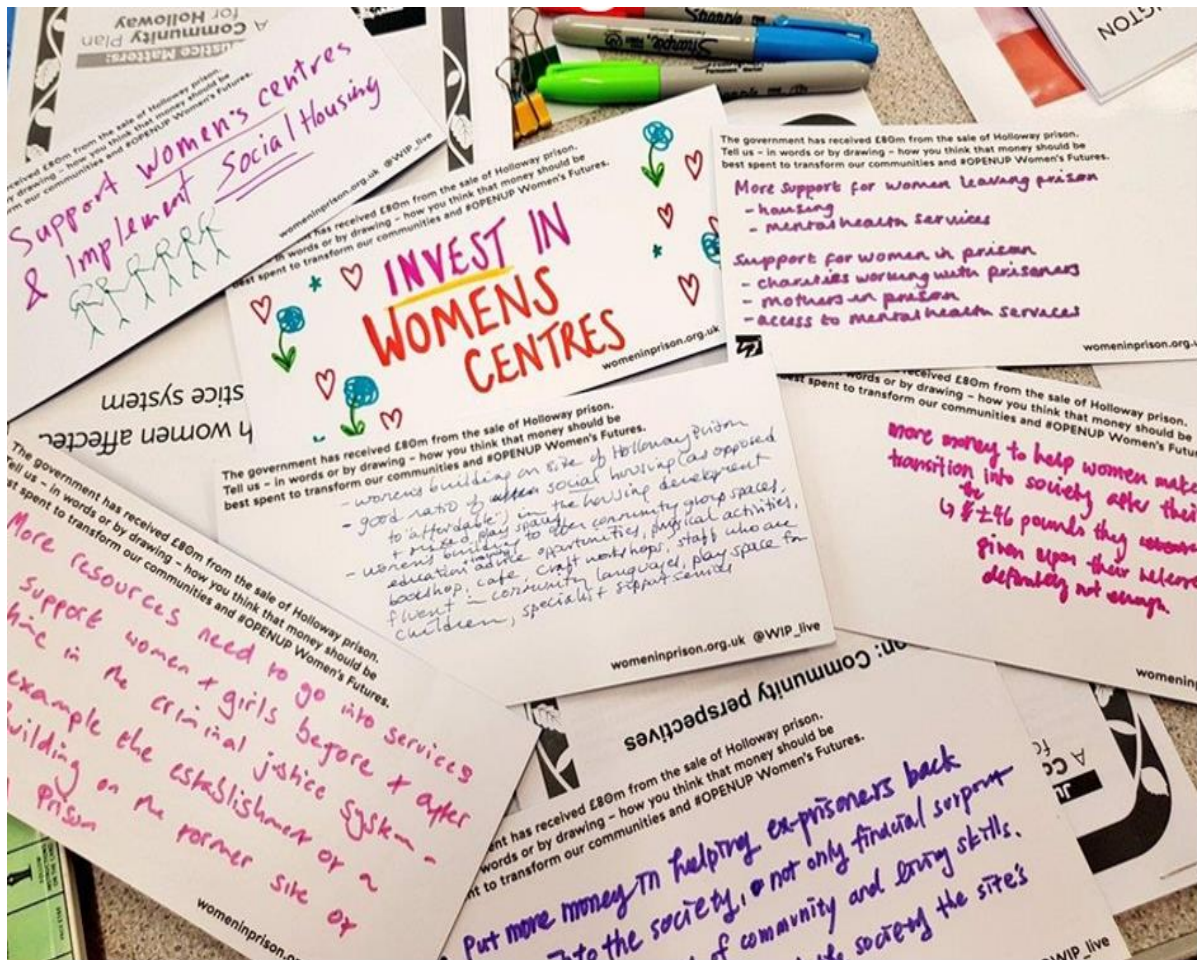




Women in Prison

Treasurer Recruitment Pack



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Welcome

Dear Applicant,

I am thrilled that you are interested in becoming a trustee of Women in Prison (WIP). Our trustees are so committed, enthusiastic and dedicated to seeing an end to the harmful imprisonment of women, you would be joining a really wonderful group of people. We are really proud of the diversity of our trustee board, and we were thrilled to win a Charity Governance Award in 2023 for the diversity of our board.

Women in Prison is the only national charity focused on women in the criminal justice sector, and our influencing potential and campaigning voice are substantial. This year we are commemorating our 40th year of supporting women impacted by the criminal justice system. We are a women led organisation that exists to 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 WIP as, having developed our new vision and purpose in 2023, we are currently working on building a new strategy that will guide us as we continue to be an organisation we are all proud to lead. We are also investing in our fundraising to enable us to continue to be sustainable into the future.

We are looking for a new Treasurer for our Board to support us as we continue to improve our finance practice and to give our team some strategic guidance.

I very much look forward to meeting you.

A handwritten signature in black ink, which appears to read 'Sonya Ruparel'. The signature is fluid and cursive.

**Sonya Ruparel, Chief Executive
Women in Prison**



Dear Potential Trustee,

As Chair of the board of Trustees, I have witnessed first-hand the tremendous impact our board members make in shaping the future of Women In Prison (WIP) and I can assure you that serving as a trustee on our board is a truly rewarding experience.

The Board of Trustees serves as the guiding force behind our strategic direction, ensuring that WIP remain steadfast in our mission to support women impacted by the criminal justice system. By becoming part of our board, you will have the opportunity to influence our strategic decisions, oversee our governance, and contribute to our growth and continued success.

Being a trustee offers a unique platform for personal and professional growth. Our board provides you with a chance to work alongside a diverse group of passionate women, all committed to advancing the goals of WIP. Everyone brings a wealth of experience from various backgrounds, which allows for vibrant discussions, innovative ideas, and the chance to learn from one another. Together, we can make a substantial difference in the lives of those we serve and create a lasting impact on our wider community.

By applying to become part of our board, you could become an integral part of a dynamic team that is committed to making a meaningful difference for women. We value diversity and encourage applications from individuals with a wide range of backgrounds and experiences. We are specifically looking for individuals who have expertise in fundraising. Your unique skills and perspectives could greatly contribute to delivering our vision for WIP.

To take the first step in joining our board, I kindly request you submit a cover letter and a CV by **Monday 30 September to recruitment@wipuk.org**. Our selection process will include an initial review of CVs, followed by interviews with shortlisted candidates. We anticipate finalising our decision and inducting the new trustee by the end October 2024. The new trustee will be welcomed on to our board at our 3rd quarter board meeting on Wednesday 21st November 2024.

Thank you for considering joining Women In Prison.

A handwritten signature in black ink, consisting of several loops and a horizontal line, appearing to read 'Juli Browne'.

Yours Faithfully,
Juli Browne
Chair of the board of Trustees
Women In Prison

About Women in Prison

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

During Chris's 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 the scandal of women's imprisonment 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. In Chris's own 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's 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, harmful substance use, mental ill health and experiences of poverty, trauma and abuse).

Our Women's Centres and the services we provide in communities in Manchester, London and Surrey and in prisons deliver trauma-informed, 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. We do this by:

1. Leading inspiring, passionate campaigns rooted in the lived experience and expertise of the women we work with and our frontline staff
2. Delivering high quality, trauma-informed, independent services for women, in communities and prisons, which focus on early intervention, health and holistic provision as part of a 'whole system' multi-agency response.

We are an organisation building a new strategic direction and looking to a future where women are no longer imprisoned.

How do our Trustees Work?

Trustees work in partnership with the leadership team of Women in Prison, setting the strategic direction and holding the team to account. We are a team of feminist leaders who collaborate and support each other.

Trustees meet quarterly for the main board meeting. The Treasurer chairs the Finance, Audit and Risk sub committee which is also held 4 times a year in advance of the main board meeting.

Currently our sub committee meetings are held during working hours, and our main board meets between 5 and 7 in the evening, every other one is held in person in London. We hold one Board Away day each year during the working week. We expect trustees to come to board meetings well prepared having read the papers that are sent in advance and to offer support to the leadership team and Chairs outside of Board meetings as appropriate.

Who are we looking for?

The Treasurer will take the lead in financial governance and in shaping our financial strategy, supporting our Director of Finance and Resources in financial forecasting and budgets, and in liaising with our auditors. Our end of year accounts are externally audited. We expect our Treasurer to have finance experience, to be able to understand accounts, be able to comment on our financial records and financial strategy and communicate effectively on these matters with other trustees. It would be helpful if you have experience of charity finance, but it is not essential.

We are looking for someone who can commit to being the treasurer for at least three years.

What support do we provide you. Women in Prison will offer you the following:

- Reasonable expenses will be reimbursed such as your transport to and from board meetings and any childcare costs incurred to attend an interview or board meeting.
- Any reasonable adjustments you may need to participate fully as a member of the board, should you, for example, have any physical or mental health needs.
- An induction period when you join the board, with the option to 'buddy up' with a current board member while you learn the ropes. We will also make efforts to include you in staff training on specialist topics to ensure you are comfortable in your understanding of WIP's work and can develop your own skills.
- All trustees are given the opportunity to visit projects, prisons and Women's Centres, to meet women who use our services and staff to better understand the work we do.
- Trustees may be offered opportunities to represent the charity at events, awards and conferences.
- Work in a committed and passionate organisation that is achieving results.
- The opportunity to learn new skills, gain different experiences and develop your professional life.
- Opportunities to work alongside a group of committed and supportive women, meet a very diverse range of people and contribute to positive change.

ROLE DESCRIPTION

Treasurer

Remuneration: The role is voluntary, although expenses for travel may be claimed

Reports to: The Treasurer is accountable to the Chair of Trustees

Time commitment: The Board meets 4 times per year and has one away day each year. The Treasurer is also expected to Chair the Finance, Audit and Risk Committee 4 times a year and have regular meetings with the leadership team of Women in Prison to specifically advise on finance

The Role

Specific Treasurer duties

- To work in active partnership with the Chief Executive Officer (CEO) and Director of Finance and Resources on financial forecasting, budgets, reserves policy, risks and controls, liaison with auditors, and advising and supporting to ensure robust financial management of the organisation
- Communicate financial, audit and risk information to the board and leadership team in a way that brings it alive to non-financial specialists
- Ensure that finances are considered appropriately throughout all strands of the Board's work and highlight areas of financial risks to be considered and managed
- Represent Women in Prison at external meetings as appropriate

General trustee duties

- To participate in collaborative decision making with the board of trustees and leadership team of Women in Prison to set the strategic direction of the charity
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee Women in Prison's financial plans and budgets and monitor and evaluate progress
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively
- Review and approve Women in Prison's financial statements.
- Provide support and challenge to Women in Prison's Chief Executive and Leadership team
- Keep abreast of changes in Women in Prison's operating environment.

- Contribute to regular reviews of Women in Prison's own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect Women in Prison's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of Women in Prison's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

Person Specification

- Commitment to anti-racism and intersectional feminism
- A finance professional, ideally with knowledge of charity finance
- Strategic thinker with the ability to balance risk and opportunity
- Good communication and interpersonal skills
- Interest in the work of Women in Prison and willingness to visit programmes in the community and prison
- Experience of networking, and influencing
- Ability to analyse information and data
- Understanding of the legal duties and responsibilities of trusteeship

For more information

Visit [our website](#) to learn more about our work and impact. Find our latest report and accounts [here](#)

Equality, Diversity and Inclusion Policy Statement - Our Principle Commitments

Women in Prison (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 women from Black, Asian and minoritised communities and women with lived experience of the criminal justice system who are underrepresented in leadership positions in our sector.

How to apply

If you would like to have an informal conversation about this role prior to applying, please email recruitment@wipuk.org to arrange a call with our current Treasurer, Grace Stevens or our CEO Sonya Ruparel.

To apply for this role, please submit your CV and covering letter to recruitment@wipuk.org

Closing date: 30 September 2024

Selection process and timescales

- CVs and cover letters will be reviewed and candidates shortlisted - early October
- Shortlisted candidates will have an informal conversation with our CEO Sonya Ruparel where you will have the opportunity to ask questions about the organisation – early to mid-October (date tbc)
- Interviews with a panel of board members - mid-October (date tbc)
- Successful candidate appointed - end of October

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 recruitment@wipuk.org