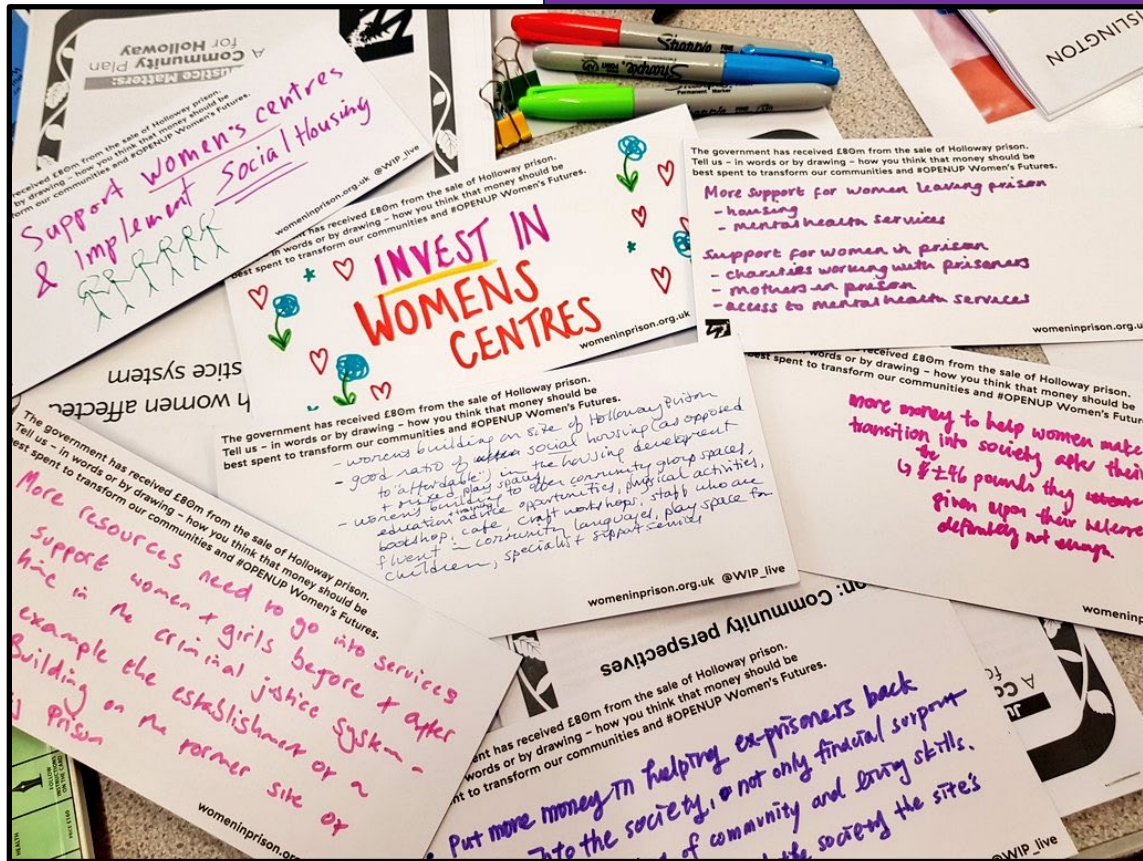


2024

Bridges to Health Manager



Charity no: 1118727. Company no: 5581944.





Welcome!

Dear Applicant,

Women in Prison is the only national charity focused on women in the criminal justice sector, we are women-led and know the importance of ensuring we have a clear gendered approach in all that we do. Our influencing potential and campaigning voice are substantial. We are currently in our 40th year of supporting women impacted by the criminal justice system. We work with women who are at risk of, or being, harmed by the systems that are meant to protect us.

At Women in Prison we are passionate, ambitious and grounded in the reality of women's lives. We are proud of our roots as a feminist grassroots organisation, and we have grown from strength to strength since the 1980s, delivering services to women and campaigning for change. We exist to support women facing multiple marginalisation and exclusion, who have been let down, and their rights denied. We believe that prison doesn't work and we want to see an end to the harmful imprisonment of women in England and Wales.

This is a very exciting time in Women in Prison. As a deeply value-led organisation, we know that our recently agreed set of values represents the unique nature of our organisation, and also need to hold us to account for how we work in an unpredictable future. Our new vision and purpose will guide us as we build a strategy during 2024 to be implemented from 2025.

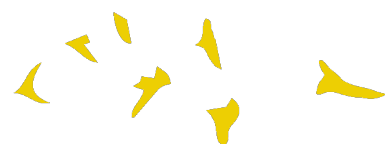
We know we want to build more coproduction; deeper support to women who are disproportionately affected by the system through an intersectional lens; greater connection between the women we support and the influencing we do; an increased focus on alternatives to the system and a stronger focus on preventing women being caught up in the system.

If you are excited by our purpose, and the breadth of what this role could offer to you, we would love to hear from you.

I look forward to meeting you.



Sonya Ruparel, Chief Executive



Our Story

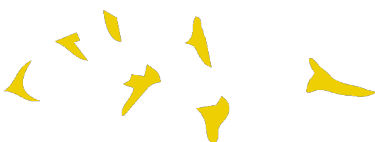


Our **Vision** is of a society which no longer accepts the structural inequalities that lead women and girls into contact with the criminal justice system.

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.

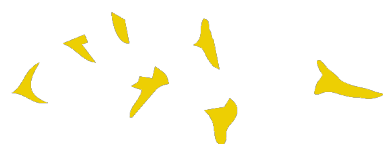
Today, WIP is a national charity dedicated to making a difference to the lives of women affected by the criminal justice system. We campaign for a new system of justice - one that addresses the root causes of offending (including homelessness, substance use, mental ill health and experiences of poverty, 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:

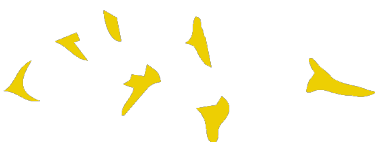
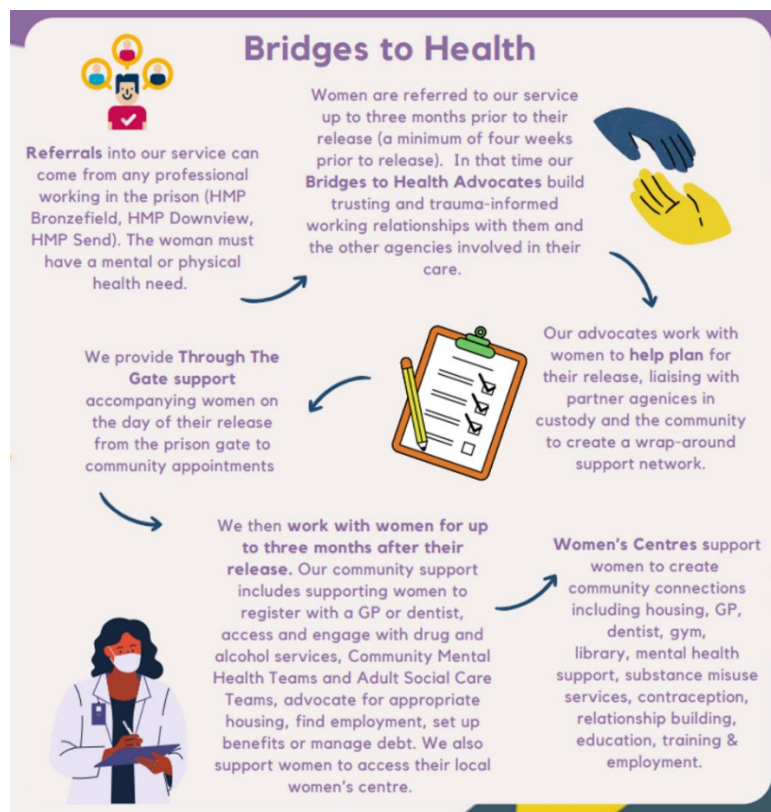
[2023 Annual report and accounts Women In Prison.pdf \(womeninprison.org.uk\)](https://www.womeninprison.org.uk/2023-Annual-report-and-accounts-Women-In-Prison.pdf)



Bridges to Health project

Women in Prison is excited to be working in partnership with **Central and Northwest 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 and physical health 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 Manager

Reports to: Head of Justice Services

Direct reports: Bridges to Health Advocate at HMP Send
x2 Bridges to Health Advocate at HMP Downview
x2 Bridges to Health Advocate at HMP Bronzefield

About Women in Prison

Women in Prison is a national, women-led, feminist organisation. We deliver front line support to women harmed by the criminal justice system, through our work in prisons, in the community and ‘through the prison gate’ as they resettle back into their communities. We also campaign for systems change that addresses the root causes of offending, reduces the harmful impact of prison, and creates workable, community-based alternatives to imprisonment.

Job Description:

Job Purpose:

This is an exciting opportunity to work on the continuous development and delivery of a specialist service working in partnership with Central Northwest London NHS Foundation Trust, providing enhanced support to women with mental and physical health needs preparing to leave prison and resettle back in to the community. This project takes a trauma-informed, person-centred approach to support and works together with partner agencies to provide a bridge from prison to the community.

This post provides operational management of this project across the three women’s prisons in Surrey – HMP Bronzefield, HMP Send and HMP Downview and a community service delivery area of London and the South-East of England, ensuring quality standards are consistently met, staff are effectively managed, partnerships are maintained and contract KPI’s are delivered.



Duties and Key Responsibilities:

Service Delivery

- Provide operational management of the Bridges to Health service, ensuring high quality, trauma-informed, person-centred support is delivered to women impacted by the criminal justice system.
- Identify opportunities for service development and innovation, both within the three prisons and the community and take a responsive and flexible approach to the changing needs of women impacted by the criminal justice system, the prisons and partner agencies.
- Manage all service safeguarding concerns and incidents, ensuring compliance with Women in Prison (WIP), prison and local authority policies and procedures.
- Manage all new referrals as they come in via the team inbox and lead a weekly referral meeting with the team to discuss and allocate new referrals.
- Represent the needs and experiences of women affected by the criminal justice system with external policymakers and agencies, providing specific knowledge and expertise relating to the impact of imprisonment upon women.

Management of Staff

- Demonstrate to staff that they are valued by WIP, foster good working relationships within staff teams, and build a fair and open management culture.
- Provide regular, structured line management support to direct reports. In-line with WIP policies and procedures this includes:
 - Monthly Supervision
 - Monthly Case Auditing
 - Case Management and Reflective Practice opportunities
 - Weekly Team Referral Meetings
 - Team training and development opportunities
- Effectively manage a dispersed team who are co-located across the three prisons, delivering community support across London and the South-East of England with some working from home, ensuring team cohesion and consistency in approach and practice.
- Work alongside the Head of Justice Services and HR to manage any employee performance or behaviour issues as necessary.

Client Care

- Ensure that all client work within the service meets quality standards, complies with WIP's policies and procedures and is delivered in line with WIP's core values.
- Provide regular, structured case management support to staff providing space to reflect and advise on innovative 1:1 interventions.
- Act as a source of specialist advice to staff regarding complex issues that might arise from their work with clients.
- Manage safeguarding concerns and incidents, ensuring compliance with WIP's policies and procedures, compliance with prisons' Safer Custody procedures and local authority procedures.



- Effectively debrief with staff after any incidents, taking steps to ensure staff are safe and well, actions are understood and key successes and opportunities for improvement are identified and shared with relevant stakeholders.
- Actively involve women in the development and delivery of services through the provision of meaningful engagement opportunities.
- Ensure procedures are in place to collate, analyse and disseminate feedback from service users in a way that informs ongoing delivery across WIP's work streams.
- Ensure all client files and documentation are kept in accordance with agreed administrative systems adhering to Data Protection policies and procedures.
- Ensure the effective implementation of WIP's complaints policy, ensuring service users are aware of complaints procedures and that all complaints are responded to in a timely manner.

Communication

- Champion the core values of WIP, including social justice and feminism in all internal and external communications, articulating their importance to the work we do.
- Network and raise the profile of the Bridges to Health service, through building effective partnerships and referral pathways with a particular focus on the Surrey women's prisons, mental health in-reach and primary care teams, prison offender management and resettlement teams and partner agencies in the community, including probation.
- Represent the Bridges to Health service at quarterly contract meetings and yearly CNWL stakeholder events, actively participating and disseminating information to colleagues.

Data management

- Ensure that all staff maintain accurate and confidential service user records, using WIP's case management system, as well as the NHS' System One in compliance with WIP and CNWL's policies and procedures.
- Produce monthly and quarterly monitoring and evaluation reports to CNWL in line with funder requirements.

General Responsibilities

- Be flexible and 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.
- Actively support and promote inclusion, diversity and equality of opportunity in the workplace.
- Treat confidentially any personal, private or sensitive information about service delivery, individual organisations, clients and staff.

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.



Person Specification:

1. Experience

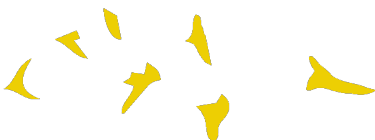
- Development, management and delivery of services supporting women with experiences of trauma and exclusion.
- Design and delivery of services that actively include and meet the needs of people with a range of intersecting needs, including designing and delivering 1:1 and/or group interventions in a trauma-informed manner.
- Experience of holistic multi-agency working to support clients, experience of delivering services in a needs-led manner and knowledge of inequalities and exclusion experienced by marginalised groups.
- Producing complex monitoring and evaluation reports for funders and key stakeholders.
- Working collaboratively with external agencies or partner organisations at a strategic level.
- Managing staff and complex staffing situations.

2. Skills and Abilities

- Effective leadership in a management role: leading, supervising, supporting and motivating.
- Involve service users and/or beneficiaries in the development, delivery and evaluation of services.
- Effective spoken and written communication skills which engage staff and stakeholders, including funders, encouraging understanding and participation.
- Troubleshoot and problem solve difficult situations, and deal with them calmly, diplomatically, efficiently and effectively.
- Maintain professional boundaries and confidential working practices and support a team to do this.
- Reflect on own practice and identify areas for own professional development.
- Effectively interact and positively communicate with a range of professionals in a variety of settings, including the ability to challenge when required.
- Financial management skills necessary to deliver a project to budget.
- Effective time management in order to meet competing priorities.
- Fluent use of standard office equipment and information and communication technology.

3. Knowledge

- Knowledge of best practice responses to meeting the needs of women with experience of trauma and impacted by the criminal justice system.
- Understanding of diversity and inclusion and the principles of equal opportunities as they relate to both staff management and service provision.
- Knowledge of imprisonment, the criminal justice system and community services, both statutory and voluntary which provide support to women and women impacted by the criminal justice system.
- Knowledge of health issues relating to women involved in the criminal justice system.



- Knowledge of key national and regional government policies and reports relating to women involved in the criminal justice system.
- Extensive knowledge of monitoring and evaluation within a service delivery context.
- Understanding of effective risk management and safeguarding procedures

4. Education/Training/Qualifications

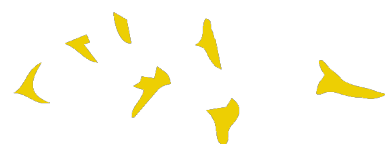
- Evidence of recent continuing professional development in a professional area relevant to the post, for example management and leadership; quality systems; monitoring and evaluation; project management.

5. Other Requirements

- A commitment to the values of asset-based empowerment, social justice and feminism which underpin all of the work undertaken by WIP
- Commitment to anti-discriminatory practice and equal opportunities. An ability to apply awareness of diversity issues to all areas of work
- Able to travel around Surrey and across WIP's national services

Terms and Conditions:

Start date:	25 th November 2024
Salary:	£37,733, inclusive of London and South-East weighting
Location:	Hybrid: 1-3 times a week as required at HMP Bronzefield, HMP Send, HMP Downview The rest of the time spent working from home and/or the London Office (Shoreditch)
Working hours:	Full time, 35 hours
Contract:	Fixed maternity cover until 31 st October 2025
Annual leave:	30 days plus statutory bank holidays (if full time). All WIP staff also receive an additional 3 days leave between Christmas and New Year.
Pension scheme:	WIP provides an auto enrolment pension scheme with 5% contributions from the employer and 3% from the employee.



Applications close: Monday, 7th October 2024 at 9am

Interviews with Women in Prison: week commencing Monday, 14th October 2024

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 the HR team on 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.

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

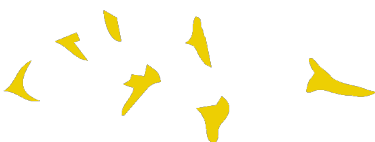
- Is restricted to women only as a genuine occupational requirement
- Requires the right to work in the UK
- Is subject to an Enhanced + Adult Barred List DBS check.
- Is subject to HM Prison and Probation Service vetting ('Enhanced Level 1' or 'Standard Plus')
- Requires that the post holder is not [automatically disqualified](#) by (or can obtain a waiver from) the Charity Commission

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.

Levels of DBS Checks

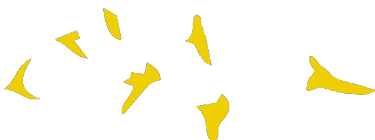
Basic DBS checks contain details of unspent convictions. Standard and Enhanced DBS checks contain details of unspent and spent (unless filtered) convictions and cautions (including reprimands and warnings). Enhanced DBS checks may also include other information held by police forces deemed relevant to 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 Director of Finance and Resources 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.

