



**People Partner**

Corporate Services Department

# Information for applicants for the post of: *People Partner*

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:** People Partner

**Responsible to:** Head of People and Culture

**Duration:** Permanent

**Location:** Hybrid, at least 2-3 days per month in the Vauxhall office

**Working Hours:** Full-time, 35 hours per week across 4-5 days (flexible, working minimum of 28 hours/per week considered – pro rata)

**Salary:** £32,094 - £35,500 (London Weighting) (pro-rata)

**Leave allocation:** 30 days annual leave, 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 role:

We are seeking an experienced and proactive professional People Advisor to join our People and Culture team. This role combines administrative responsibilities with advanced HR advisory duties including case management, training delivery and deputising for the Head of People and Culture. This role may suit an experienced People Administrator looking for career advancement, or an experienced HR Advisor looking for a new opportunity.

We welcome applicants who are kinship carers or kinship care experienced and value diversity, inclusion and open-mindedness. This role will be predominately office based, however, there could be some opportunities to work from home by agreement.

## Key responsibilities:

### **People partnering:**

- Employee relations: Manage disciplinary, grievance and absence cases, providing advice and coaching to managers.
- Performance management: Support managers in performance improvement plans and appraisal processes, coaching on effective techniques.
- Policy and compliance: advise on and implement HR policies, ensuring adherence to employment law and charitable regulations.
- Training and development: Identify training needs and help coordinate learning programmes to boost employee skills.
- Change management: Support managers and employees through organisational changes, including formal consultations if required.

### **People administration:**

- Onboarding and offboarding
- Support with organisational and team inductions
- Prepare and send welcome packs and induction materials.
- Set up, update and maintain accurate employee data in the people system.
- Coordinate exit processes and update records.
- Prepare contract changes and issue documentation.
- Support with compliance checks and filing.

### **Recruitment administration:**

- Advertise vacancies on job boards and company platforms.
- Support with arranging interviews and communicating with candidates.
- Process reference requests and maintain candidate records.

### **General support**

- Respond to basic people queries promptly and professionally.
- Assist with ad-hoc projects across the organisation.

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

## **Skills and attributes**

- Organised and detail oriented.
- Coaching approach
- Strong communication skills.
- Problem-solving mindset and ability to work independently.
- Open-minded and inclusive approach.
- High level of integrity

## **Experience**

- Demonstrable employment law knowledge
- Demonstrable case management experience
- Demonstrable knowledge of creating and improving people processes
- Familiarity with people systems is a bonus (training provided).
- Commitment to confidentiality, including highly sensitive personal information
- Commitment to diversity and inclusion.
- Respectful and empathetic in all interactions.

## **Why join us?**

- Work in a mission-driven organisation that is changing lives and changing the systems that impact children and young people growing up in kinship families
- Opportunity to learn and grow in a supportive environment.
- Training and development provided.
- Regular coaching
- Be part of a team that values people and culture at its core.

## 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 **People Partner** by sending a **CV** and **application questions** to the advertisement on <https://www.charityjob.co.uk/jobs/kinship/people-partner/1051822?tsld=36>. 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:** 25/01/2025

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 **Katie Prescott** (Head of People and Culture) on [HR@kinship.org.uk](mailto:HR@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.