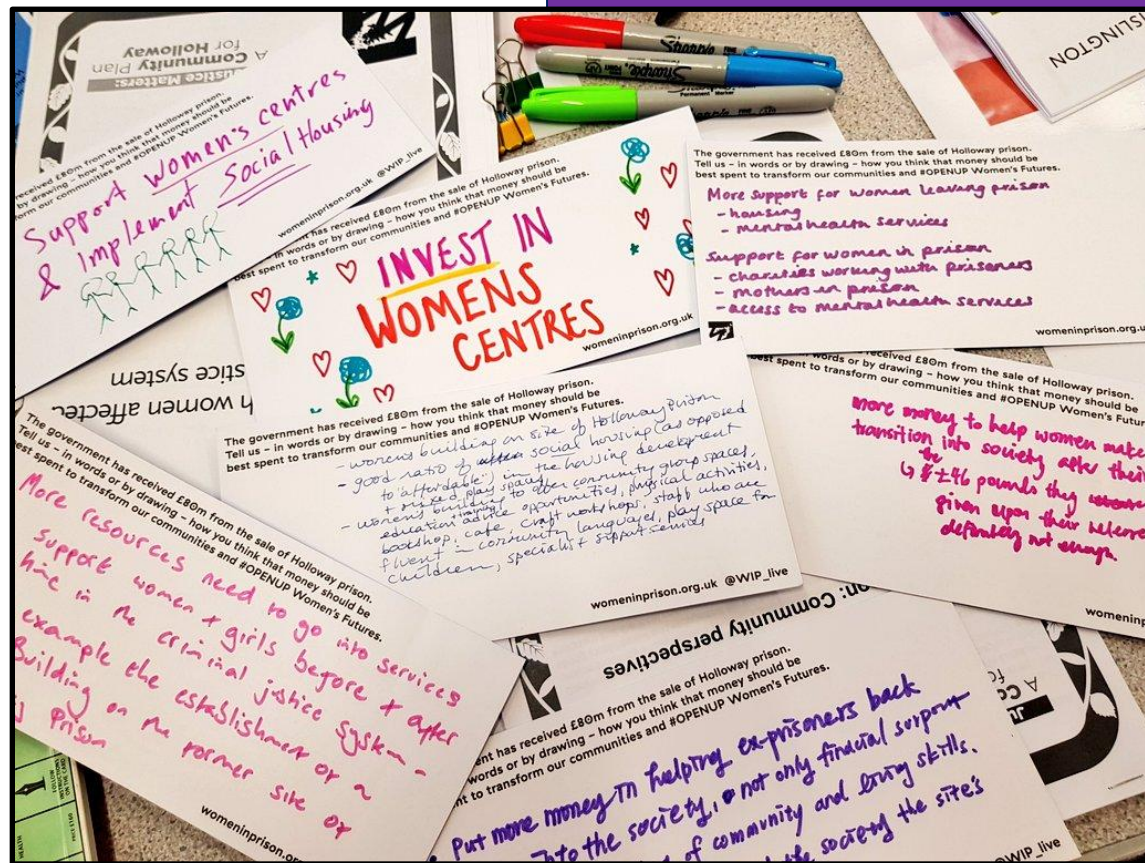


2025

Recruitment Pack

Bridges to Health Advocate



Registered charity no: 1118727. Company no: 5581944.



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



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, 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, and the impact of poverty and abuse on women's lives.

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

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 our visionary founder, Women in Prison works to carry on Chris' legacy.

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 poverty, trauma and abuse). Our women's centres in Manchester and London and the services we provide in communities and prisons deliver holistic, women-centred support to enable those whom we work with to address the complex challenges they face.

We want 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. 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

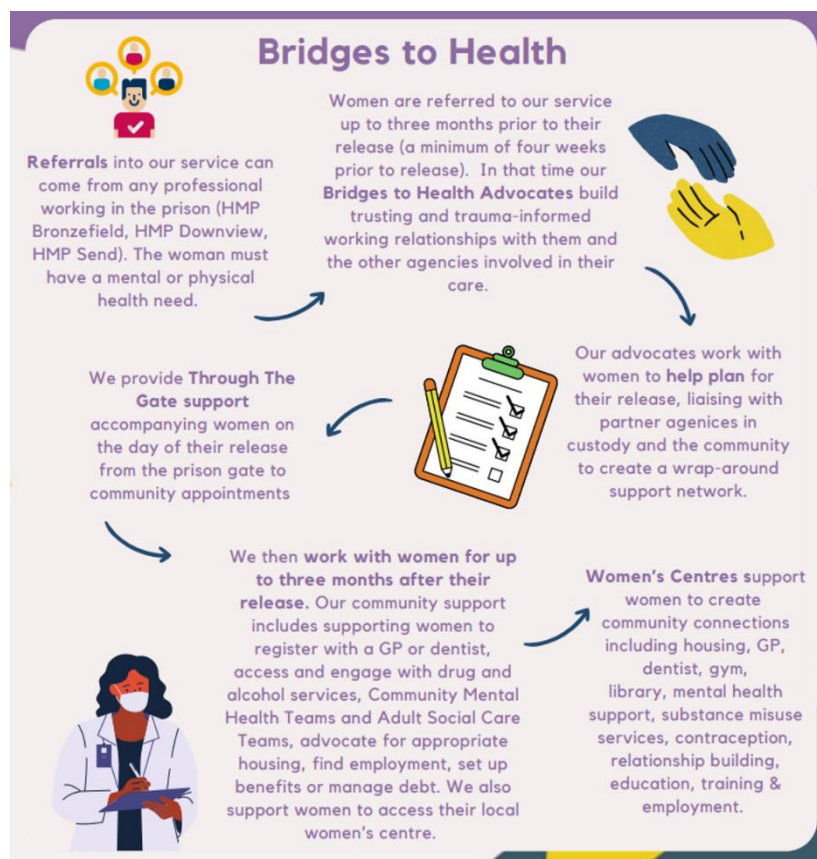
Here is a link to our most recent annual report:

[2023_Annual_report_and_accounts_Women_In_Prison.pdf \(womeninprison.org.uk\)](https://www.womeninprison.org.uk/2023-Annual-report-and-accounts-Women-In-Prison.pdf)

Bridges to Health

Women in Prison is excited to be working in partnership with **Central and North West London NHS Foundation Trust (CNWL)** to deliver this project which started in 2023. Developed from our successful work with CNWL over the last few years in HMP Bronzefield, 'Bridges to Health' sees us expand our team and geographical locations to work across the three women's prisons in Surrey (HMP Bronzefield, HMP Send and HMP Downview) supporting women with mental and physical health needs through the gate.

Our team of five full time equivalent (FTE) **Bridges to Health Advocates** work across the three prisons, holding a caseload of women preparing to be released from custody. We offer support to women for up to three months pre-release, and up to three months in the community. Advocates sit within the prison Mental Health In-Reach teams working with women who have mental health, physical health and wellbeing needs supporting their transition from custody to community. Support includes managing release anxiety, supporting them on the day of release, advocating to ensure their housing is in place, registering them with a GP, connecting them to Community Mental Health Teams and other mental and physical health services and providing support around more general needs including employment and benefits. The team bring a breadth of collective experience, supporting women with a range of mental and physical health needs and ensuring that once they leave custody they can access local services and support that is right for them.



Bridges to Health Advocate

Start date: May 2025

Salary: £29,864.00 per annum (inclusive of £3,990 London Weighting)

Working hours: 35 hours a week (1 FTE) or part time (0.5 FTE) considered.

Location: HMP Bronzefield, Woodthorpe Road, Ashford TW15 3JZ. *It's expected that around 50% of your time will be spent in prison, and 50% delivering community work across London and the South East and working from home.*

Contract: Permanent

Employee Benefits

Annual leave: 30 days plus statutory bank holidays (*Pro-rata for part-time employees*). The WIP office is closed between Christmas and New Year, however someone frontline services are required to provide cover over those three days. If you do provide cover over those three days you will receive TOIL to take at a time that suits you.

Flexible working hours: Women in Prison offers flexible hours around the core working times of 10am – 4pm.

Pension scheme: Auto enrolment with 5% contributions from WIP and 3% from employees.

Clinical supervision: Working with WIP can be enormously rewarding but also challenging at times. So we provide clinical supervision through a Harley Street practice to encourage reflective practice and support the wellbeing of our team.

Employee Assistance Programme: Confidential access to a range of support and information on a 24/7 basis. Including legal advice, emotional support, practical advice and signposting.

Cycle to Work Scheme: Eligible employees can save money and spread the cost of a new bike and accessories.

Job Description

Job title: Bridges to Health Advocate

Job 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 who have been referred for support by prison staff, predominately the Mental Health In-Reach Teams and Primary Care Teams.

Reports to: Bridges to Health Manager
Responsible for: n/a

Key Responsibility Areas

1. Provide high-quality, trauma-responsive advocacy and support to women in contact with the criminal justice system.
2. Maintain case management systems to ensure accurate and timely data recording.
3. Develop effective relationships with key stakeholders such as statutory and voluntary sector agencies.

Duties and key responsibilities

- 1. Provide high-quality trauma-responsive advocacy and support to women in contact with the criminal justice system.**
 - Design, coordinate and deliver one to one interventions to women three months prior to their release from prison and for three months in the community, assisting them to achieve their goals.
 - Provide a trauma-responsive approach, developing risk and needs assessments and safety plans with women reflecting their individual situation and support needs.
 - Ensure that interventions are responsive to and meet the needs of women from diverse and minoritised communities.
 - Involve women in the design and delivery of interventions, ensuring that they are at the heart of the work at all times.
 - Deliver effective support to women by taking a proactive approach to your personal and professional development, including engaging in relevant internal meetings/forums, attending internal and external training opportunities, engaging in clinical and management supervision and practicing self-care and work boundaries.
 - You may be required to develop and deliver workshops around health and wellbeing themes to women based in the prison.
- 2. Maintain case management systems to ensure accurate and timely data recording.**
 - Accurately document all client and professional interactions on both Women in Prison's case management database and the NHS's System One, working in line with Women in Prison and the NHS's case management policies at all times.
 - Work in line with Data Protection legislation.
- 3. Develop effective relationships with key stakeholders such as statutory and voluntary sector agencies.**
 - Take a collaborative multi-agency approach to supporting women whilst representing the core values of Women in Prison at all times, including representing and supporting women at multi-agency meetings and advocating for their statutory rights.
 - Be responsible for establishing and maintaining professional relationships and effective communication with mental health and healthcare teams, prison colleagues and other relevant statutory and voluntary sector agencies.

- Promote a culture of understanding women's needs and the root causes of women's offending.
- Ensure that relevant partners are aware of the range of services offered by Women in Prison.

Person Specification

Skills and Experience

- Understanding of trauma-informed approaches.
- Good knowledge of the issues faced by women affected by the criminal justice system.
- Good understanding of the impact of complex trauma and intersectionality on women's needs, behaviour, health and outcomes.
- Understanding of the root causes of women's offending and the importance of women-specific provision.
- The ability to engage and motivate clients working with a strengths-based approach.
- Dealing with agencies that provide support around benefits, homelessness and housing, mental health, physical health, offending and substance misuse.
- Problem-solve difficult situations and deal with them calmly and effectively.
- Self-motivated with confidence to work alone but can also work co-operatively and flexibly as part of a team.
- Ability to prioritise and manage own time and workload.
- Effective communication skills verbally and in writing with people of many different backgrounds and within a range of settings.
- IT skills at a level that supports report writing, email, Outlook calendar, Teams/Zoom, internet, use of a databases and meticulous case recording in a timely manner inline with WIP's policies.
- Ability to manage multiple demands while ensuring timely completion of case reports.
- Up to date understanding of safeguarding practice, policy and procedures.

Personal Attributes and other requirements

- 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.
- You will spend around 50% of your week at HMP Send (Ripley Rd, Ripley, Woking GU23 7LJ) and the rest of your week travelling around London and the South East of England to outreach appointments and partnership offices.
- Level 1 Prison Vetting is desirable but not essential.

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.

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.

How To Apply

Deadline: 9am on April 7th 2025

Interviews: Week Commencing April 14th 2025

To apply: Send a CV and cover letter explaining how you meet the person specification (max 2 pages of A4) to recruitment@wipuk.org

If you require reasonable adjustments to support you during the application process, please contact our HR team at hr@wipuk.org.

We are happy to invest in developing the right person, so you are welcome to apply even if your professional experience does not fully meet the job description or person specification.

We particularly encourage applications from Black, Asian and minoritised women, and women who have personal experience of the criminal justice system.

If you do have lived experience, please see policy below on the Recruitment of Women with Lived Experience of the Criminal Justice System.

In line with legal requirements and the nature of our work, this role:

- Is restricted to women only as a genuine occupational requirement under Schedule 9 paragraph 1 of the Equality Act 2010
- Requires the right to work in the UK
- Is subject to Prison Vetting and Enhanced DBS check.
- Requires three years employment and address history vetting (including at least three years residency in the UK)

Equalities Monitoring

Completing the attached equalities monitoring form is voluntary and any information you provide will be used for statistical purposes only. The form will remain confidential and will not be shared with the recruitment panel.

Equality, Diversity and Inclusion Policy

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 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 lived experience of the criminal justice system.

Policy on the Recruitment of Women with Lived Experience of the Criminal Justice System

Women in Prison actively encourages and supports the employment of women with lived experience of the criminal justice system. We believe that women's own experiences drive the Charity forward through understanding, solidarity and passion for change.

Job Advertisements and the Application Process

We do not ask for disclosure of criminal records during the application process, to ensure that women with lived experience of the criminal justice system are assessed on their merit, without risk of discrimination and are not asked to disclose sensitive personal information unnecessarily.

If a [Disclosure and Barring Service \(DBS\) check](#) is required for a role, this will be stated clearly in the job advert, including the level of DBS.

HM Prison and Probation Service (HMPPS) vetting

If HMPPS vetting is required for a role, this will be stated in the advert. Women in Prison has to adhere to this vetting requirement in order to deliver some of its services. We actively encourage and support women with lived experience to apply for our roles, but it should be noted that vetting **must** be passed to be appointed to roles with this requirement; there is no comprehensive list of reasons why vetting may be failed, though there is evidence to suggest that vetting *may* be failed for the following reasons: -

- Offences against vulnerable people
- Offences motivated by hate or discrimination
- Domestic abuse offences

- Murder
 - Firearms offenses
 - Dishonesty-related offenses, such as fraud
 - Multiple offenses
 - Offenses involving violence, drugs, or dishonesty
- **Failure to disclose information**
You might fail vetting if you don't disclose information about yourself or people close to you that raise concerns with the Police.
 - **Incomplete or incorrect information**
You might fail vetting if you provide incomplete or incorrect information on your application. The level of checks you undergo will depend on the role you're applying for and the type of access you'll have. You'll need to provide supporting documentation to confirm your identity, address, and right to work

[Unlock](#) can provide you with some guidance on applying for roles in the criminal justice sector.

Levels of DBS Checks

Basic DBS checks contain details of unspent convictions. Standard and Enhanced DBS checks contain details of unspent and spent (unless filtered) convictions and cautions (including reprimands and warnings). Enhanced DBS checks may also include other information held by police forces deemed relevant to the role, or check for inclusion on the Children's or Adults' Barring List.

Job Offers and the Induction Process

We will only ask for a DBS check at the point of job offer.

Disclosures will be treated confidentially and only stored where necessary, in line with General Data Protection Regulation (GDPR) guidelines. Access will be restricted to limited Senior Management or HR representatives as needed to assess suitability for the role.

A criminal record will not arbitrarily bar women from employment with us. We discuss disclosures with applicants (in person, or via phone or video call), to allow them to explain the background in their own words. We consider the relevance to the role, including the type and seriousness of an offence, how much time has passed and whether the individual's circumstances have changed. If they have restrictions on the work they are able to do, we consider whether we are able to make reasonable adjustments to facilitate their employment.

The Charity Commission does however have its own [automatic disqualification](#) rules on who can hold senior positions within a charity, which apply to our Trustee, CEO and Head of Finance positions. Although it is possible to apply for a waiver.

Women in Prison does not have a blanket ban on any criminal records and will always approach disclosures fairly and on an individual basis. We seek to balance supporting women with lived experience into employment, alongside safeguarding our current employees, service users and the organisation.

Support with Recruitment

We encourage women who are interested in working with us but concerned that their lived experience could impact their employment, to contact our HR team for an informal discussion at hr@wipuk.org.