



**Participation and Involvement Manager  
(Policy & Public Affairs Team)**

# Information for applicants for Participation and Involvement Manager

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:** Participation and Involvement Manager

**Responsible to:** Associate Director of Policy & Public Affairs

**Duration:** Permanent

**Location:** Home-based (with regular travel and work in London) or hybrid (Vauxhall office).

**Working Hours:** Flexible, working a minimum of 21 hours per week (3 days) - pro rata

**Salary:** £34,594 (out of London) or £38,000 (including London weighting) pro rata

**Direct reports:** None

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

## About Kinship:

Kinship is the leading kinship care charity in England and Wales. We offer kinship carers financial, legal, practical and emotional support and understanding from the moment they need it, for as long as they need it. Our expert advice, information and guidance helps with complicated and stressful decisions that so many kinship families have to make. We're always there to support them through difficult times and celebrate the good.

Kinship carers are strong and determined. Together, they are powerful. We help them build communities of support and action by connecting families locally and across England and Wales.

We're at the heart of kinship networks, partnering with and influencing service providers, local and national government and other organisations. We give everything we have to fight for each family and their rights, changing society until every kinship family is recognised, valued and supported.

## Overview:

Kinship carers are at the heart of everything we do. This role will build on existing practice across the organisation and lead on the implementation and further development of a participation and involvement framework, enabling a large and diverse range of kinship carers to share their views and expertise meaningfully, safely and effectively to shape Kinship's activity. It will also support our growing

participation and involvement activity which involves children, young people and young adults with experience of growing up in kinship care.

You will work closely with kinship carers and colleagues across the organisation to understand the key challenges and opportunities with embedding participatory methods, including co-production and co-design, which improve Kinship's work – right from the design and delivery of our advice and support services through to influencing policy and campaigning for change.

With support from colleagues, you will act as the key cross-organisational adviser on participation and involvement practice, supporting and empowering colleagues to develop the skills and knowledge they need to embed a consistent approach to the involvement of kinship carers to best suit the needs of their roles.

As an enthusiastic and engaging facilitator, and an advocate for participatory methods, you will sensitively and skillfully work alongside kinship carers and colleagues to deliver high quality involvement activity which supports the charity's mission and aims. You will also be an experienced project manager, ensuring all activity is appropriately monitored and evaluated, and aligned with best practice around equality and diversity, remuneration, safeguarding and governance.

### **Key responsibilities and objectives:**

- Refine and further develop an existing organisational participation and involvement framework which supports staff to meaningfully, safely and effectively involve kinship carers in their work.
- Design and implement a plan to embed effective practice based on the framework across Kinship, building a positive organisational culture and providing appropriate training, upskilling and support to colleagues to ensure consistency of delivery and experience for kinship carers.
- Lead a cross-organisational working group of people with relevant lived, learned and professional experiences to support and advise on embedding high-quality participation and involvement activity.
- Work closely with colleagues across the whole organisation to understand their bespoke needs, strengths and requirements around implementing participatory methods in their day-to-day work, and develop strategic relationships with colleagues in areas with more extensive existing participatory or adjacent activity (e.g. research, volunteering).
- Develop and recruit a network of people with lived experience interested in being more intensively involved in participatory activities, with a focus on increasing the diversity of people working with us.

- With support, act as the point person and key adviser on participation and involvement practice for colleagues across the organisation, regularly sharing best practice and learning opportunities.
- Lead on establishing and ensuring consistency in the monitoring, evaluation and reporting of this activity using our CRM system to understand how it delivers impact for individuals and contributes to the charity's mission and aims.
- In particular, curate a range of opportunities and structures for kinship carers to share their views and insights to support the ongoing delivery of a national training and support offer for kinship carers in England, and lead on the delivery of specific participatory projects as and when required.
- Support Kinship to develop our emerging participation and involvement activity with children, young people and young adults with experience of growing up in kinship care.
- Follow organisational policies and procedures, and establish new ones, which ensure our participation and involvement work aligns with best practice around equality and diversity, remuneration and payment, safeguarding and governance.
- Map activity across the sector and beyond to ensure we are constantly learning from this and improving, and lead on identifying external opportunities to share our own activity and learnings.

## **What you'll bring:**

### **Essential experience, skills and knowledge:**

- Experience managing and leading the delivery of participation or involvement activity with people with lived experience of social issues.
- A commitment to meaningful participation and involvement activity, including a nuanced understanding of the individual and organisational opportunities and challenges associated with this.
- Knowledge of models, methodologies and approaches used in high quality participation and involvement activity, and strong skills in creative facilitation – particularly with groups.
- An understanding of kinship care and how this may impact on kinship carers' involvement with Kinship and our activity.
- Experience of effective project management with strong attention to detail and organisational skills.
- Excellent written and verbal communication skills, building trust and positive relationships quickly with new people and an ability to represent Kinship, alongside those with lived experience, with senior external stakeholders.

- An empathetic, inclusive and collaborative approach to working alongside others, including the ability to problem-solve, mediate, hold challenging conversations, and create safe and supportive environments for discussion.
- Ability to juggle a complex workload in a fast-paced environment with often competing priorities, responding to unforeseen challenges and opportunities.
- Experience using Salesforce or similar CRM systems.

## **Desirable experience, skills and knowledge:**

- Personal experience of kinship care
- Experience of working directly with kinship carers
- Experience within a charity or children's social care environment

## **General Attributes:**

- Flexible and willing to provide some out-of-hours cover and travel for work occasionally.
- Commitment to the values, aims and objectives of Kinship.
- A real commitment to equity, diversity and inclusion within your role and a respectful approach to working with people from a range of backgrounds.
- Excellent written and spoken English.
- Right to work in the 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 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.**

Please apply for the role of **Participation and Involvement Manager** by 9am on Wednesday 25 June 2025 by sending your CV and 2-page cover letter via CharityJob.

## **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.
- 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:** Please apply with your CV and a max 2-page cover letter via Charity Job

**Application deadline:** 9am, Wednesday 25 June 2025

**First interview:** Online – Monday 7 July

**Second interview:** In person (Vauxhall, London) – Wednesday 16 July

## **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:**

- 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.