARTNERSHIP WORKING.  
I AM DELIGHTED WITH THE HELP I HAVE BEEN GIVEN  
”

**We are committed to assisting Small to Medium Enterprises in Sefton. To access this service you can contact:**

**Phil McLean**

**0151 934 2764 or**

**07971 520 610**

**email: [phil.mclean@regen.sefton.gov.uk](mailto:phil.mclean@regen.sefton.gov.uk)**



## **Netherton Office**

1st Floor The Netherton Feelgood Factory,  
Glovers Lane, Netherton,  
Liverpool L30 5QW

**Tel: 0151 291 8038**



## **Bootle Office**

286 - 288 Stanley Road,  
Bootle, Liverpool L20 3ER

**Tel: 0151 934 2610**

**Minicom: 0151 933 9319**



Sefton Council



European Union  
European Social Fund  
Investing in jobs and skills



Supported by

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Approved by the Health Association Body



EUROPEAN REGIONAL DEVELOPMENT FUND