

Kinship Navigator - West Dunbartonshire

Services & Digital Department

Information for applicants for the post of: Kinship Navigator – West Dunbartonshire

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 you information on how to apply.

Role details:

Job title: Kinship Navigator – West Dunbartonshire
Responsible to: Programmes Manager
Duration: Fixed Term – 3 Years
Location: Co-located at Y-Sort-It offices, West Dunbartonshire, with regular community outreach and home visits across the area. Occasional travel to Kinship's Head Office in Vauxhall, London.
Working Hours: 0.8 FTE, 28 hours per week.
Salary: £26,500 per year, pro rata to 0.8 FTE (£21,200).
Leave allocation: 24 days annual leave (30 days FTE), plus bank holidays pro rate for part time hours (1 April to 31 March).

About Kinship:

We are Kinship. The leading kinship care charity. We're here for kinship carers – friends or family who step up to raise a child when their parents aren't able to.

We support kinship families across England and Wales and are expanding our work into Scotland.

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.

Let's commit to change for kinship families.

Context

This is an incredibly exciting opportunity to be part of Kinship's first ever programme in Scotland – a landmark moment for the organisation and for kinship families in Scotland.

This is an incredibly exciting opportunity to be part of Kinship's partnership with Inspiring Scotland to strengthen support for kinship families in West Dunbartonshire.

In a new initiative funded by National Lottery, Kinship will deliver our evidence-based Kinship Connected navigator programme alongside Intadem, Inspiring Scotland's established mentoring programme for children in kinship care.

In West Dunbartonshire, Intandem is delivered by Y-Sort-It, a local community youth project supporting young people in the area. The Kinship Navigator will be based within the Y-Sort-It hub and will work across communities, complimenting existing support.

By aligning Kinship connected with established local services, this partnership will strengthen what is already in place, creating a more joined-up system that supports both kinship carers and the children and young people they care for.

This is a practice-based pilot programme with a strong emphasis on learning, quality delivery and generating evidence about how a whole-family approach, supporting both kinship carers and the children in their care, can work effectively in a Scottish context.

This programme involves:

- Inspiring Scotland (funder and strategic partner)
- Y-Sort-It (local delivery and co-location host)
- West Dunbartonshire community and kinship families)
- Kinship's internal delivery and programmes teams

You will be part of a small, close-knit delivery team working with the Programmes Manager and Kinship colleagues, contributing to learning about what works for kinship families in Scotland and helping to shape how Kinship grows its presence north of the border.

Purpose of the role:

The Kinship Navigator provides intensive, time-limited support to kinship carers through the Kinship Connected programme, a structured six-month intervention designed to help kinship families stabilise placements and access the support they need.

Working directly with kinship carers in West Dunbartonshire, you will build trusting relationships while completing structured assessments, goal setting and reviews to help families strengthen their support networks and navigate services such as children's social care, education, health and community support.

This is a community-facing role, working from Y Sort It's offices and directly in kinship carers' homes and community spaces. You will work alongside Y Sort It's Intandem mentors to ensure that both carers and the children they care for receive coordinated, complementary support.

Accurate recording of your work is essential to enable Kinship and Inspiring Scotland to understand what is working, demonstrate impact and learn from this pioneering pilot.

The type of person we're looking for:

What you'll be doing:

Key responsibilities:

Direct support
You will provide intensive one-to-one support to kinship carers for up to six months, working within the delivery approach set out in the Kinship Connected Service Manual. You will also establish and facilitate a monthly support group for kinship carers in West Dunbartonshire.

This may include:

- Providing emotional and practical support to kinship carers.
- Completing structured needs assessments, SMART goal setting and regular reviews with kinship carers.
- Advocating for kinship carers in meetings with professionals where appropriate.
- Establishing and facilitating a monthly support group for kinship carers in the local area.
- Mapping local services and building relationships with organisations that can provide specialist support, training or activities for kinship families in West Dunbartonshire.
- Liaising with schools, local authorities and other professionals to coordinate support around families.
- Supporting kinship carers with challenges relating to the child(ren) in their kinship care.
- Signposting to relevant services, support organisations and Kinship training opportunities.
- Referring children in kinship care to Y Sort It's Intandem mentoring programme where appropriate.

- Coordinating celebration and family events (including in Kinship Care Week).
- Supporting applications for grants for essential items or family breaks.

Partnership working with Y Sort It and Inspiring Scotland

- Work closely and collaboratively with Y Sort It colleagues on a day-to-day basis, building a strong co-location relationship that benefits kinship families.
- Develop and maintain clear cross-referral pathways between Kinship Connected and Y Sort It's Intandem mentoring programme.
- Contribute to joint learning and shared reflection about how the whole-family model is working and what outcomes are being achieved for both carers and children.
- Represent Kinship professionally in all interactions with Y Sort It, Inspiring Scotland and other local partners.
- Participate in any joint reporting, learning or evaluation activities required by Inspiring Scotland.

Collaboration and wider partnership working

- Build constructive relationships with West Dunbartonshire Council and other statutory and voluntary sector partners to support awareness of the programme and effective referral pathways.
- Work closely with colleagues across Kinship, including Peer Support, Training and Communications, to ensure kinship carers in West Dunbartonshire can access the full range of Kinship's support.
- Contribute to cross-team learning, sharing emerging insights about kinship carers' experiences and the local landscape in Scotland to inform Kinship's broader organisational learning.
- Represent Kinship at local meetings, networks or events to strengthen collaboration and raise awareness of kinship care in Scotland.

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). In line with this policy, and mindful of the Scottish legislative and practice context, you will:

- Recognise, report, record, respond and refer safeguarding risks via our safeguarding process with the support of the safeguarding team.
- Follow and understand Kinship's organisational safeguarding policies, as well as relevant Scottish guidance and legislation.
- Complete risk assessments for events in line with Kinship's policy.
- Follow the Kinship Health and Safety policy.
- Use the StaySafe lone worker app.

Monitoring, evaluation and data quality
Accurate and consistent data recording is a core requirement of this role. As Kinship Connected in West Dunbartonshire is a pilot programme, high-quality records and documentation are essential to demonstrate impact to Inspiring Scotland and to generate the learning that will inform future development of Kinship's work in Scotland.

- Maintain accurate, timely records of all activity, assessments, support plans, contacts and outcomes on Kinship's CRM system (Salesforce) in line with organisational policy and programme protocols.
- Complete kinship carer needs assessments, SMART goal setting, reviews and outcome recording in accordance with the Kinship Navigator model.
- Contribute to monitoring and reporting requirements for Inspiring Scotland, ensuring activity and outcomes are documented consistently.
- Fully contribute to quality assurance and learning processes, including collecting feedback and case studies that demonstrate impact for kinship families.
- Contribute to the learning about how co-location with Y Sort It supports whole-family outcomes

General duties

- Act at all times in the best interests of Kinship and in line with our values.
- Participate in team meetings, supervision, appraisals and organisational events.
- Engage in training, reflective practice and ongoing professional development.
- Contribute to organisational initiatives, including activities that raise awareness of kinship care.
- Undertake other reasonable duties required to support the work of the team and organisation.

Knowledge, abilities, skills and experience:

Essential:

Experience
Practice delivery and direct support

- Experience delivering direct support to vulnerable families or carers, including completing needs assessments and developing support plans.
- Experience providing structured one-to-one support, casework or family support over a defined period.
- Experience working directly in community settings or alongside statutory or partner organisations.
- Experience facilitating peer or support groups in community or online settings.
- Experience working with statutory, voluntary and community services, including liaising with professionals around the family.

- Experience recognising and responding appropriately to safeguarding concerns.

Knowledge and understanding

- Understanding of the challenges facing kinship carers and the children they care for, or the ability to develop this knowledge quickly.
- Understanding of the Scottish social care and family support landscape, including relevant legislation, policy and guidance.
- Understanding of trauma-informed and strengths-based approaches when working with families.
- Awareness of how children's social care, education, health or welfare systems affect families in Scotland.

Skills and abilities

- Strong interpersonal and communication skills, with the ability to build trusting relationships with kinship carers and professionals.
- Ability to manage a caseload, prioritise work effectively and maintain clear professional boundaries.
- Excellent ability to maintain accurate case records and data using a CRM or case management system (e.g. Salesforce).
- Strong organisational and IT skills, including the ability to use digital systems for case management, communication and reporting.
- Ability to work independently while contributing positively to a collaborative delivery team and a co-location partnership.

Personal attributes

- Professional, empathetic and resilient when supporting families facing complex challenges.
- A self-starter who is confident working with a degree of autonomy as Kinship's first presence in Scotland.
- Commitment to Kinship's values and mission, with a strong focus on putting kinship carers first.
- Demonstrable commitment to equity, diversity and inclusion, with the ability to work respectfully and effectively with kinship families from a wide range of backgrounds and communities.
- Willingness to travel within West Dunbartonshire and occasionally elsewhere for meetings or training.
- Right to work in the UK.

Desirable:

- Lived experience of kinship care.
- Knowledge of kinship care policy, guidance and support available in Scotland.
- Experience working within children's social care, family support or community services in Scotland.
- Experience working in partnership or co-located with another organisation.

- Experience using Salesforce or similar CRM / case management systems.

Your main relationships will be with:

Internal

- Programmes Manager
- Mobilisation and Delivery Project Manager
- Research Manager
- Programmes Officer
- Advice, Peer Support and Training teams
- Database Manager

External

- Kinship carers in West Dunbartonshire
- Y Sort It (co-location host and Intandem delivery partner)
- Inspiring Scotland
- West Dunbartonshire Council
- Schools, health and welfare professionals
- Statutory, voluntary sector and community organisations in Scotland

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



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

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 Kinship Navigator – West Dunbartonshire by sending a CV and answering the 5 questions on the job listing on https://www.charityjob.co.uk/.

Please use examples to demonstrate your experience.

1. Why do you want to work for Kinship as a Kinship Navigator, and how does this role align with your values and experience?

2. Describe a time you supported a family or carer facing complex challenges. How did you asses their needs and decide what support was most important?

Guidance: Please describe a real example from your work. Tell us what you did personally, the actions you took and what happened as a result.

3. Tell us about a situation where you had to work with professionals from different organisations (for example schools, social workers or community services) to support a family.

   Guidance: Explain how you built relationships, managed differences of opinion and ensured the family received appropriate support.

4. Give an example of a time you had concerns about the safety or wellbeing of a child or their family member. What steps did you take and how did you decide what to do?

   Guidance: Describe your role in recognising and responding to the concern and any safeguarding processes you followed.

5. Tell us about how you managed a caseload or multiple families at once. How did you keep accurate records and make sure important information was documented?

   Guidance: Please describe the systems or processes you used and why accurate recording was important.

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 bullets 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: Monday 10th August 2026 at 9am
First interview: 19th and 20th August 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 **recruitment@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:

- This role will require satisfactory Disclosure Scotland PVG (Protecting Vulnerable Groups) scheme 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.