



## **CONTRACTOR FOR KINCORPORATION 2020**

- Contract type: Contractor
- Dates: July - September 2020
- Pay: £250/day
- Days: Up to 20
- Location: Remote
- Application deadline: 9am, Monday 22nd June
- Interview: TBC
- Start date: July 1st [or as close as possible]

### **About KIN**

KIN was founded in 2017 to begin building a community of black organisers, campaigners and activists who could learn from each other, build meaningful relationships and work more deeply together for black liberation in the UK and beyond. 2018 was our inaugural convening and the birth of the KIN community following a three day event which connected dozens of black organisers based in the UK. In 2019, we hosted our first international convening bringing activists from Kenya, South Africa, the UK, the US, Mozambique and more together to continue to build a strong global movement for black liberation.

This year KIN has decided to focus its attention on developing its internal structures in order to become a more robust and sustainable home for our work. For the past three years KIN has been incubated by the New Economy Organisers Network [NEON] and it is now time for us to step out and incorporate as our own entity. We are looking for a contractor who can guide KIN's transition from a grassroots project into a constituted organisation. We are looking for someone who has experience working with grassroots political projects through legal and governance processes. This person should be able to design the legal, governance, financial and operational structures and policies we need to incorporate and build the foundations of a well functioning organisation.

### **KIN aims**

#### Knowledge sharing and archiving

- Curate and hold space for a network of black people to share and build knowledge. Archive the thinking and analysis around anti-blackness and the struggle against it.

#### Connecting and building

- Connect black activists, campaigners and educators across the world and catalyse the development of meaningful collaborative relationships.

## Healing and restoration

- Connect people who can emotionally and materially support each other on their healing and learning journeys. Cultivate and develop a nurturing and healing practice for black organisers and hold spaces which speak to that.

## KIN Values

- **Love and compassion:** Treat each other with patience, compassion and empathy. Acknowledge that people come with difficult experiences, and discussion topics can be tough and emotive.
- **Accountability, honesty, trust and transparency:** Organisers and participants will be honest about what they can offer, but also what they may need to hand over. Challenges will occur, but push back against different views with respect.
- **Queer affirming and challenging 'gendered' behaviour.** Behaviour is learnt through culture, history and socialisation. Acknowledging this, participants will work to challenge damaging behavioural trends that replicate patriarchal structures which are oppressive to women, queer, trans and intersex people and people of marginalised genders and gender identities.
- **Solidarity, community, unity and inclusivity:** Extending the values of compassion and empathy, we recognise that the struggles we face in our respective contexts whether that be in their day-to-day lives or the political landscapes they reside in; we will constantly seek to understand and celebrate our differences, but also work to visualise and bring clarity to how we are the same and how our struggles are intertwined. We will seek to be inclusive of all black folk and be critical of how we exclude e.g. the language we are using or the way we conduct our meetings.
- **Joyfulness:** Activism is hard work and it's important to rest and have fun. We seek to bring joy into the space. We support and uplift each other as participants and organisers in KIN spaces.
- **Vision:** We will regularly check in and revisit the vision to ensure they are moving towards the objectives.
- **Solidarity:** We aim to build a space which acknowledges that although struggles can look and feel different across race, class, gender and other identities, whilst the KIN space itself is uniquely for black organisers. We recognise that these struggles are innately interwoven.
- **Interdependence:** We draw resources and capacity from organisations and people within the wider movement against oppression. We organise with an ethos of collaboration and recognise that not only is it impossible to do and be everything; but that trying to hurts us and weakens our work.

## Job description

The successful candidate will be responsible first and foremost for familiarising themselves with KIN's values, team, structure, culture, goals and processes in order to develop a strong recommendation for which governance structure KIN should adopt and present this to the founders. Following founder sign off on the proposed governance structure, the contractor will act on behalf of KIN, to set up its legal body and then develop the our foundational governance and operational policies required for KIN to become an independent organisation.

As well as taking responsibility for developing KIN's governance and legal structures, they will take on the operational implications of the new structure e.g. setting up a bank account and payroll system. Following this, the contractor will work with the founders to ensure KIN's systems are all easily comprehensible to staff and board members, documented in an appropriate format (e.g. a handbook) and develop recommendations as to how KIN can function combining its own values and principles with its legal requirements and responsibility.

### **Key Responsibilities**

- Research and recommendation: going through KIN's existing organisational structure, identifying the needs of the organisation and determining which legal structure would best suit it
- Governance: incorporating the organisation, setting up articles of association, writing associated governance policies [e.g. board role descriptions, memorandum and articles]
- Legal: reviewing above articles of association and advising on potential legal issues and challenges
- Operations: setting up a bank account, setting up basic financial procedures (payroll, budgets, HMRC, pensions)
- Policy Recommendations: recommending an appropriate staff structure, staff/board relationship, governance policies and practices that weave with existing KIN culture, pre-KIN's hiring process, [where appropriate] writing basic staff handbook with core policies you need to operate, staff contracts, staff benefits, annual leave, appraisals, disciplinary
- Training: training board and staff on above structures and processes

### **Person specification**

#### Skills and Experience

- Demonstrable experience of guiding at least 2 grassroots organisations through a process of incorporation (as a legal and governance or organisational development consultant)
- At least 2 years experience writing organisational policies and legal articles
- Familiarity with the range of legal structures that govern independent not-for-profit bodies
- Passionate about social justice, particularly concerning black liberation and/or racial justice
- Experience of working independently, managing your own workload and using your time efficiently
- Ability to use initiative and work independently whilst accountable to a wider team
- Proficiency in MS Office and Google Docs/Sheets

#### Attitude and Approach

- Highly motivated and organised with great attention to detail
- Experience in working in a liberatory space which explicitly address issues of power and privilege
- Rigorous approach to dealing with organisational health - i.e. an ability to hold value-based needs and legal/governance needs symbiotically
- Good communicator, responsive and open lines of communications within work hours
- Works well to deadlines