

Join Kindred

Do you want to make an impact?

We have up to three exciting new roles, where you can do just that.

Join the team at Kindred to contribute your ideas and use your passion, skills and experience to change our communities for the better.

About Kindred

Kindred LCR exists to unlock the social and economic potential of communities across Liverpool City Region by providing social investment, support and access to property. We support social businesses and community groups (we call them 'socially-trading organisations' – or STOs) with money, support and collaboration, working with partners to help design and deliver programmes that create lasting local impact.

Our approach offers something different; a different view of the economy, investing in local people, their ideas and lived experience.

- Are you creative or a creative thinker?
- Are you willing to take action to make positive change?
- Do you want to help and support people to make an impact?
- Are you interested in addressing inequalities in our communities?

If so, one of these roles could be for you. If you're unsure, we welcome you reaching out for a chat. Get in touch at info@kindred-lcr.co.uk

Our new roles

We're looking to recruit up to three people on a full- or part-time basis:

Collaborating Communities Coordinator (x1)

Collaborating Communities Assistant (x1)

Finance and Investment Assistant (x1)

The details

Contract type: permanent

Hours: 35 hours per week (part time will also be considered)

Salary:

Assistant roles: £23,809

Coordinator: £26,000 - £30,000 (depending on experience)

Location: Liverpool City Region (based in Liverpool, L1)

Hybrid: at least three office days each week and across LCR where required

Why you'll enjoy working with us

Create real impact: You'll be part of a creative team that makes sure socially-trading organisations get the support they need to thrive.

Collaboration: Collaborating communities span across all of our programme delivery areas: place making, youth, women and BlaST (Black-led social traders network). You will enjoy variety as you work across all of our programmes, working alongside programme leads and with investment, finance and impact/data colleagues.

Social: All our work is relationship-based and built on trust. Our work is informed by our communities of interest (STOs, collaborating communities and our partners in the social economy). We are building a movement – not just an investment fund – so building relationships and making connections is critical.

Variety and growth: Work across Kindred, from events to finance, data to social media, member and community engagement to our collaborating communities programme.

Inclusive culture: We prioritise people with lived experience and our work supports young, Black and minority ethnic, women and working-class founders. The Kindred team reflects the communities we serve.

What you'll do

You'll be part of a small team where we 'all do some of everything'. Across all roles you will:

- Provide general programme (collaborating communities) administration support to our team
- Support with reporting – both internal impact tracking and funder submissions
- Support event and activity logistics, supporting lead team members to deliver the programme of work.
- Coordinate our programme delivery across all of Liverpool City Region boroughs
- Engage with STOs, businesses, Kindred members, partners and community groups

(Specific duties will be matched to your skills and interests – finance, delivery support or overall coordination. Detailed job specs will be shared with appropriate candidates. At this stage we are looking for people with shared values and the right skills to support our work.)

Finance and investment assistant job-specific roles:

- Support the Finance lead in all day-to-day tasks
- Support the Investment lead in all day-to-day tasks
- Support and maintain financial processes (invoicing, expense claims, budget monitoring)
- Raise purchase orders and invoices
- Complete banking transaction reports
- Manage expense claims
- Support finance and investment functions across the team
- Support our investees and STOs with financial queries

Who we're looking for

- **Organised multitaskers** who meet deadlines and juggles priorities
- **Excellent communicators** in person, by phone and in writing. You'll help to make complex topics easy to understand
- **Proactive problem solvers** who flag risks and suggest improvements
- **Tech-comfortable workers** – with Microsoft 365, databases and/or basic accounting tools
- **Creative thinkers** eager to offer solutions in a supportive environment
- **Team players** with a positive attitude who contribute to an inclusive culture

Desirable: experience in social business admin/ coordination, finance processes, event support, community engagement or social impact reporting.

What we offer

- A flexible, supportive culture that values wellbeing
- Training, mentoring and clear progression paths
- Exposure to senior leaders, funders and an influential impact network
- Hybrid working (3 in-office days/week after induction)
- Contributory pension scheme
- Non contractual benefits

How to apply

Send your CV and a one-page cover letter, detailing:

1. Why you're interested in Kindred-LCR CIC
2. Which aspects of our work excite you most – and why?
3. Your availability (full time or part time; if you're thinking about part time, how many days?)

Apply by: Friday 13th June 2025 (midnight) to Info@kindred-lcr.co.uk