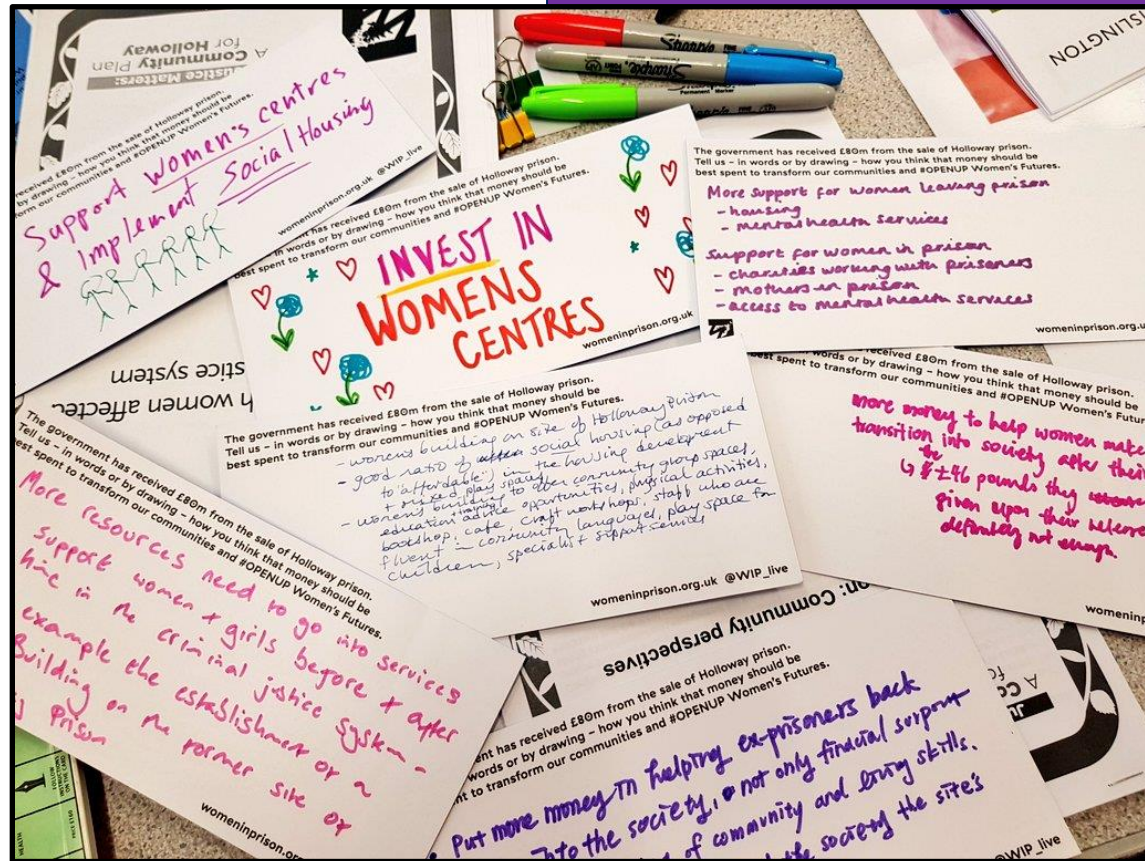


2024





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,



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.

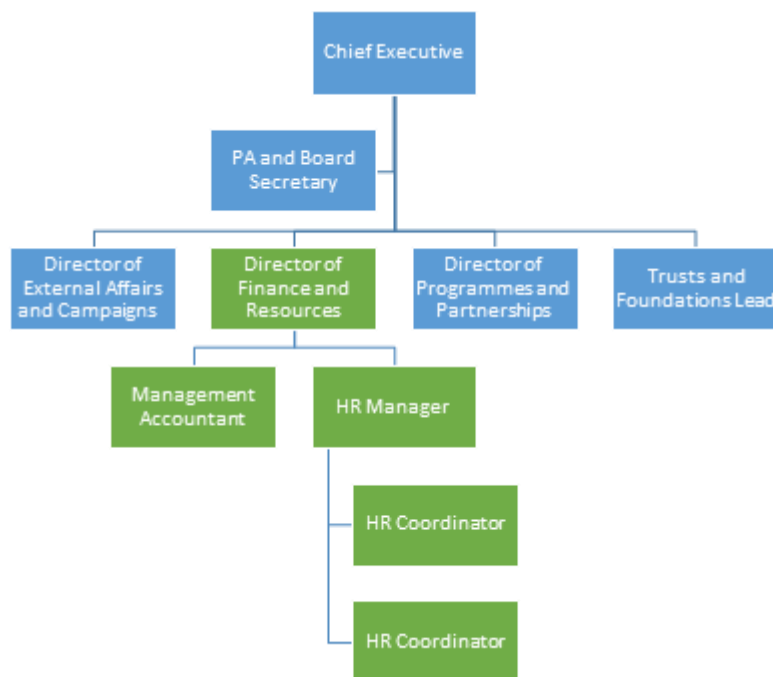
Today, WIP is a national charity dedicated to making a difference to the lives of women affected by the criminal justice system. We campaign for a new system of justice - one that addresses the root causes of offending (including homelessness, substance use, mental ill health and experiences of poverty,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

Summary Organisational Chart



HR Manager

Start date: tbc

Salary: £41,000 per annum including London weighting

Working hours: Full time, 35 hours per week

Location: Remote (Office sought in London by April 2024)

Contract: Permanent

Employee Benefits

Annual leave: 30 days plus statutory bank holidays, and an additional 3 days leave between Christmas and New Year. This means that in a standard year with 8 bank holidays, the full holiday entitlement is 41 days!

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 Purpose: Manage, develop and implement Women in Prison's human resources in alignment with the vision, purpose and values of the organisation.

Reports to: Director of Finance and Resources

Responsible for: Human Resources

Department/Service Core Services

Key Responsibility Areas

1. Lead Women in Prison's recruitment, onboarding and changes to contracts
2. To lead on approaches for performance management and appraisals and work with the leadership team and line managers to identify and implement good HR practice and

- professional development plans
- 3. Foster positive employee relations and an inclusive culture
- 4. To lead on employee payroll, benefits and welfare
- 5. To be a member of the extended leadership of Women in Prison, modelling feminist leadership, anti-oppression and empowering, values-led, collective leadership for the organisation

1. Lead Women in Prison's recruitment, onboarding and changes to contracts

Oversee recruitment ensuring we have processes in place for inclusive recruitment practice and we are attracting talent into the organisation

Lead on staff onboarding and offboarding processes

Lead on contract changes, and manage complex staffing changes e.g. TUPE; redundancies etc.

Ensure organisational compliance with employment law and safeguarding obligations in relation to staff, including safer recruitment

2. To lead on approaches for performance management and appraisals and work with the leadership team and line managers to identify and implement good HR practice and professional development plans

Design and roll out a cycle of performance reviews and appraisals and a performance management framework that is appropriate for staff working in Women in Prison

Advise the leadership team and other senior managers on human resources matters and ensure all people managers in the organisation have the necessary skills and support to address employment issues e.g. in relation to sickness, performance and disciplinary and grievance processes

Monitor the diversity of staff helping to ensure the broad diversity of staff is maintained and further enriched

Lead on staff engagement surveys including analysis of results and work with the extended leadership team to develop action plans in response to results

Ensure the Human Resources team provides the best possible learning and development opportunities for staff and monitoring compliance with mandatory training

Coordinate existing and potential learning and development opportunities for staff

3. Foster positive employee relations and an inclusive culture

Provide insight and reports on HR matters (e.g. diverse recruitment, staff absences) to identify opportunities and areas for improvement

Answer day-to-day HR enquiries and provide guidance to managers as required

Maintain HR systems and processes ensuring that staff are comfortable to use them

4. To lead on employee payroll, benefits and welfare

Manage the payroll, liaising with the external payroll provider and the finance team

Manage the staff pension scheme

Oversee initiatives to promote the wellbeing of staff taking a trauma informed approach and being mindful of the nature and locations of the workforce

Maintain and develop employee benefits including the organisation's approach to clinical supervision

5. To be a member of the extended leadership of Women in Prison, modelling feminist leadership, anti-oppression and empowering, values-led, collective leadership for the organisation

To lead on the development and improvement of HR and GDPR policies and, where relevant, bring to the extended leadership team for discussion

To work with the extended leadership team to bring collective accountability and leadership for the organisation

To directly line manage staff in a way that supports their empowerment, accountability progression and development

To embed the organisation's values through feminist leadership and anti-oppressive practice

To work collectively with the extended leadership team on operational planning and design, taking a leadership role when required.

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

Skills and Experience

- Generalist HR experience and/or CIPD qualified (level 5)
- Good knowledge of employment law and HR best practice, with a commitment to keeping this up to date
- Some management experience or transferrable knowledge/skills
- Good analysis and written and verbal communication skills
- Familiar with or confident learning IT systems
- Excellent interpersonal skills and relationship management skills

Personal Attributes and other requirements

- Commitment to the core values, vision and ethos of Women in Prison
- A strong collaborative leadership style
- Commitment to anti-discriminatory practice and equal opportunities and an ability to apply awareness of diversity issues to all areas of work

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.

How To Apply

For an informal conversation about the role, please contact our recruitment partner, Carroll Lloyd, Director, NFP Consulting on 07765 001 033 or email carroll.lloyd@nfpconsulting.co.uk

Apply online at <https://nfpconsulting.co.uk/executive/job/24008>

Application is by way of CV with a Supporting Statement that should set out your motivations for applying and how your work experience to date meets the scope of the responsibilities. As a general guide, your Supporting Statement should be around two sides of A4.

To recruit the most appropriate candidate, a number of pre-employment due diligence checks will be undertaken in accordance with the Data Protection Act 2018. These checks will help determine the character and suitability of the individual to carry out this particular role.

Accessibility

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 info@nfpconsulting.co.uk

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 DBS check.
- Is subject to HM Prison and Probation Service vetting ('Enhanced Level 1' or 'Standard Plus')

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.