



Kinship

Research Officer

Research and Practice

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: Hybrid (based in Kinship's Vauxhall Office, London)

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

Salary: £34,491 to £37,491 depending on experience (inclusive of London Weighting; pro rata for reduced hours)

Direct reports: None

Leave allocation: 30 days' annual leave (FTE), plus bank holidays. Annual leave entitlement for part-time colleagues will be calculated on a pro-rata basis.

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.

Purpose of the role:

You will support the delivery of Kinship's thriving, high-quality and impactful research programme. Working closely with the Research Manager, you will help build a **strong and coordinated evidence base** about the experiences, perspectives and needs of kinship families, and ensure our influencing work is **grounded in lived experience**.

You will contribute to a range of externally funded and internally commissioned research projects, using **quantitative, qualitative and participatory approaches** that involve kinship carers, children and young people, and professionals. Through collecting, analysing and sharing evidence you will help ensure the lived experience of kinship families informs Kinship's influencing, campaigning and service development.

The type of person we're looking for:

We're looking for an early career to developing researcher who is passionate about using evidence to improve outcomes for children and families. You will be curious, organised and analytical, with experience supporting research projects – and ideally of working with academic partners - and an interest in participatory approaches that involve people with lived experience.

You will be comfortable working across a variety of research activities, including literature reviews, surveys, interviews, focus groups, data analysis and report writing. You will have strong attention to detail and be confident managing multiple projects simultaneously while maintaining high standards of quality and ethics.

You will value lived experience and understand the importance of involving kinship carers, children and young people in research in meaningful and respectful ways. You will be motivated by generating evidence that informs policy, practice and service development, and enjoy working collaboratively with colleagues, research partners and participants.

This role would suit someone who is looking to develop their research career within a values-driven organisation and gain experience across a variety of applied social research projects spanning qualitative, quantitative and participatory research methods.

What you'll be doing:

Key responsibilities:

1. Research delivery

- Working with the Research Manager to support the delivery of Kinship's research programme, helping to build understanding of the experiences, needs and outcomes of kinship families.
- Contribute to a range of externally funded and internally commissioned research projects, working flexibly across different stages of the research life cycle, including literature reviews, study design, participant recruitment, data collection, analysis, reporting and dissemination.
- Contribute to collaborative research with external research partners on research activities, such as involving kinship carers, children and young people in research design, supporting participant engagement, analysis, producing research outputs and embedding research insights,
- Contribute to participatory research involving kinship carers, children and young people, ensuring lived experience is meaningfully embedded throughout the research process from research design to implementation and interpretation and aligned with our organisational participation and involvement framework. Support participation using inclusive, trauma-informed and developmentally appropriate approaches.
- Undertake qualitative and quantitative research activities, including surveys, interviews, focus groups, consultations and desk-based research to generate evidence-informed and evidence-based insights that strengthen Kinship's policy, influencing, campaigning and service development activity.
- Analyse and interpret data using appropriate methods to generate accurate, meaningful and actionable insights.
- Identify emerging themes, issues and evidence gaps relevant to kinship families.
- Contribute to the production of high-quality reports, briefings, presentations and other research outputs.

2. Kinship annual surveys

- Support the design, delivery and analysis of Kinship's annual survey of kinship carers, including exploring trends over ten years of survey data.
- Support the development, co-production and delivery of Kinship's first national survey of children and young people in kinship care.
- Contribute to the reporting and communication of both survey findings to internal and external audiences.

3. Research management and governance

- Support the planning and delivery of research projects, ensuring activities, timelines and outputs are effectively coordinated, and delivered to agreed timelines.
- Maintain accurate research documentation and project records on organisational systems including Salesforce.
- Support compliance with governance, ethical approval, safeguarding and data protection requirements.

4. Collaboration, dissemination and stakeholder engagement

- Work collaboratively with colleagues across Kinship to understand evidence needs and maximise the use of research findings.
- Build and maintain positive relationships with external research partners, consultants and sector stakeholders.
- Support engagement with researchers, practitioners and other organisations to strengthen knowledge exchange and dissemination including supporting the Kinship Researchers' Network
- Ensuring participants are involved in ways that are respectful, accessible, inclusive and ethically robust.
- Translate research findings into accessible formats for a range of audiences, including kinship carers, practitioners, policymakers and funders.
- Contribute to the dissemination of research findings through presentations, webinars, publications and stakeholder engagement activities.
- Support the communication and dissemination of Kinship's research by maintaining up-to-date website content and contributing to the promotion of research projects, publications and findings across digital channels.

5. Supporting evaluation

- Support evaluation activities across Kinship's programmes and services including advice, peer support, training, and commissioned programmes.
- Contribute to the development of evaluation tools and approaches.
- Analyse and interpret evaluation data to support organisational learning.
- Present findings in accessible ways that support service improvement and decision making.

Knowledge, abilities, skills and experience:

Essential:

Essential Experience

- Postgraduate degree in a social science discipline (e.g. Psychology, Sociology, Social Policy or Social Research) or equivalent research experience.
- Experience supporting qualitative, quantitative and/or mixed-methods research projects.
- Experience collecting, analysing and interpreting qualitative and/or quantitative research data.
- Experience conducting or supporting interviews, focus groups, workshops or consultations.
- Experience producing research reports, briefing or other written outputs.
- Experience working collaboratively with colleagues, research partners or other stakeholders to deliver projects.
- Understanding of participatory approaches and the value of lived experience in research.
- Understanding of research ethics, good research practice, safeguarding and GDPR requirements.
- Strong organisational skills and ability to manage multiple competing priorities.
- Excellent written and verbal communication skills.
- Ability to work collaboratively and build positive relationships with a range of stakeholders.

Values and Behaviours

- Commitment to Kinship's mission and improving outcomes for kinship families.
- Values lived experience and works in an inclusive and respectful way.
- Curious, thorough and committed to producing high-quality evidence.
- Takes responsibility for delivering accurate, reliable and timely outputs.
- Contributes positively to team culture, collaboration and organisational learning.

General characteristics and attributes

- A real commitment to equity, diversity and inclusion in all aspects of your work.
- A respectful and inclusive approach to working with people from a range of backgrounds.
- Understanding of safeguarding particularly when working with children, young people and vulnerable families.

- Commitment to the values, aims and objectives of Kinship.
- Flexible and willing to travel for work across England, including overnight stays.
- Right to work in the UK.
- Ability to satisfy the requirements for working in regulated activity with children, including obtaining an Enhanced DBS check with Children's Barred List check.

Desirable:

- Personal experience of kinship care.
- Experience of participatory research methods.
- Experience involving children and young people in research.
- Experience working with vulnerable children, families or communities.
- Experience supporting externally funded research projects.
- Experience of programme evaluation or impact measurement.
- Understanding of kinship care and children's social care in the UK.
- Experience using Salesforce, Asana and other project management or CRM systems.

Your main relationships will be with:

- Research manager
- Senior children and young people's participation officer (to be recruited)
- Director of research and practice
- Participation and involvement manager
- Policy and public affairs team
- Marketing, communications and campaigns team
- Digital and content team
- Peer support and community team
- Advice service team
- Programmes team

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 Research Officer by sending a **CV** and **cover letter (no more than 2 pages)** detailing how you match the requirements for the role, to the advertisement on <https://www.charityjob.co.uk/>. 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: 11.30pm on 19 October 2026
First interview: W/C 2 November 2026

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) on 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).
- Salary Extras (Discounts on highstreets brands, online retailers and cinema tickets)
- 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.