



Kinship

Kinship Care Legal Lead

Services and digital department
Advice team

Information for applicants for the post of: *Kinship Care Legal Lead*

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: Kinship Care Legal Lead

Responsible to: Advice Service Manager

Duration: Permanent

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

Working Hours: Full-time - 35 hours per week (flexible, working minimum of 28 hours/per week considered).

Salary: £40,000 – £44,000 (depending on experience) plus £3,323 London weighting if applicable (pro rata if part-time)

Direct reports: None

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

You'll sit in the services and digital department in the advice team. Our department comprises the training, peer support, programmes, database and digital and content teams.

You'll be joining a growing organisation where you'll have brilliant opportunities for personal development and training to support you in your role.

About the role:

Currently, our advice service refers kinship carers to other providers for specialist legal advice on issues such as:

- the legal status of kinship care arrangements
- applying for special guardianship orders in public and private proceedings
- child arrangements orders
- discharging or varying legal orders
- contact issues
- care and support plan disputes
- testamentary guardianship
- entitlement to legal aid

We have created this role to develop our own in-house legal advice offer. We envisage the post-holder undertaking a mix of one-off legal advice to individuals and strategic casework aimed at changing policy and practice for all kinship carers. The role will also involve some supervision of casework undertaken by our senior advice workers and working with colleagues to ensure the accuracy of legal content and resources developed for our advice team, website and training courses.

Importantly, the postholder will have the opportunity to shape the role to best meet the needs of Kinship and kinship carers. There are many things the role could do, but we will need to be strategic in how we use this limited resource, the types of cases we take on, the depth of advice and assistance we provide, and when to refer cases out to other legal services providers.

The type of person we're looking for:

You will be an experienced lawyer with the ability to become a leading expert in kinship care law. You will bring a compassionate and practical approach to supporting kinship carers to navigate legal challenges, access support, and achieve the best outcomes for the children in their care.

You will understand the broader systemic challenges faced by kinship carers, be a strategic thinker and have an interest in service development and policy influencing.

You will need to be resilient and be able to remain calm in difficult situations. You will be firm, sensitive and professional in your approach and will be clear and assertive as you identify key issues and support kinship carers to get their needs met quickly and effectively.

You will understand how important it is that kinship carers feel confident in making their own decisions with the right information and advice so that they can build their own knowledge and confidence rather than dependency.

The team work remotely, but there is the option to work from our office in London.

This role will require flexibility for occasional travel in England and Wales.

What you'll be doing:

Key responsibilities

Advice provision

- Provide high-quality, people-centred, specialist legal advice and assistance to kinship carers in England and Wales on kinship care law-related matters.
- Provide written and oral advice as appropriate through a range of delivery channels.
- Address all safeguarding concerns in line with policy.
- Refer kinship carers to other sources of help, for example further legal assistance, children's services, mediation, or other advice and information services.
- Ensure impartiality and confidentiality when dealing with carers.

Casework and case management

- Contribute to the development of the service's legal casework strategy.
- Undertake casework and strategic casework as appropriate and agreed, including assessing and researching individual cases, identifying possible courses of action, and advocating on carers' behalf, for example, by writing letters or making phone calls.
- Accurately record all case information in Salesforce in line with service framework and data protection requirements.

Service development

- Working with the Advice Service Manager, lead the development of Kinship's legal offer to kinship carers, with consideration of kinship carers' legal needs, regulatory compliance, risks (for example, as a sole solicitor), and how best to use available resources to achieve impact.
- Provide support, resources and training to colleagues in the advice team to support the development of the team's legal knowledge.
- Build effective joint-working and referral relationships with other legal services working in the field of kinship care law.
- Contribute specialist knowledge and insight to funding proposals and monitoring and evaluation reports.

Regulation, quality and performance

- Adhere to the Solicitors' Regulation Authority's Standards and Regulations, including the Code of Conduct for Solicitors, which governs ethical behaviour, client care, confidentiality, and conflict management.
- Ensure our legal service is compliant with all relevant regulatory requirements.
- Work closely with the senior advice workers/quality manager to oversee the quality of legal advice and casework undertaken by the advice team.
- Respond to all kinship carers in line with Kinship's advice service framework and standards.
- Meet performance targets as directed.
- Maintain up-to-date knowledge of relevant legislation and caselaw; and changes to relevant policies and guidance.
- Actively contribute to delivering and evidencing a high performing service.

Collaboration within Kinship

- Work with our policy and campaigns team to identify opportunities for influencing policy and practice through strategic casework, litigation, policy work or campaigning.
- As the subject matter expert, support colleagues in our training and digital and content teams to develop legally accurate content and resources.
- Work with the research and practice team to shape reports and research relating to legal support.
- Proactively update colleagues across Kinship on relevant updates in law, guidance and practice and contribute to our Editorial Board.
- Act as media spokesperson and represent Kinship at meetings and events in relation to legal issues.

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 advice service team at Kinship team meetings.
- Represent Kinship at external meetings and events as required.

Management

- While the postholder will not initially have any line managerial responsibility, there is potential for this to change as our legal service develops.

Knowledge, abilities, skills and experience:

Essential:

Legal qualifications and accreditation

The successful candidate will have:

- a Law Degree (LLB) or equivalent and completion of the Legal Practice Course (LPC)
- admission to the Roll of Solicitors in England and Wales with a valid practising certificate issued by the Solicitors Regulation Authority (SRA)

Please note that barristers are also welcome to apply for this role. Where necessary, please explain in your application how your qualifications, accreditation, skills and experience are equivalent to those specified for a solicitor.

Experience

The successful candidate will need:

- a minimum of 3 years post-qualification experience (PQE) in child law, family law, or closely related fields
- experience providing legal advice to vulnerable individuals on cases involving:
 - care proceedings
 - child protection and safeguarding issues
 - private law disputes regarding child arrangements
- experience in both private and public law child-related cases
- experience in providing legal advice to kinship carers
- experience in legal aid processes and knowledge of funding options for clients
- experience of giving both telephone and written advice

- familiarity with managing conflicts of interest
- working knowledge of case management software/systems
- working experience of safeguarding practice and decision making
- experience in using Microsoft Office applications including Word and Excel

Skills and abilities

The successful candidate will have:

- the ability to provide clear, accurate, and practical legal advice tailored to the individual circumstances of vulnerable people
- strong research skills to interpret and apply evolving laws and policies
- the ability to communicate complex legal concepts clearly and sensitively to people who may have little or no legal knowledge
- strong written skills to prepare concise and well-drafted advice, correspondence, and legal documents
- capacity to manage a varied and potentially high caseload while maintaining attention to detail
- strong organisational skills to prioritise tasks effectively, meet deadlines, and comply with legal and regulatory requirements
- the ability to balance the duty of confidentiality with the need to escalate safeguarding concerns when necessary
- the ability to ensure documentation and record-keeping meet both legal and organisational standards
- excellent written, verbal and visual communications with attention to detail, representing Kinship with conviction and professionalism
- the ability to work collaboratively and be confident to both draw on the expertise of colleagues and to share your own expertise
- confidence in using digital tools, and an ability to learn new tools

General characteristics and attributes

The successful candidate will have:

- strong ethical standards, including compliance with the SRA Code of Conduct and the charity's values
- a passion for supporting vulnerable individuals to obtain access to justice
- commitment to providing a high level of client care to kinship carers
- a commitment to applying equalities, diversity and inclusion principles in all areas of work, including ensuring that advice is inclusive of differing backgrounds and needs

- sensitivity to the trauma and emotional stress faced by clients
- empathy and patience when dealing with vulnerable individuals experiencing distress
- good self-awareness and coping strategies for handling stress and maintaining personal wellbeing
- the ability and willingness to travel across the UK to represent Kinship at meetings and events. Occasional travel to London office for team meetings.
- a commitment to the values, aims and objectives of Kinship
- right to work in the UK

Desirable:

Desirable legal accreditation:

- accreditation under the Law Society's Children Law Scheme or equivalent scheme

Desirable experience:

- experience in providing advice to individuals in related areas of law, e.g. social welfare law, education law, community care law or public law
- experience representing clients in court or tribunals, especially in child law cases
- experience in challenging local authorities when kinship carers are entitled to financial support
- previous experience working for or with a charity or social justice-focussed organisation
- experience in developing public legal information and resources and delivering workshops or training sessions to raise awareness of child law issues
- lived experience of kinship care
- experience using Salesforce within a service environment

Desirable knowledge:

- expertise in the key areas of law that affect kinship carers, including:
 - Children Act 1989 - Child Arrangements Orders, Special Guardianship Orders, Parental Responsibility, public law proceedings (e.g. care proceedings), Fostering Regulations

- Local Authority Duties and Support under Section 17 and Section 20 of the Children Act 1989
- Financial and Practical Support for Kinship Carers
- Family Law and Court Processes
- Public Law and Judicial Review
- an understanding of legal and regulatory requirements relating to legal services operating in a charity with a sole solicitor

Your main relationships will be with:

- Advice team
- Associate Director of Advice, Training and Information
- Director of Services and Digital
- Policy & Comms team
- Research & Practice team
- Digital and Content team
- Development team
- Legal services providers

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, 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:

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 **Legal Lead** by sending a **CV** and **cover letter (no more than 2 pages)** detailing how you match the requirements for the role. 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 [CharityJob](#)
Application deadline: 9am, Monday 21 April 2025
First interview: Online - w/c 5 May 2025
Second interview: In person - w/c 12 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 **James Kenrick** (Advice Service Manager)
E: James.Kenrick@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:

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 the nations (England and Wales). 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.