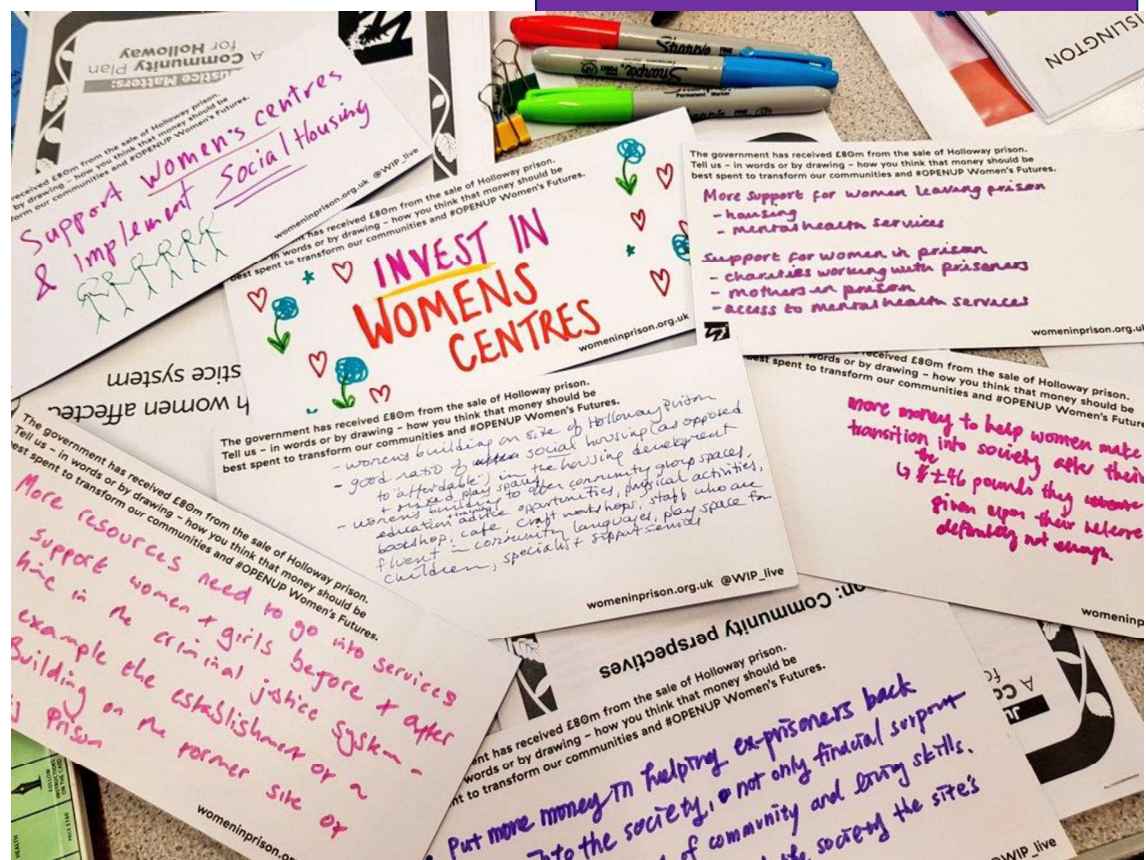


# 2025

## Advocate - South London Women's Hubs



Charity no: 1118727.  
Company no:  
5581944.

## **Women in Prison Recruitment Pack**

Dear Applicant,

Are you driven to advocate for women facing marginalisation and exclusion, who have been let down by the systems that are there to support them?

Do you want to be part of a feminist organisation that challenges the systems that cause harm to women in England and Wales?

Do you believe that prison doesn't work and want to be part of developing and promoting new ways of responding to offending?

Then we want to hear from you!

At Women in Prison, we are passionate, ambitious and grounded in the reality of women's lives. We are proud of our roots and have grown from strength to strength since the 1980's, delivering services to women and campaigning for change.

Women are a minority in the criminal justice system, which means their needs can often be overlooked. But we know that women in prison are five times more likely to have mental ill health than those in the general population, 95% of children must leave home when their mother goes to prison and two in three women in prison are survivors of domestic abuse. Prison harms women and their families, and we want to change that.

Our services model alternatives to prison, supporting women in their communities to address the underlying issues that sweep them into contact with the criminal justice system in the first place. And through our campaigning, we focus on working to radically reduce the number of women who end up in prison.

If you would like to work at Women in Prison and can help us to drive our agenda forward, get in touch!

We wish you the best of luck and look forward to receiving your application.

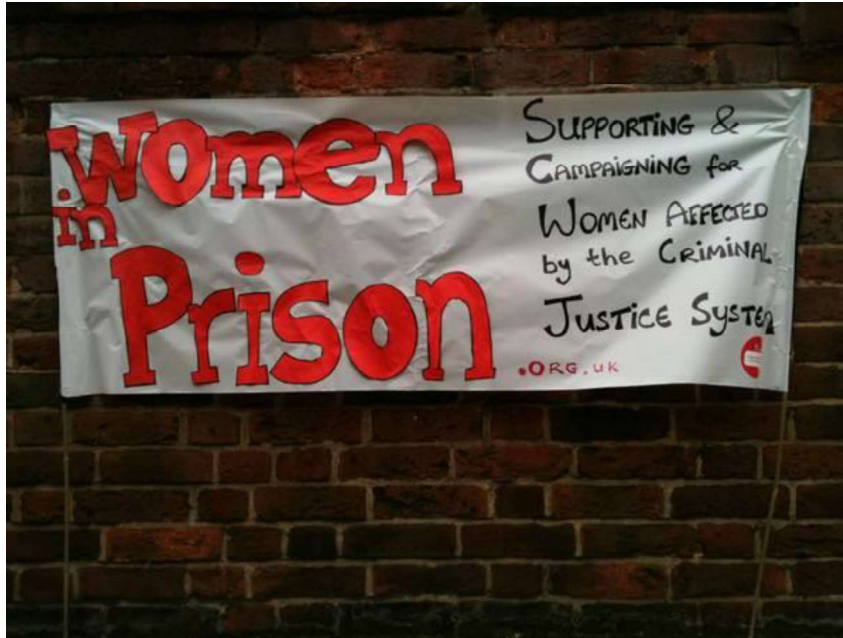
Yours sincerely,

S.Ruparel

Sonya Ruparel  
**Chief Executive**

## Women in Prison Recruitment Pack

### 1. WOMEN IN PRISON HISTORY AND FUTURE



Our vision is for a new system of justice that addresses the root causes of offending in communities, that delivers alternatives to prison through a network of women's centres and provides services available to every woman facing complex challenges who requires support.

Women in Prison was born out of the anger our founder – Chris Tchaikovsky – felt about what she experienced and saw when imprisoned in HMP Holloway in the 1980s.

During Chris' time in prison, a woman died after setting fire to her own cell. Chris saw that the specific needs of women in prison and the damaging effect prison sentences were having on women scarcely figured in public or political discourse. So, in 1983, alongside international criminologist Pat Carlen, Chris founded Women in Prison, and pushed hard to expose this scandal and campaigned for change. Our founders wanted to increase awareness of the lives behind the women in our prisons - lives marked by sexual abuse, poverty and violence.

Chris believed the idea of sending a woman to prison as punishment was shameful and absurd.

## **Women in Prison Recruitment Pack**

In her words:

Taking the most hurt people out of society and punishing them in order to teach them how to live within society is, at best, futile. Whatever else a prisoner knows, she knows everything there is to know about punishment because that is exactly what she has grown up with. Whether it is childhood sexual abuse, indifference, neglect; punishment is most familiar to her.

In the early 1990s, the organisation was able to expand its remit beyond campaigning to deliver direct support to women affected by the criminal justice system. WIP's initial focus on prison in-reach services was then expanded to support women in the community following their release.

Chris, sadly, passed away in 2002. Despite the loss of its visionary founder, Women in Prison works to carry on Chris' legacy and continues to grow under subsequent Directors.

Today, WIP is a national charity dedicated to making a difference to the lives of women affected by the criminal justice system. We campaign for a new system of justice - one that addresses the root causes of offending (including homelessness, substance use, mental ill health and experiences of trauma and abuse). Our women's centres in Manchester, Woking and London and the services we provide in prisons deliver holistic, women-centred support to enable those whom we work with to address the complex challenges they face.

Our Mission is to persuade decision-makers to radically reduce the women's prison population, by demonstrating how a focus on human rights, social justice, health and investment in specialist community support services, including women's centres, enables women to move forward with their lives. To promote the development of communities where small therapeutic secure units replace prisons for the small number of women whose offending and risk to the public require custody. We do this by:

1. Leading inspiring, passionate campaigns to replace the current system, and to radically reduce the number of women in prison, thereby freeing resources for investment in community support services, including women's centres.
2. Delivering high quality, trauma-informed, independent advocacy services for women, in communities and prisons, which focuses on early intervention, health and holistic provision as part of a 'whole system' multi-agency response.
3. Offering a platform for women's voices which builds women's confidence and self-belief, strengthening an understanding of their rights and responsibilities, and provides opportunities to speak 'truth to power' to bring about real change

Here is a link to our annual report: [2021 Annual Report and Accounts](#)

## **Women in Prison Recruitment Pack**

### **2. THE APPLICATION AND RECRUITMENT PROCESS**

#### **Completing the Application Form**

Please complete the application form clearly and in full. The personal statement should be no more than 2000 words, clearly demonstrating how your skills, knowledge and experience relate to the Person Specification and competencies required for the post. Give examples of your work (paid, voluntary or life experience). Be positive and specify your own responsibilities rather than those of your team. Remember we're interested in what you did and the outcome. We can only shortlist you based on the information you provide in the application form.

Please provide details of two referees, one must be your current or most recent employer, voluntary placement or educational reference.

#### **Equalities Monitoring**

WIP is committed to building and valuing diverse teams and aims to provide a working environment that promotes equality of opportunity and is free from unfair and unlawful discrimination. As part of this process, we monitor recruitment to help us understand who we are reaching, reduce inequalities and continually inform our policies and practices. Completing the equalities monitoring form is voluntary however we do encourage you to do it. The information you provide will be used for statistical purposes only, it is confidential and will not be shared with the recruitment panel.

#### **Shortlisting**

After the closing date, all applications will be reviewed by a shortlisting panel to determine how each applicants' skills, knowledge and experience relates to the competencies required for the post (as outlined in the Person Specification and Job Description). Applicants who meet the role criteria will be invited for interview. We will only consider information enclosed in the application form when shortlisting.

#### **Interviews**

As part of the interview process you will be asked to complete an exercise before the interview. You will then meet with a panel of three people who will ask you questions relevant to the role. During the interview, you will have the opportunity to ask the panel questions about WIP, the role and the terms and conditions of service.

#### **Feedback**

Unsuccessful applicants will be informed of the outcome of their interview in writing with an offer to provide feedback. If requested feedback supported by relevant examples from the interview will be provided.



## **Women in Prison Recruitment Pack**

### **3. JOB ADVERTISEMENT**

#### **OVERALL PURPOSE**

Women in Prison's Advocates deliver high-quality, trauma-informed, independent advocacy for women in communities and in prisons, which focuses on early intervention, and holistic provision as part of a 'whole system' multi-agency response that looks to address the root causes of women's offending.

The primary purpose of this role is to provide in-depth, ongoing support to a caseload of women in the community, co-located in hubs across South London. This programme is funded by the Mayor's Office for Policing and Crime (MOPAC) co-commissioning grant, along with investment from the six Local Authorities, the Community Rehabilitation Company and NHS England. The funding will be used to develop and expand support for female offenders and women at risk of becoming involved in the criminal justice system across Bromley, Bexley Croydon, Greenwich, Lambeth, Lewisham, Merton, Southwark, Sutton and Wandsworth.

#### **JOB SUMMARY**

The Advocate will:

- Provide advocacy, support and advice services to women in contact with, or at risk of being in contact with, the criminal justice system.
- Be co-located across London Boroughs to support clients in Women's Only Hubs.
- Attend designated office for monthly team meetings, training and team development time.
- Provide Through the Gate support to women leaving custody returning to one of the WiP's boroughs.

We actively encourage applications from women from a variety of backgrounds, and with a range of skills and experiences. We are particularly interested to hear from Black, Asian and minoritised women and women who have personal experience of the criminal justice system. The role is only open to women, in accordance with the sex-based exemptions of the Equality Act 2010 pursuant to Schedule 9, Part 1.

#### **TO APPLY:**

To apply, please download and read the Recruitment Pack including the Job Description and Person Specification and complete the application and equalities monitoring forms in full. If you require a copy of the recruitment pack in large print or an alternative format please contact [recruitment@wipuk.org](mailto:recruitment@wipuk.org). Please note, Curriculum Vitae's (CVs) will not be accepted.

**Closing date:** 26<sup>th</sup> February 2025 – 9am  
**Interview date:** 10<sup>th</sup> – 12<sup>th</sup> March 2025

## Women in Prison Recruitment Pack

### 4. JOB DESCRIPTION

#### Advocate – South London Women’s Hubs (SLWH)

Women in Prison’s Advocates deliver high-quality, trauma-informed, independent advocacy for women in communities and in prisons, which focuses on early intervention, and holistic provision as part of a ‘whole system’ multi-agency response that looks to address the root causes of women’s offending.

The primary purpose of this role is to provide in-depth, ongoing support to a caseload of women across the South London boroughs.

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<b>Reports to:</b>	Programme Manager - SLWH
<b>Responsible for:</b>	N/A
<b>Department/Service:</b>	South London Women’s Hubs

#### 1. Duties and key responsibilities

##### Client Care

- Provide high-quality, trauma-responsive advocacy and emotional and practical support to women in contact with, or at risk of being in contact with the criminal justice system
- Undertake risk and needs assessments and develop and record individual support plans with women across the nine pathways to reoffending
- Take a collaborative multi-agency approach to supporting women, representing the core values of Women in Prison at all times, including representing and supporting women at multi-agency meetings
- Deliver one to one and group interventions to assist women to achieve their goals
- Complete safeguarding referrals where appropriate and support women’s safety through involving them in the safeguarding process
- Provide ‘Through the Gate’ support to women leaving custody, where applicable to role and project
- Complete client work in line with Women in Prison’s policies and values of feminism, social justice, independence and trust.
- Ensure women are supported to achieve independence through structured intervention planning and strengths-based support and appropriate onward referrals.
- Promote a climate of understanding of women’s needs and the root causes of women’s offending.

## **Women in Prison Recruitment Pack**

### **Monitoring and Evaluation**

- Accurately document all client interaction on Women in Prison's case management database, working in line with Women in Prison's case management policy at all times
- Work in line with Data Protection legislation, maintaining confidential service-user records of interventions and contact details in line with Women in Prison's case management policy
- Support in the collation and production of reports as requested, including ensuring that appropriate recording, monitoring and evaluation of work is completed to set deadlines

### **Communication**

- Develop and utilise a variety of strategies to communicate effectively with women using our services, colleagues, external organisations, stakeholders and the general public
- Be responsible for establishing and maintaining professional relationships internally and with other relevant statutory and voluntary sector agencies
- Participate in the delivery of training for front-line professionals from community and statutory sector groups, in order to improve responses to women affected by the criminal justice system
- Champion the core values of Women in Prison, including social justice and feminism in all internal and external communications, articulating their importance to the work we do
- Ensure that relevant partners are aware of the range of services offered by Women in Prison

### **Organisational Development**

- Contribute to a culture of innovation within the women's sector, ensuring that Women in Prison remains at the forefront of best practice within the sector
- Support Women in Prison's campaigns work through actively contributing to ongoing campaigns and ensuring that Women in Prison provides a platform for women's voices

### **Personal/Professional Development**

- Attend and prepare for regular line management meetings, including performance development reviews
- Attend regular clinical supervision
- Take responsibility for self-care and managing vicarious trauma, promoting the importance of self-care both internally and externally
- Maintain up-to-date knowledge and awareness of developments in relevant public policy and legislation by attending relevant training courses, meetings and conferences

## **2. General Responsibilities**

- To be responsible for establishing and maintaining professional relationships with prisons and probation services, magistrates courts, police stations, women's services and other relevant statutory and voluntary sector agencies
- To develop and utilise a variety of strategies to communicate effectively with service-users, prison and probation staff, external organisations and the general public utilising a range of different methods including email, letters, telephone and face to face contact
- Be flexible to travel and work where required



## **Women in Prison Recruitment Pack**

- Carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position
- Maintain and improve competencies through continuous professional development
- Abide by all organisational policies, codes of conduct and practices
- Support and promote inclusion, diversity and equality of opportunity in the workplace
- Treat with confidentiality any personal, private or sensitive information about individual organisations, clients, staff and project data

### **PERSON SPECIFICATION – Advocate – South London**

#### **Experience**

- Two years' experience of supporting women with a range of intersecting and complex needs
- Experience of planning and delivering group workshop programmes
- Experience of creating, recording and implementing support plans
- Experience of dealing with a range of statutory and non-statutory agencies

#### **Skills and Abilities**

- Excellent written and verbal communication and presentational skills
- A demonstrable ability to undertake risk and needs assessments and develop support and safety plans with service users
- Basic Motivational Interviewing skills: engaging and motivating clients and working in a strengths based way
- Self-motivated with confidence to work alone without direct supervision and also work co-operatively and flexibly as part of a team
- Ability to prioritise and manage own time and workload and work to deadlines
- Meticulous case recording including accurate note taking and ability to summarise information to identify key themes
- Demonstrable IT skills including ability to write reports, use databases and Microsoft applications
- Ability to contribute to the development of evaluation and monitoring and to collate information for written reports

#### **Knowledge**

- Knowledge of the impact that contact with the criminal justice system may have on women
- Understanding of the root causes of women's offending and the importance of women-specific provision
- Understanding of equality, diversity and inclusion
- Thorough knowledge and understanding of confidentiality and its purpose
- Sound knowledge of assessment processes
- Up to date understanding of safeguarding practice, policy and procedures
- Thorough understanding of the impact of trauma and of how to work in a trauma-informed way

## **Women in Prison Recruitment Pack**

### **Education/Training/Qualifications**

- No specific education/training/qualification but evidence of recent continuing professional development in an area relevant to the post is required, for example mental health, diversion, immigration (SSR), substance misuse, housing or parenting

### **Personal Attributes and other requirements**

- Personal resilience and the ability to stay focused and problem solve in a rapidly changing environment
- Commitment to the core values and ethos of Women in Prison, including social justice and feminism
- Commitment to anti-discriminatory practice and equal opportunities and an ability to apply awareness of diversity issues to all areas of work
- Interested and motivated to further own skills and knowledge.
- Flexibility to travel and work across sites

### **Notes**

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975. Due to the nature of our work it will be necessary for an enhanced disclosure to be made to the Disclosure and Barring Service for details of any previous criminal convictions which are not protected under the Act.

**This post is restricted to women only as a genuine occupational requirement under Schedule 9 paragraph 1, Equality Act 2010.**

The job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

## **Women in Prison Recruitment Pack**

### **TERMS AND CONDITIONS**

<b>Location:</b>	Across South London
<b>Salary:</b>	£29,864 including Inner London Weighting
<b>Working hours:</b>	35 per week
<b>Contract:</b>	Permanent
<b>Annual leave:</b>	30 days plus bank holidays. In addition the office closes for 3 days at Christmas
<b>Pension scheme:</b>	WIP provides an auto enrolment pension scheme with 5% contributions from the employer and 3% from the employee.

In line with legal requirements and the nature of WIP's work, this post is:

- restricted to women only as a genuine occupational requirement under Schedule 9 paragraph 1, Equality Act 2010;
- subject to a Right to Work check;
- subject to a Disclosure and Barring Service check; and
- subject to ID verification vetting.

In addition, this post requires use of probation's 'Refer and Monitor' system which requires a 3 year employment history and address check which is undertaken by Experian.

## **Women in Prison Recruitment Pack**

### **5. EQUALITY, DIVERSITY AND INCLUSION POLICY STATEMENT**

#### **Our Principle Commitments**

WIP is committed to building and valuing diverse teams and taking positive action to promote equality and challenge unfair and unlawful discrimination. We recognise that women may experience multiple and intersecting forms of discrimination based on their sex and additional, real or perceived, characteristics including age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion, sexual orientation, social-economic background, immigration status, caring responsibilities, spent convictions or trade union membership.

WIP works to tackle discrimination and the structural inequalities women experience. We are committed to embedding diversity and inclusion in all areas of our work, including recruitment, and aim to reflect the diversity and excellence of the women that we work with. We actively encourages applications from women from a variety of backgrounds, and with a range of skills and experiences. We are particularly interested to hear from Black, Asian and minoritised women and women who have lived experience of the criminal justice system.

If you require reasonable adjustments at any stage of the recruitment process, including accessing a copy of the recruitment pack in large print or an alternative format, please contact [recruitment@wipuk.org](mailto:recruitment@wipuk.org).

This role is only open to women, in accordance with the sex based exemptions of the Equality Act 2010 pursuant to Schedule 9, Part 1.

## **Women in Prison Recruitment Pack**

### **6. DISCLOSURE AND BARRING SERVICE POLICY STATEMENT**

WIP actively encourages applications from women with lived experience of the criminal justice system. We do not ask for disclosure of convictions during the application process. We will only ask for a Disclosure and Barring Service (DBS) check, at the point of job offer, if applicable to the role. This is to ensure that women with lived experience of the criminal justice system are not asked to disclose sensitive personal information unnecessarily and that we only consider past convictions when relevant to the role.

If this post involves work with vulnerable adults and/or children it may meet the requirements for a basic/standard/enhanced DBS check. Standard and Enhanced DBS checks contain details of an individual's convictions, cautions, reprimands or warnings recorded on police central records and include both 'spent' and 'unspent' convictions. These are shown together with any information held locally by police forces that might reasonably be considered as relevant to the role. Past convictions will not arbitrarily bar you from employment. Disclosure information will be interpreted fairly and discussed openly with you in order to better understand the circumstances and background to any offence(s) and the relevance to the role applied for.

The first step in the selection process will always be to assess the applicant's relevant skills, experience, qualifications and ability to do the job. Applicants will be judged on merit, as to whether they meet the requirements of the post as laid out in the Job Description and Person Specification.

#### **Requirements for this post**

This post requires you to have an Enhanced DBS check.

If you would like to discuss your disclosure prior to an interview or following a provisional offer of employment, please contact HR at [recruitment@wipuk.org](mailto:recruitment@wipuk.org).

#### **Following a job offer**

Your disclosure information will only be seen by individuals as absolutely necessary (for further information please speak to the HR and Governance Coordinator.) As noted above, past convictions will not arbitrarily bar you from employment. Disclosure information will be interpreted fairly and discussed openly with you in order to better understand the circumstances and background to any offence(s) and the relevance to the role applied for. Disclosures are regarded as sensitive personal information. They will be treated confidentially and only stored, where necessary, in line with General Data Protection Regulation (GDPR) guidelines.