



**Community Grants Officer - London
(Programmes Team)**

Thank you for your interest in the role of Community Grants Officer - London.

This pack tells you more about Kinship, how we work, and details of the role and the people you will be working with. It also gives information on how to apply.

Role details

Job title: Community Grants Officer - London

Responsible to: Regional Programmes Manager

Duration: Permanent

Location: London – home-based with frequent travel across London or hybrid office-based (Vauxhall). Occasional travel across England required.

Working Hours: Part-time, 28 hours per week (we offer flexibility so that you can fit your job around your home life - which is really important to us).

Salary: £29,823 (including London weighting) pro rata

Direct reports: None

Leave allocation: 30 days annual leave, plus bank holidays (1 April to 31 March) pro rata. We close for 3 days between Christmas and New Year, which will be deducted from your annual leave allowance.

About Kinship

We are Kinship. The leading kinship care charity in England and Wales. We're here for kinship carers – friends or family who step up to raise a child when their parents aren't able to.

We are made by and for our community of kinship carers. Like family, relationships run deep. And we hear their experiences; for too long they have been isolated without the help they need.

We support, advise and inform kinship carers. Connecting them so they feel empowered. Because a child needs the love and warmth of a thriving family.

We develop research, campaigns and policy solutions. Creating positive change across society. Because for kinship families, love alone is not enough.

Through our work we harness frustrations to fuel passion for change. And tough experiences to inspire ideas that transform lives.

And as we see momentum building, we keep using evidence to demonstrate the value of kinship care. Helping kinship carers navigate challenging circumstances. Believing in a child's potential.

Join us. Together, let's commit to change for kinship families.

About the role

We are delighted to have received three-year funding from The Aviva Foundation to fund this brand-new Community Grants Officer role based in London.

You'll be part of our Programmes team supporting kinship carers in London to access grants which will help reduce financial stress. This could be grants to buy things like white goods and uniforms or accessing Buttle grants to support children growing up in kinship care.

As Community Grants Officer you'll talk to kinship carers, discuss their needs, their priorities and then write charitable grant applications on their and their family's behalf.

You will oversee and deliver the grants process, including co-ordinating the purchase of items (such as children's clothes, beds or washing machines), collecting receipts for items as required by the funders and liaising with all teams to ensure timely receipt of funds within the charity and to the kinship carers.

Building relationships with funders is core, sharing the impact of the grants and insight about the lives of kinship families in London. You'll work closely with Programmes, Peer Support, Training and Advice colleagues who work with kinship families in London.

You will also create and run online and face-to-face workshops and clinics, helping kinship carers to understand how to apply for other grants, thereby encouraging resilience and confidence to apply for grants themselves.

You will be a proactive and persuasive relationship builder, able to create partnerships with a range of organisations and peer support groups that support kinship families.

You'll build trusting and respectful relationships with kinship carers who you will work one-to-one with in community settings. And you'll build relationships with a range of grant giving organisations across London.

We're looking for someone who can really deliver impact and demonstrate how embedding this role into the community helps to unlock funding and support for kinship carers at a local level.

The type of person we're looking for

Kinship carers are at the heart of all we do. This role could be the difference between a kinship carer being able to dress their child for school properly, being able to buy a fridge, take a first holiday to the seaside... or going without.

We are looking for someone who is really organised and who is able to capture and present information clearly in a persuasive grant application. The successful applicant will be compassionate, empathetic, and organised. We are looking for someone who understands the needs of kinship families.

You'll need to be comfortable working face-to-face in the community and building strong relationships.

You will be hearing stories from carers in crisis, which will be tough. So as a team, we make time to make sure your well-being is also looked after and that we support each other. In return we will offer you training, supervision and the opportunity to work as part of a supportive team.

Key responsibilities

Service delivery

- Deliver our new grants service across London.
- Meet performance targets and KPIs as directed.
- Work with kinship carers and their families across London to gather information to complete and submit grant applications.
- Administer grants we secure for our kinship carers and carry out all the necessary administration related to grants.

- Undertake research to identify funders and build excellent relationships with local grant making charities in order to increase support for kinship families.
- Deliver grant workshops at peer support groups sharing information about locally available grants and providing advice and support on making a successful application.
- Run face-to-face grant clinics within peer support groups or community venues in London, working directly with kinship carers to write and submit requests for grants.
- Build meaningful relationships and partnerships with community organisations and venues across London to promote this service and drive referrals.
- Create and run online and face-to-face grants workshops for kinship carers to understand and navigate their way through applying for local grants.
- Carry out income and expenditure checks with kinship carers, signposting to specialist debt advice if required.
- Strive to ensure kinship families who access our programmes and services are reflective of the diverse communities in which we work and embed equity, diversity and inclusion principles.

Monitoring and reporting

- Effectively use Salesforce to deliver the grants service.
- Accurately record statistical data regarding the grants work.
- Monitor the quality of our grants work, collect case studies and create reports for our funder.
- Maintain systems for collecting feedback from users for monitoring and evaluation purposes.
- Comply with any monitoring, evaluation and reporting requirements as part of Kinship's internal processes, as well as any funder or local authority funding

requirements for the services being delivered, including producing quarterly performance reports as required.

- Track and monitor the progress of grant payments and work with the finance team to complete the grants journey.

Collaboration, signposting and partnership

- Refer kinship carers to the Advice service (and other Kinship services) as required.
- Work with colleagues in Programmes, Peer Support, Training and Advice to integrate this service into their offer for kinship carers in London, providing a holistic experience.
- Work closely with Kinship's programmes and services teams to develop the grants work we do and ensure we are meeting the needs of our kinship carers.
- Work closely with the Regional Programmes Manager (line manager), attending regular support and supervision meetings and contributing to an integrated approach to service provision.
- Work closely with colleagues as required to support the promotion and delivery of programmes and services for kinship carers, including the advice service and peer support.
- Build effective working relationships with other organisations in the sector.

Confidentiality, safeguarding and data protection

- Ensure all data is stored in accordance with General Data Protection Regulation (GDPR).
- Maintain confidential case records and administrative systems, including details of advice given and referral sources.
- Ensure all safeguarding policies and procedures are always followed to protect both staff and service users.
- Ensure impartiality and confidentiality when dealing with kinship carers.

Team and culture

- Act in the best interests of Kinship and the families we support.
- Deliver effective administration with attention to detail and keeping to deadlines.
- Take responsibility for your ongoing continued professional development.
- Work in line with Kinship's values.
- Represent the Programmes team at Kinship team meetings.
- Represent Kinship at external meetings and events as required.

Knowledge, abilities, skills and experience

Essential

The successful candidate will have:

- Proven experience of writing successful grants within a charity context.
- Experience of speaking to vulnerable people on the telephone, face-to-face and online, and gathering information with empathy and understanding.
- Experience of working with socially excluded or marginalised people and their families in face-to-face and community settings.
- Experience of running online and face-to-face workshops.
- An understanding of budgeting, managing money, income and expenditure.
- Proven understanding of the importance of confidentiality and a non-judgmental approach.
- Evidence of awareness of safeguarding issues and good practice.
- Experience of organising and prioritising a busy workload without close supervision.
- Proven clear understanding of the need to keep grants records and communication with kinship carers and funders up to date.
- Excellent research and writing skills.
- Ability to complete online grant applications to a range of charitable grant providers.
- The ability to work flexibly, collaboratively, and effectively as part of a small team.
- Proven ability to remain calm under pressure.
- Excellent interpersonal skills and in particular a sensitive telephone manner, offering encouragement and empowerment.
- Evidence of strong written and oral communication skills.
- Attention to detail and accurate in all aspects of work.
- IT proficient.
- Full clean driving licence and use of a vehicle, with willingness to travel within London for work purposes.
- Ability to work occasional evenings.

Desirable

Desirable, but not essential, criteria include:

- Lived experience of kinship care.
- In-depth subject knowledge on kinship care and issues affecting kinship carers.
- Experience using Salesforce within a service environment.

General attributes:

- Travel to London office for team meetings and supervision.
- Knowledge and understanding of kinship care and/or children and families who need support.
- Commitment to the values, aims and objectives of Kinship.
- Ability to apply Equity, Diversity and Inclusion Principles in all areas of work.
- Right to work in the UK.

Key behaviours required:***Personal attributes:***

- Calm under pressure and in difficult situations
- Clear, straightforward communication
- Assertive and firm
- Detail orientated
- Organised
- Creative and innovative
- Resilient
- Self-aware

Behaviours:

- Takes accountability for delivering well
- Solutions focus; can do attitude.
- Positive attitude and approach
- Respectful
- Professional
- Empathic, sensitive and tactful

Your main relationships will be with:**Internal**

- Regional Programmes Manager - South
- Grants Officer – North East
- Head of Programmes
- Senior Programmes Worker and Kinship Family Workers
- Delivery colleagues in London in Programmes, Advice, Peer Support and Training Teams
- Database Team
- Director of Services and Digital
- Digital and Content team

External

- Kinship carers
- Local, regional and national grant funders
- Buttle UK

What it means to work at Kinship

Our vision:

A society in which kinship carers and the children they care for are recognised, valued and supported.

Our mission:

To ensure that kinship carers and the children they care for get the support and recognition they need.

"Knowing what you do helps kinship families that really need support. Staff at kinship are caring, passionate and positive. Colleagues are genuinely nice to work with and care about each other as well as the kinship families we support. We are always innovating to better support kinship carers." (Staff member at Kinship)

We want to offer you the best place to work. Our people are really friendly and incredibly passionate about working alongside kinship carers.

We want you to feel proud to work here and if you join us, we'll do our best to make that happen.

Our Kinship values

Be bold

We fight for what's right with focus and determination

- Be driven by evidence and deliver quality
- Innovate bravely, fail fast and learn quickly
- Challenge constructively to move us forward



Be stronger together

We see the bigger picture of our work and value collaboration to drive impact

- Recognise and value the part everyone plays
- Bring different strengths and expertise together with purpose
- Ask whose voice and experience may be missing



Step up

We all take responsibility for changing lives and changing the system

- Actively seek and share knowledge
- Step in with ideas and solutions
- Ask for and give honest feedback



Put people first

We care about each other and create spaces where people feel they belong and can thrive

- Bring people together to share experiences and celebrate success
- Listen with curiosity not judgement
- Support with understanding and compassion



Equality, diversity and inclusion

Kinship is committed to championing equality, diversity and inclusion. We believe our work is greatly enhanced by the varied backgrounds, experiences and views represented within our teams. We aim to create inclusive teams, celebrate differences and encourage everyone to join us and be their true self at work.

We therefore encourage applications from anyone who fits our values, whatever their religion or belief, sex, gender identity, race, age, sexuality or disability and are actively seeking candidates that can bring real innovation and commitment to us.

Candidate application information

Please refer to the job description for this role to check that you meet the criteria in the “knowledge, skills and experience” section that are necessary for the job.

We will guarantee interviews to any candidates with experience of kinship care (either of being in kinship care or of being a kinship carer) who demonstrate that they meet the essential skills and experience outlined in the job description.

Please tell us if there are any reasonable adjustments, we can make to assist you in your application.

If you have a disability, which you would like us to take into account, please tell us about this when you apply. Please let us know if we can help and remember that you can request information in large print or in a different format.

How to apply

[Please apply for this role via Charity Job.](#)

Kinship reserves the right to close a recruitment campaign earlier than the advertised where we have received sufficient applications.

Some tips for your application:

- Make sure you've read the job description and the essential requirements – make sure your answer reflects those points in the requirements very clearly.
- Really tell us why you want to work for Kinship. We're interested in working with people who share our values. You can read about our values above.
- Keep your response clear – use bullet points and short paragraphs if that helps. It will help the recruitment team to really focus on your answer.

- Please do not use AI tools like ChatGPT to produce your answers. We use software to check and your application will be rejected if you do.

In place of a cover letter, you will be asked to answer the following four questions, alongside providing your CV. Please keep your answers to a maximum of 250 words.

1. Tell us why you're interested in working for Kinship in this role and what experience you bring that would make you successful? This is an opportunity to tell us about you, your experience and your values.
2. This role requires writing persuasive and accurate grant applications for kinship families. What steps did you take, and how did you ensure the application was compelling and met the funder's criteria?
3. This role requires balancing administrative tasks (like tracking grants and recording data) with direct support work. How do you prioritise your workload and ensure deadlines are met without compromising service quality?
4. Please describe your experience of supporting vulnerable individuals or families in a community or face-to-face setting. What approach did you take to build trust and gather information sensitively?

Key dates:

Application opens:	Friday 11 April 2025
Application deadline:	Tuesday 6 May 2025, 5pm
Interview:	Online – Monday 12 May 2025

Conditions of employment and what we offer

Working hours

The working week is currently 35 hours per week from Monday to Friday. These may be varied by agreement with your line manager. For some roles, there will be occasions when these hours are exceeded for example some weekend working or a requirement to attend evening meetings. In such circumstances and in agreement with your line manager you may take reasonable time off in lieu. Overtime is not paid.

Holidays

You will receive 30 days annual leave, plus bank holidays (1 April to 31 March) pro rata.

We close for three days between Christmas and New Year, which will be deducted from your annual leave allowance.

Flexible working

Kinship will consider applications for flexible working arrangements. Kinship will enable as many jobs to be open to job sharing as is operationally practicable.

Learning and development

A key part of our People Strategy is to continue to develop and enhance the learning experience during your time at Kinship, and we are proud to offer many learning opportunities.

Health and wellbeing

- Employee Assistance Programme (24/7 confidential advice line and counselling).
- Wellbeing Action Plan for each staff member.
- Wellbeing Wednesdays
- Charity Worker Discount

Travel

For this role, there is a requirement to occasionally travel across England. There may also be, on occasion, the need for overnight stay. Reasonable travel, subsistence and hotel expenses will be covered using the Charity's expenses procedures.

Pension scheme

All staff will automatically be enrolled into a Group Personal Pension Scheme after three months as part of our requirement to meet automatic enrolment legislation. According to the statutory requirements. We use Nest Pensions. Current employee contributions are 5% and we will contribute 3%.

Probationary period

All new employees will be required to undertake a period of probation for six months, in which time you will be expected to establish your suitability for the post.

Community

- Staff away days.
- Regular social activities online and in person.

Standard clauses

- This role will require Disclosure and Barring Service (DBS) clearance.
- The post holder must carry out their responsibilities with due regard to Kinship's Equal Opportunities Policy and Safeguarding Policy.
- Salesforce is our customer relationship management system (CRM) and all staff are expected to take accountability and responsibility for using it successfully as part of their day-to-day role to support the growth and impact of Kinship and better services for kinship carers.
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are always followed.
- The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- The post holder must carry out their responsibilities with due regard to the non-smoking environment of all Kinship offices.

Note:

Every member of staff is expected to show respect to their colleagues and to understand and adhere to Kinship's code of conduct. Staff are also expected to work collaboratively and to support all the departments with which they have contact in achieving the Kinship's strategic objectives.

All duties and responsibilities must be carried out with due regard to the Kinship's Health and Safety, Safeguarding and Equality, Diversity and Inclusion principles, GDPR and all other relevant policies.

This job description is not exhaustive. Kinship reserves the right to add to or revise the job description at any time - the post holder may be required to undertake any other duties that fall within the nature of the roles and responsibilities as detailed above. Any substantial or major changes will be negotiated with the post holder.

The details contained in the Job Description particularly the key responsibilities, reflect the content of the job at the date the job description was prepared. It is inevitable that over time the nature of individual jobs will change; existing duties may be lost and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, Kinship will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.