



**Project Worker - Kirklees & Calderdale:
Programmes Team**

Job Description:

Job title: Project Worker - Kirklees & Calderdale

Responsible to: Senior Project Worker

Duration: Contract until 31 March 2024 with potential extension, dependent on funding

Location: Home-based within West Yorkshire (Kirklees & Calderdale), with some remote working and travel across the region

Working Hours: Part-time (21 hours per week) and we offer flexibility so that you can fit your job around your home life (which is really important to us)

Salary: £23,500 per annum (pro rata)

About Kinship:

Kinship is the leading charity in England and Wales for kinship carers – relatives and friends who raise children when their parents aren't able to. We offer kinship carers expert advice as well as financial, legal, practical and emotional support and understanding from the moment they need it, for as long as they need it. We're always there to help with the complicated and stressful decisions that so many kinship families have to make, as well as to celebrate the good times.

Working alongside kinship carers and the children they raise, with their voice and views at the fore, we build communities of support and give everything we have to fight for each family and their rights, as well as to raise awareness of kinship care and secure better support for all those playing this critical role.

Purpose of the job:

As a project worker for Kinship Connected, you will deliver this flagship programme to families in your commissioned area (Kirklees and Calderdale). 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 roles and responsibilities:

One-to-one support:

- Provide intensive one-to-one support bespoke to the 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:
 - Providing 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 for carers to secure grants from local and national funders.
- Set 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 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.

Person specification:

Essential experience of:

- Working with a vulnerable client group
- Undertaking family assessments
- Providing one-to-one support remotely and in-person
- Multi-agency team working
- Working with groups and setting up support groups on an in-person and remote basis
- Working with statutory, voluntary and community networks
- Representing an organisation to external stakeholders
- Using databases to record your work

Essential knowledge, skills and understanding:

- Knowledge and understanding of kinship care and/or children and families who need support
- Understanding of general family/parenting support work
- Ability to learn quickly about the regulations and guidance relating to special guardians
- Training and / or facilitation skills
- Excellent communication skills both written and oral
- Excellent administrative and data recording skills
- Proven track record of working with a case management system to record interventions
- Ability to work collaboratively in partnership with external organisations, carers, families and volunteers
- Ability to work on your own initiative and manage a complex and varied workload to successfully meet project deadlines and targets
- Excellent IT skills (Word, email, data recording, Excel, Zoom, Teams)

Desirable experience, skills and understanding:

- Personal experience of kinship care
- Experience of writing articles, reports, web content and other documents or publications aimed at specific audiences
- Experience of working directly with local authorities
- Experience of using Salesforce database
- Knowledge and understanding of older people's issues
- Ability to speak languages that reflect the local population
- Knowledge and understanding of regulations and guidance affecting kinship carers
- Network of local contacts in voluntary and community organisations

General attributes:

- Positive and can-do attitude and ability to work in a complex working environment
- Resilience when dealing with challenging and sensitive issues
- Ability to remain calm under pressure
- Commitment to the values, aims and objectives of Kinship
- Commitment to equal opportunities and diversity and a respectful approach to working with people from a range of backgrounds
- Flexibility to travel across West Yorkshire and to occasional meetings in other parts of England or Wales
- Excellent written and spoken English.
- Permission to work in the UK.
- Full UK driving licence with access to own transport for work purposes

How to apply:

Please apply via our recruitment platform, BeApplied. You will be asked three short questions and to submit your CV. Apply [here](#).

Closing date: **12pm on Thursday 23 November 2023.**

Interview date: **Wednesday 29 November 2023 (in-person)**

If you have questions about this role, please contact Vikkie on [**recruitment@kinship.org.uk**](mailto:recruitment@kinship.org.uk).

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 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.



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.



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'.



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.



Cycle to work programme:

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



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.



Health and Wellbeing:

- Employee Assistance Programme (24/7 confidential advice line and counselling).
- Wellbeing Action Plan for each staff member.
- Regular Wellbeing Wednesdays
- Charity Worker discount scheme



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%.



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.

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. Kinship operates a blind recruitment process in-house and any identifying information will be removed from your application prior to shortlisting.

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.

Candidates must have a willingness to work regular evenings and weekends as required (time off in lieu will be provided) and to travel nationally (when possible) to attend events.