



**Data Analyst**

Research and Practice Department

## Information for applicants for the post of: *Data Analyst*

Thank you for your interest in the above role. 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:** Data Analyst

**Responsible to:** Research Manager

**Duration:** Permanent

**Location:** Home-based or hybrid (based in Kinship's Vauxhall Office, London)

**Working Hours:** 28 hours per week, equivalent to 0.8 full time equivalent (FTE).

**Salary:** £29,275 plus £2,725 London weighting if applicable for 0.8 FTE (£36,594 plus £3,406 London weighting FTE)

**Direct reports:** None

**Leave allocation:** 24 days annual leave (30 days FTE), plus bank holidays pro rata for part time hours (1 April to 31 March).

### 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 team:

You'll sit in the Research and Practice Department, joining a small but mighty team

**Kinship is the working name for Grandparents Plus, which is a company limited by guarantee registered in England and Wales under number 4454103 and registered as a charity under number 1093975**

working with external researchers and local authorities to build the evidence base and spread good practices.

## Purpose of the role:

Use our data to deliver actionable insights for teams to better achieve our mission both internally and externally.

## The type of person we're looking for:

You will enjoy working with numbers and with people. You will be excited by using data to derive insights and have some experience of using large datasets to inform other stakeholders. Intellectually curious, you will enjoy both working independently to conduct analysis and working with others to access data and share actionable insights.

We have access to a unique dataset within the kinship care space, and we want to use these data to better drive change – including how we develop and deliver our services, how we influence policy and practice informed by evidence, and how we use the experiences of kinship families to drive positive change.

You may want to work remotely or spend 1-2 days in our London office to spend time with colleagues.

## What you'll be doing:

### Key responsibilities:

- **Data management:** Bring together data securely from multiple sources such as Salesforce, Form Assembly, Engaging Networks and spreadsheets – helping to ensure it is clean and easy to work from.
- **Data analysis and reporting:** Conduct statistical analysis on datasets to identify trends, patterns, and opportunities for service improvement, policy formation and evidence building. Present findings through reports, dashboards, and visualisations.
- **Performance tracking:** Assist in tracking and evaluating the success of charity programmes by working with teams to define key performance indicators (KPIs) and providing practical actionable recommendations for improvement.
- **Data quality and integrity:** Help ensure the accuracy, consistency and reliability of data across systems. Support colleagues through implementing best practices that lead to improved data quality whilst maintaining data privacy and security standards.

- **Data-driven insights:** Provide helpful insights that support everyday decision-making across the charity, ensuring that internal actions are based on reliable data and external campaigning is based on robust evidence,
- **Data visualisation:** Develop simple dashboards, charts and visualisations to communicate complex information in a clear, easily understandable way for non-technical stakeholders and the public where relevant.
- **Collaboration:** Work closely with different departments, including senior stakeholders, to identify data needs and provide the charity with accurate, relevant and timely data that contributes to a culture of continuous improvement, enhanced efficiency and evidence-based decision-making.
- **Ad hoc analysis:** Perform other analyses and reporting tasks as needed to support service performance, business development, fundraising, advocacy and research activities.

## Knowledge, abilities, skills and experience:

### Essential:

- BSc or equivalent practical experience in data analysis or related field
- Proficiency in data analysis tools such as Excel, SQL, R and/or Python
- Experience of PowerBI or equivalent data visualisation systems
- Strong problem-solving skills with the ability to analyse and interpret complex data to generate actionable insights
- Intellectual curiosity and ability to self-direct analytical work
- Experience working with Salesforce or similar CRM system
- Ability to clearly present data findings to both technical and non-technical stakeholders
- Strong written and verbal communication skills
- High level of accuracy and attention to detail in managing and analysing data
- Exceptional business-partnering skills
- A genuine interest in working in the sector and contributing to social change
- Ability to apply Equalities, Diversity and Inclusion Principles in all areas of work

### Desirable:

- Personal experience of kinship care
- Experience of working in a dynamic and fast-changing workplace.
- Familiarity with existing government datasets, specifically those related to children and families

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

- Chief Operating Officer
- Director of Services and Digital and service leads
- Database manager
- Practice Lead
- Chief Executive Officer and other Exec members
- Academic researchers working with Kinship
- Local authority and government researchers working with Kinship

## **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 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 that 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:

**Any applications arriving after the closing date will not be considered for shortlisting unless there are exceptional reasons.**

Kinship reserves the right to close a recruitment campaign earlier than the advertised where we have received sufficient applications so please apply early!

Please apply for the role of **Data Analyst** by sending a **CV** and **cover letter (no more than 2 pages)** detailing how you match the requirements for the role, to the advertisement on <https://www.charityjob.co.uk/>. Please use examples to demonstrate your experience.

**Please include your notice period / earliest availability to start.**

## Some tips for your application:

- Make sure you've read the job description and the essential requirements – make sure your application reflects those points in the requirements very clearly.

- 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 focus on your knowledge, skills and experience.
- Don't go over 2 pages on your covering letter.
- 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.

## Key dates:

**Apply:** [Via Charity Jobs](#)  
**Application deadline:** 9am, Tuesday 13 May 2025  
**First interview:** Online – 21 May 2025  
**Second interview:** In person – 29 May 2025

Kinship reserves the right to close applications early on receipt of sufficient applications. Apply early!

If you would like further information or an informal chat about this role, please contact **Anam Raja** (Research Manager) on **Anam.Raja@kinship.org.uk**

## 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:

- 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:**

We are committed to developing and enhancing 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).
- Charity Worker Discount

### **Travel:**

For this role, there may be occasional travel within the UK. 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 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:**

- Employee resource groups (including Equality, Diversity and Inclusion Working Group and Wellbeing Committee).
- Staff away days.
- Regular social activities online and in person.

### **Our recruitment process:**

As a charity we want to hire the best people to support our vision and mission. People who are values led, high performing and passionate about doing their best for kinship carers.

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.

We welcome applications from people from all sections of the community, irrespective of race, colour, sex, gender identity, age, disability, sexual orientation, religion or belief.

Kinship is committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives, and we encourage applicants from those groups currently under-represented in our organisation and sector.

### **Standard clauses:**

- This role will require satisfactory Disclosure and Barring Service (DBS) clearance.
- The post holder must at all times 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 adhered to at all times.
- 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:**

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 in this document.

Any substantial or major changes will be negotiated with the post holder.