



**Research Manager**

# What you need to know about this role:

**Job title:** Research Manager

**Responsible to:** Head of Research and Practice

**Duration:** Permanent

**Location:** Office-based (Vauxhall) or home-based (hybrid)

**Working Hours:** Full-time (flexible, working minimum of 28 hours/per week considered). Pro rata if part-time.

**Salary:** £34,775-£38,791 (outside of London) or £38,000-£42,017 (including London weighting). Pro rata to part-time if applicable

## 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.

## About the role:

In this new, varied and impact-focused role, you will have the opportunity to contribute to our growing research programme, collaborating with colleagues across the charity as well as academics and other research partners. You will work across all stages of the research process, including research design, analysis, write up, dissemination and impact.

Kinship is the leading provider of services for kinship carers in England and Wales, and has a large Community of around 12,000 kinship carers. We play a key role in supporting kinship carers to participate in research to influence our services as well as policy and practice. In this role, your research will really make a difference.

You will run consultations and undertake desk research, including analysis of Kinship's service data to identify issues and trends.

You'll work closely with services, and policy and communications team colleagues to share and use findings, and to build effective relationships to ensure research has impact.

You will also help develop and manage studies conducted with research partners including the [Rees Centre at the University of Oxford](#), [Lancaster University](#) and a soon to be announced new project with the University of Exeter.

We have recently contributed to projects with [Foundations – the What Works Centre for Children and Families](#) and led consultation with kinship carers on behalf of a group of local authorities as part of their service development planning.

We're looking for someone with a broad range of research skills to support the development of an ambitious research strategy and plans and to generate new knowledge and insight to build a high-quality evidence-base for kinship family support.

## **What you will do:**

### **Research strategy and planning**

- Keeping abreast of relevant external research.
- Working with the Head of Research and Practice to develop an ambitious research strategy and plans to support organisational objectives.

### **Undertaking research**

- Undertaking desk research, surveys, focus groups and other consultations,
- Being responsible for research design, execution, analysis of qualitative and quantitative data, and drafting reports and recommendations.
- Working collaboratively with the Head of Policy and Public Affairs who has responsibility for Kinship's annual survey of kinship carers.

### **Analysing data held on Kinship's Salesforce CRM**

- Working with the Salesforce team to analyse data to identify and monitor issues and trends, producing summary reports and presentations and then working collaboratively with colleagues to inform policy and influencing plans and the development and delivery of services that meet kinship families' needs.

### **Working with the Head of Research and Practice to plan and oversee externally commissioned research studies**

- Working across the research cycle, from design to impact:
  - Identifying research questions
  - Developing research proposals
  - Considering appropriate methodology
  - Supporting funding applications
  - Developing relationships with/commissioning research partners (universities, think tanks, etc)
  - Managing research projects to ensure they are delivered on time and on budget
  - Ensuring research outputs are high quality and that insights can be applied to policy and practice.



## **Supporting meaningful participation of kinship carers and young people in research, in line with Kinship's participation principles**

- Working with the Head of Research and Practice to recruit, train and support peer researchers.
- Work with the organisation's participation leads to manage requests from external agencies to consult with kinship carers and kinship care-experienced people, working in partnership and negotiating fees and benefits as appropriate.

## **Supporting the Kinship Care Researchers' Network**

- Contributing to plans for the development of the Network
- Contributing to organising and supporting meetings and speakers

## **Producing high quality and accessible research content for a range of audiences, including:**

- Presenting research findings at events and meetings
- Being responsible for a regularly updated online research bank with summaries of kinship care research and up-to-date statistics and data and trends about kinship care
- Working with the Head of Research and Practice to produce evidence and research informed practice briefings
- Working collaboratively to produce research and evidence reviews to support business development, fundraising and policy and campaigns priorities, in collaboration with relevant colleagues

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

### **Essential experience**

- Excellent understanding of research methodologies and experience of applying qualitative and quantitative research techniques to a range of projects in a relevant field of research.
- Experience of planning, commissioning and managing research projects, ensuring delivery on time and budget.
- Experience of delivering research with impact in a relevant field
- Excellent written communication skills, with an ability to tailor to different audiences including kinship carers.
- Excellent presentation skills, able to represent an organisation effectively.
- High level data analysis and data manipulation skills.
- Excellent planning skills and attention to detail
- Excellent organisation skills and ability to work happily in a fast-paced environment, keeping multiple projects on track

- Committed to meaningful participation of kinship carers and their families in research.
- Experience of using user centred research and inclusive participatory research methods, in a relevant context.
- Commitment to using Kinship's CRM system (Salesforce) effectively as part of day- to- day role.
- Confident, able to build positive and productive relationships internally and externally
- Financially literate, able to manage a research budget
- Strategic thinker, with an ability to influence and respond to opportunities
- Self-starter, able to take responsibility

#### **Desirable experience and knowledge:**

- Postgraduate level research methods training.
- Experience of working with peer researchers
- Experience of successful fundraising for research and funder reporting
- Understanding of children's social care.
- Lived experience of kinship care

#### **General characteristics and attributes**

- Flexible and willing to travel for work occasionally across England and Wales.
- 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.
- Enthusiastic about working collaboratively in a growing and fast-paced charity, with the positive and approachable attitude, tenacity and innovative problem solving this requires.
- Excellent written and spoken English.
- Permission to work in the UK.

## Equality and Diversity

Kinship is committed to inclusivity and representing the diversity of the communities we serve. We therefore welcome applications from all backgrounds and all sections of the community. Applicants will be treated fairly throughout the recruitment process and we will ensure there is no unfair discrimination on the basis of race, ethnic origin, disability, gender, religion or belief, age, sexual orientation or any other relevant characteristic. For this role we are actively seeking applications from Black, Asian and minority ethnic applicants who are currently under-represented at senior management levels in the charity.

## How to apply:

Please apply by submitting a CV and a personal statement (4 pages A4 max) that sets out clearly how you meet the person specification to:  
[recruitment@kinship.org.uk](mailto:recruitment@kinship.org.uk)

If you would like to discuss the role with the Chief Executive, please contact Vikkie Chapman, Executive Assistant - [recruitment@kinship.org.uk](mailto:recruitment@kinship.org.uk)

Application deadline: **9am on Monday 4 December**

Interviews (Vauxhall office): **Wednesday 13 December**. You will be asked to create a 15-minute presentation as part of the interview (you will hold full copyright and ownership of the presentation and contents).



# 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

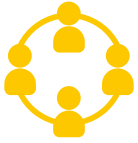
**We care about each other and create spaces where people feel they belong and can thrive**

- 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.



## 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.
- Wellbeing Wednesdays
- Charity Worker Discount



## 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.

## 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.