

A photograph of a Black woman with a joyful expression, holding two young girls. The girl on the left is wearing a bright yellow sweater with white polka dots, and the girl on the right is wearing a white long-sleeved shirt. The woman is wearing a grey top and large hoop earrings. In the top left corner, there is a yellow circular logo with the word "Kinship" in black text.

**Kinship**

**Kinship Family Worker (Reach)**

Programmes Team

# Information for applicants for the post of: *Kinship Family Worker (Reach)*

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 Family Worker (Reach)

**Responsible to:** Regional Programmes Manager

**Duration:** Fixed Term until 30 November 2026

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

**Working Hours:** 21 hours, 0.6 FTE

**Salary:** £26,500.00 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.**

## **Context:**

Kinship Reach is our award-winning, remote support programme providing time-limited and trauma-informed interventions for kinship families.

It is based on a solution-focused model that works towards a key goal while identifying strengths that kinship carers can use to improve family outcomes through telephone and video-call support.

The model grew out of our Covid-19 response programme (Kinship Response), which we delivered in partnership with 69 local authorities and 12 regional adoption agencies across England. Since then, it has evolved into a sustainable programme with proven impact.

Kinship Reach is delivered in partnership with local authorities, and supports kinship carers to:

- Access community-based assets and support for their families.
- Receive emotional and therapeutic support through a trusting relationship with their family worker.
- Navigate professional networks and services (social care, education, health, housing).
- Join monthly online peer support groups.
- Access Kinship's free advice, training, and other specialist services.
- Be signposted to other organisations who can support kinship families.
- By working in a trauma-informed way, carers report significant improvements in their wellbeing, resilience, and confidence.

## **Purpose of the role:**

As a Kinship Family Worker for Kinship Reach, you will deliver this intervention to families across 19 local authorities in the South East of England. You will provide time-limited, trauma-informed, remote support, helping carers to build resilience, improve wellbeing, and strengthen family outcomes.

You will:

- Work one-to-one with carers via phone and video.
- Facilitate monthly online support groups.
- Support carers to navigate complex services and link into community assets.
- Help carers develop strengths and solutions to achieve key goals.
- Liaise with professional networks around families.

You will bring strong relationship-building, communication, and organisational skills, plus proven experience supporting families, particularly those facing disadvantage.

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

## **What you'll be doing:**

## **Key responsibilities:**

## **One-to-one support**

- Provide time-limited, trauma-informed, solution-focused support to kinship carers and their families in line with the Kinship Reach model.
- Build a trusting therapeutic relationship with carers through regular telephone or video calls.
- Help carers identify goals, draw on strengths, and work towards positive outcomes.
- Signpost carers to Kinship's free advice and training, and to other organisations.
- Support carers to navigate services and professional networks, including attending virtual meetings if needed.
- Liaise with other agencies involved in supporting the family.

## **Peer support groups**

- Plan, organise, and facilitate monthly **virtual peer support groups**.
- Develop new groups and maintain existing ones in collaboration with carers.
- Promote groups to carers and partner organisations.

## **Participation**

- Encourage kinship carers to shape the design and delivery of peer groups.
- Share carer voices and stories to support Kinship's communications and impact reporting.

## **Safeguarding and risk management**

- Recognise and respond appropriately to signs of abuse or neglect, following Kinship's safeguarding policy.
- Complete risk assessments for groups and online engagement.
- Maintain a trauma-informed, safe practice at all times.

## **Monitoring and evaluation**

- Accurately record casework, goals, and outcomes on Salesforce.
- Gather feedback, case studies, and data to evidence impact.
- Contribute to reporting for local authority partners.



## **Relationship and stakeholder management**

- Work collaboratively with local authority partners to ensure effective referrals and programme delivery.
- Represent Kinship Reach at external meetings and events.
- Build partnerships with local organisations to enhance the support available to kinship carers.

## **General duties**

- Engage in team meetings, supervision, and reflective practice.
- Contribute to the development and continuous improvement of the Kinship Reach model.
- Participate in organisational activities such as Kinship Care Week.
- Be willing to travel occasionally for team events and training.

## **Knowledge, abilities, skills and experience:**

### **Essential experience**

- Experience of providing family support using a goal-focused approach.
- Experience of facilitating peer support groups, ideally online.
- Experience of working in partnership with statutory and community services.

### **Essential skills and knowledge**

- Understanding of trauma-informed and strengths-based practice.
- Knowledge of kinship care (or willingness to develop this quickly).
- Strong communication and relationship-building skills.
- Ability to work independently from home and manage a varied workload.
- Good organisational and IT skills (including remote delivery).
- Commitment to safeguarding and child protection.

### **Attributes**

- Positive, can-do approach with emotional resilience.
- Commitment to Equality, Diversity, and Inclusion.
- Flexibility to travel occasionally across the South East.

### **Desirable**

- Personal experience of kinship care.
- Knowledge of the National Kinship Care Strategy (England 2023).
- Experience using Salesforce or other case management systems.
- Existing networks in the South East voluntary/community sector.

## Standard Clauses

- Carry out responsibilities with due regard to Kinship's Equality, Diversity and Inclusion, Health and Safety, and Safeguarding policies.
- This role requires satisfactory enhanced Disclosure and Barring Service (DBS) clearance.
- Respect confidentiality of data in line with GDPR.
- Work collaboratively across Kinship to achieve strategic objectives.

## 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 [via CharityJob](#) by sending your CV and answering the questions below.

Please use examples to demonstrate your experience.

1. Why do you want to work for Kinship as a Kinship Family Worker within the Reach programme, and what draws you to supporting kinship carers through online and remote delivery?
2. Kinship Reach is delivered entirely online and focuses on tailored support. Describe how you would build trust, engagement, and strong relationships with kinship carers remotely? Please include how you would approach completing a family assessment online, and outline an example of how you've



adapted your approach to meet a family's needs using remote methods of working.

3. What do you see as the key challenges in running online group support for kinship families, and how would you create a safe, inclusive space where carers feel comfortable sharing? Please include how you would identify and respond to any safeguarding concerns that arise in a virtual setting.
4. Reach workers support kinship carers who may be under significant pressure. How do you manage your caseload, maintain professional boundaries, and prioritise your work when supporting families experiencing complex or crisis situations, especially when working remotely?

**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:** 23:30 14 December  
**First interview:** Thursday 18 December

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 Victoria Grey Regional Programmes Manager on [victoria.grey@kinship.org.uk](mailto:victoria.grey@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.