



**Research Officer**

**Research & Practice Team**

# Information for applicants for the post of: Research Officer

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:** Research Officer

**Responsible to:** Research Manager

**Duration:** Permanent

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

**Working Hours:** Full-time - 35 hours per week (flexible, working minimum of 28 hours/week considered)

**Salary:** £31,000 to £34,000 depending on experience (plus London Weighting if applicable of £3,405.85 per annum FTE) pro rata if part time

**Direct reports:** 0

**Leave allocation:** 30 days annual leave, plus bank holidays pro rata if part time (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 is the nation's leading kinship charity. With kinship care being of increasing focus in national and local policy and research, there is a growing need for high-quality evidence and actionable insight to improve support for kinship families.

Our training, peer support, advice and navigator services are well-established and trusted, yet we know some kinship carers are under-served - particularly ethnic minority kinship carers, kinship families with mixed heritage and informal kinship carers. We also know the voices of kinship-experienced children, young people and adults are under-represented.

Strengthening the evidence base around kinship care, and ensuring lived experience informs policy, practice and service development is central to our work.

## **Purpose of the role:**

The Research Officer supports Kinship in building a strong and coordinated evidence base about kinship families, and ensures our influencing work is grounded in real experience.

The role supports the design, delivery and communication of high-quality research, insights and evaluation that shapes policy, practice and service development. It also supports the coordination and operational delivery of research and practice activity, helping ensure projects, networks and events run effectively and that insights are shared across the organisation and the wider sector.

They will work closely with colleagues across the organisation, including Policy, Programmes, Peer Support and Communications. It will ensure that research and insight are gathered and used consistently and that the experiences of kinship carers, particularly those from underserved communities, are central to our work.

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

### **Key responsibilities:**

#### **Research and insight:**

- Design and deliver qualitative and quantitative research that improves understanding of kinship families' needs, experiences and outcomes.
- Lead data collection through surveys, interviews, focus groups and desk research.
- Carry out analysis using suitable methods to produce accurate and meaningful insight.

- Ensure research reflects the diversity of kinship carers, including carers from ethnic minority communities, mixed heritage families, informal kinship carers and carers experiencing additional barriers.
- Maintain strong ethical standards and follow GDPR requirements.
- Developing and supporting participatory research methods with kinship carers, children and young people

#### **Evaluation:**

- Support evaluation of Kinship services including peer support, training and digital programmes.
- Develop tools and approaches that help gather feedback and evidence of outcomes.
- Analyse programme data to highlight trends, gaps and opportunities.
- Present findings in clear and accessible ways that support decision making.

#### **Policy and influencing support:**

- Provide evidence that strengthens Kinship policy positions and external influencing activity.
- Contribute data and insight to briefings, consultation responses and reports.
- Identify emerging issues and opportunities for policy change.

#### **Research operations and coordination:**

- Support the operational delivery of research and practice work across the organisation.
- Organise participant remuneration for people with lived experience involved in research and practice activity.
- Manage invoices and liaise with the finance team to process payments
- Manage the research inbox and coordinate responses to incoming queries.
- Support project coordination across research and practice work using systems such as Asana.
- Maintain accurate records of activity and engagement using Salesforce.

#### **Collaboration and stakeholder engagement:**

- Work with colleagues across teams to understand research and insight needs.
- Maintain positive relationships with external research partners and sector organisations.
- Support opportunities for kinship carers to participate in research in a respectful and inclusive way.
- Manage the Kinship Professionals Network and the Kinship Care Researchers Network, including planning and scheduling meetings, coordinating agendas, recording and minuting meetings and sharing insights across the organisation.
- Support the planning and delivery of research and practice events, from consultations to knowledge exchange events.
- Manage communications and invitations for research and practice activity including the Kinship website.

### **Reporting and communication:**

- Produce clear and high-quality written reports, summaries and presentations.
- Translate data and complex information into accessible findings for families, colleagues, funders and partners.
- Work with the communications team to support publication and dissemination.

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


### **Essential knowledge and experience:**

- Experience completing mixed methods research including design, fieldwork, analysis and reporting.
- Experience working in a research, evaluation or insight role in a charity, academic or public sector setting.
- Experience producing accessible research outputs for different audiences.
- Experience engaging with underrepresented communities and understanding barriers to participation.
- Experience of kinship care or social care research in the UK or comparable settings
- Strong analytical and data interpretation skills with experience of R or equivalent statistical languages.
- Knowledge of research ethics, safeguarding considerations and GDPR.
- Ability to manage several projects at once with accuracy and attention to detail.
- Excellent written and verbal communication.
- Ability to work collaboratively and build strong relationships.

### **Values and behaviours**

- Commitment to Kinship's mission and improving outcomes for kinship families.
- Values lived experience and works in an inclusive way.
- Curious, thorough and committed to producing high quality evidence.
- Responsible and accountable for accurate and reliable outputs.
- Helps build a positive team culture and contributes to organisational learning.

### **General characteristics and attributes**

- A real commitment to equity, diversity and inclusion within your role
- A respectful approach to working with people from a range of backgrounds
- Understanding of safeguarding particularly around vulnerable families
- Commitment to the values, aims and objectives of Kinship
- Flexible and willing to travel for work across England, including overnight stays
- Permission to work in the UK
-  ADBS check is essential due to working with and across vulnerable groups of individuals.

### Desirable knowledge, experience and skills:

- Postgraduate qualification in a related discipline with a research methods component
- Lived experience of kinship care
- Understanding of trauma-informed approaches
- Demonstrable experience using Salesforce (our CRM), Asana (project management), and Notion (manualisation platform)
- Demonstrable experience of delivering government-funded or commissioned services and reporting to funders
- Experience of working with kinship or care-experienced children and young people in the UK or comparable settings

### Your main relationships will be with:

Internal:	External:
<ul style="list-style-type: none"><li>• Research Manager</li><li>• Practice Lead</li><li>• Peer Support Team</li><li>• Director of Services and Digital</li><li>• Participation and Involvement Manager</li><li>• Policy and Public Affairs Team</li><li>• Communications Team</li><li>• People and Culture Team</li></ul>	<ul style="list-style-type: none"><li>• Kinship carers</li><li>• Children and young people in kinship care</li><li>• Kinship-experienced young adults</li><li>• Statutory, voluntary sector, faith and community organisations</li><li>• Local authority partners</li><li>• Schools, academies and virtual schools</li></ul>

### 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 by sending a **CV** and cover letter via <https://www.charityjob.co.uk/>. **Any applications arriving after the closing date will not be considered for shortlisting unless there are exceptional reasons.**

## **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 CV and 1 page 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:**

<b>Apply:</b>	Via CharityJob
<b>Application deadline:</b>	11.59pm on Sunday 19 April 2026
<b>First interview:</b>	w/c 27 April 2026 (online)
<b>Second interview:</b>	w/c 4 May 2026 (in-person, London)

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 **Anam Raja** (Research Manager) – [research@kinship.org.uk](mailto:research@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:**

**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 1093975**

- 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.