



# **Kinship Connected Family Worker (East Sussex)**

# What you need to know about this role:

<b>Job Title:</b>	Kinship Connected Family Worker (East Sussex)
<b>Responsible to:</b>	Senior Project Worker
<b>Contract:</b>	Fixed term until April 2025
<b>Location:</b>	Based in East Sussex, with some remote working and travel across the region
<b>Working Hours:</b>	21 hours per week
<b>Salary:</b>	£23,500 pa - pro rata
<b>Closing date:</b>	8am, Monday 22 April 2024
<b>Interview 1:</b>	Wednesday, 01 May 2024
<b>Interview 2:</b>	tbc

## INFORMATION FOR APPLICANTS FOR THE POST OF Kinship Connected Family Worker

Thank you for your interest in the above role. This pack tells you more about the 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.

### 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 are always there to support them through challenging 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 are 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.

Kinship care often begins in crisis. A child has parents who are unable to care for them, for whatever reason. It can be frightening, confusing and heart-breaking.

Instinctively, a loved one steps in – a grandparent, brother, sister, aunt, uncle or family friend. They are now a kinship carer, bringing up the children they love. There is often no chance to prepare. Plans may be pushed aside. Relationships, jobs and savings are frequently sacrificed.

It is life changing and challenging raising children who have been hurt or neglected, but kinship carers do it anyway because they put the children first.

We know how hard life can be for kinship carers, but we have seen the amazing things they are capable of, with someone by their side. With the right support, children raised in kinship families can flourish.

That is why we support, connect and campaign – to keep kinship families stronger by keeping them together.

## About the Team:

As a Kinship Connected Family Worker, you sit within our Programmes Team to deliver our flagship Kinship Connected programme to families in your commissioned area (East Sussex).

## About the role.

You will provide intensive one-to-one intensive support to kinship carers and their families to help them become resilient and informed, with a strong support network to help them care for the children in their care.

You will be committed to the work of Kinship and passionate about making a difference to the lives of vulnerable families. You'll bring excellent relationship building, communication and organisational skills, as well as be able to work on your own initiative and collaboratively with partners. You will have proven experience of working with families, particularly those in more disadvantaged circumstances.

## Key responsibilities:

### One-to-one support

You will provide intensive one-to-one support bespoke to kinship carers and their families over a six-month intervention, working within the Kinship Connected delivery model. This may include, but is not limited to:

- Practical and emotional support to kinship carers virtually or in-person in their home or community.
- Signposting or referring to relevant national and local services.
- Liaising with other professionals and organisations.
- Attending professional meetings when the carer needs extra support (e.g. CIN, CP, family group conference, school meetings).
- Making referrals to other Kinship services such as Advice, Someone Like Me, Peer-to-Peer.
- Signposting carers to secure grants from local and national funders.
- Setting goals for change following Kinship Connected processes, in partnership with the kinship carer.
- Monitor, review and revise these goals to ensure carers are on track and goals remain relevant and as part of the 'closing' process as the carers complete the intervention.

### Peer group facilitation and management

You will be responsible for planning, organising, facilitating peer support groups for kinship carers in your area, working in line with the Kinship Connected delivery model. This will involve:

- Developing existing groups and setting up new groups as required.
- Working closely with Kinship's peer-to-peer service where appropriate.
- Collaborating with kinship carers, the local authority, and community partners to set up virtual and in-person support groups in your commissioned area.
- Planning, preparing, facilitating virtual and in-person support groups.
- Promoting groups in the local area to kinship carers and organisations who work with them, including contributing to the creation of promotional materials.

### Participation

- According to Kinship's Volunteering policy and other related policies, support kinship carers to engage with opportunities such as volunteering in virtual and in-person support groups.
- Work proactively to enable kinship carers to influence the design and delivery of the peer support groups delivered in their area (such as topics, time / date, location).
- Support Kinship's communications and engagement strategy by providing case studies and sourcing images for newsletters and local media to promote the programme.

### Safeguarding and risk management

Kinship has a robust safeguarding structure. You will be supported by a Designated Safeguarding Lead (DSL) and Designated Deputy Safeguarding Leads (DDSL).

- Recognise and respond appropriately to signs of abuse or neglect, following national legislation and procedures and Kinship's own safeguarding procedures.
- Liaise with your line manager and safeguarding lead regarding safeguarding concerns, following Kinship's policies and processes.
- Provide updates and information for managers about cases of concern.
- Complete risk assessments for events or groups with families in line with Kinship's policies and processes to be signed off by a DSL or DDSL.
- Follow Kinship's health and safety policies to keep yourself and your clients safe, such as Lone Working Policy, Home Visit Policy and other relevant policies.

### **Monitoring and Evaluation**

- Ensure casework, attendance, feedback, and other data related to service delivery are regularly and accurately recorded on our Salesforce database in line with Kinship's policy and best practice.
- Ensure completion of carer registration forms, review forms, and closure forms, taking details that will be used to evidence impact.
- Collect case studies from your kinship carers to help demonstrate impact.
- Contribute to any reports for local authority partners as required with data and case studies.
- Attend monitoring meetings as required.
- Engage in quality assurance processes in line with ongoing programme development.

### **Relationship and stakeholder management**

- In partnership with the Senior Project Worker, enable local authorities to understand the programme and pathways for how to make referrals.
- Support practitioners' meetings with local authorities to encourage referrals, discuss cases, and ensure local authority confidence in the programme.
- Where applicable, work with local authorities to raise awareness of kinship care and to reach and support kinship carers through the programme.
- Where possible and relevant, represent Kinship at external events and meetings to raise awareness of the programme and to influence other organisations.

### **General duties and tasks**

- To attend and engage with team and general staff meetings.
- To personally prepare for and attend case reviews, one-to-ones and appraisals with your line manager.
- To act at all times in the best interest of Kinship.
- To participate in the induction of new staff members and volunteers.
- To work with line manager to identify own training needs and undertake training and development.
- To engage in reflective practice, using opportunities for supervision and professional development as appropriate.
- Deputise for the Senior Project Worker as needed such as internal meetings or external meetings and events.
- Participate in opportunities provided by Kinship to develop your skills and knowledge such as staff training, 'Lunch and learn' sessions.
- To carry out other related duties as may from time to time be required to fulfil the mission of the team and organisation.
- To develop Kinship Care Week in your local area.
- Be willing to travel across England as necessary to attend events and raise the profile of the service and kinship care.

### **Standard Clauses**

- The post holder must at all times carry out their responsibilities with due regard to Kinships' Equal Opportunities Policy and Safeguarding Policy.
- 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.
- This role will require satisfactory enhanced level Disclosure and Barring Service (DBS) clearance.

- 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.

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

### **Essential**

#### **Experience**

- Experience of family work and undertaking needs assessments both in person and remotely
- Experience of setting up and facilitating peer support groups on an in-person and remote basis.
- Experience of working with statutory, voluntary and community networks and the ability to represent the organisation to external stakeholders.

#### **Knowledge, skills and understanding**

- Knowledge and understanding of kinship care and the ability to learn quickly about the regulations and guidance relating to special guardians.
- Excellent communication skills.
- Proven track record of high-level administrative work and experience of working with a case management systems to record interventions.
- Ability to work on your own initiative and manage a complex and varied workload to successfully meet project deadlines and targets.
- Right to work in the UK and a Full, clean driver's licence.

#### **General attributes**

- Positive and can-do attitude and ability manage challenging and sensitive issues.
- Commitment to the values, aims and objectives of Kinship
- Ability to apply Equalities, Diversity and Inclusion Principles in all areas of work
- Flexibility to travel across London and to occasional meetings in other parts of England

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## **Desirable**

#### **Experience**

- Personal experience of kinship care
- Experience of writing articles, reports, web content and other documents or publications aimed at specific audiences.
- Experience of using Salesforce database

#### **Knowledge, skills and understanding**

- Knowledge and awareness of the National Kinship Care Strategy for England 2023
- Network of local contacts in voluntary and community organisations in East Sussex

## 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 we select candidates

To adhere to our commitment to Equality, Diversity and Inclusion, Kinship uses Artificial Intelligence (AI) as part of an Applicant Tracking System (ATS) – BeApplied. This ensures personal characteristics, such as age, ability, ethnicity etc. are **not** available to the shortlisting panel. The BeApplied ATS system goes further by aiming to remove all socio-demographic details that might affect decision making. This is known as 'Anonymous Recruiting'.

You are invited to apply for this role via the BeApplied recruitment platform [here](#)

**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

## Key Dates:

<b>Application Deadline:</b>	8am on 22 April 2024
<b>First Interview:</b>	Wednesday, 01 May 2024
<b>Second Interview:</b>	tbc

If you would like further information or an informal chat about this role, please contact **Fiona Summers** [Fiona.summers@kinship.org.uk](mailto:Fiona.summers@kinship.org.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.

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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)**

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We want to offer you the best place to work. Our people are really 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 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





# What we can offer you:



## Community:

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



## Flexible working:

- We operate flexible working practices which include working from home, varying start and end times of the working day, compressed hours and variable contract hours through the year.



## Family:

- Our policies include kinship care, compassionate, dependents, and bereavement leave that support the lives of employees who have additional commitments.
- We are proud that 20% of our current staff are kinship carers, and we are striving to lead the way as a 'Kinship Carer Friendly Employer'.



## 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



## Holidays:

- 30 days annual leave, plus bank holidays (1 April to 31 March).
- We close for three days between Christmas and New Year, which will be deducted from your annual leave allowance.



## Pay and pension:

- You'll be eligible and auto-enrolled into a pension scheme - we use Nest Pensions. Current employee contributions are 5% and we will contribute 3%.



## Cycle to work programme:

- This scheme enables employees to get tax incentives from cycling to work.



## 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.

# Conditions of Employment:

## **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.

## **Travel:**

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.

## **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.

## **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.

# 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 really 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.

**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**

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