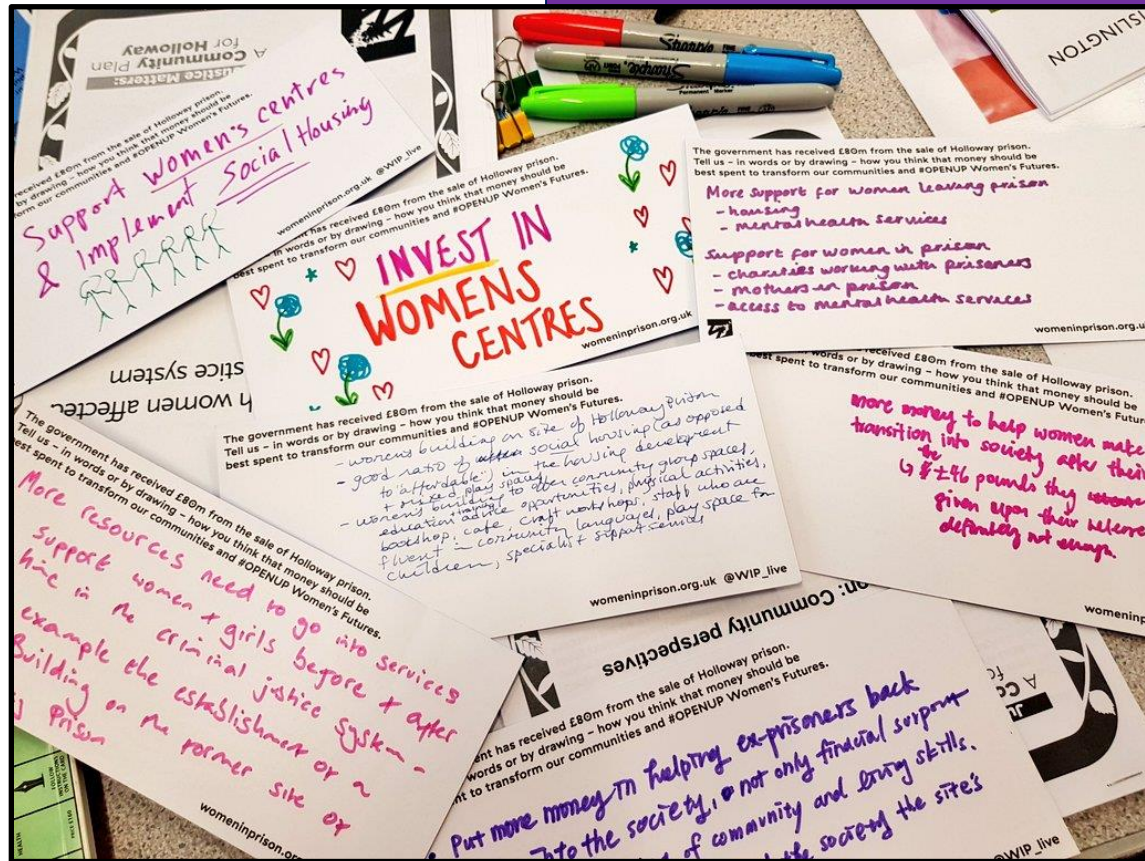


2024

Recruitment Pack

Programme Facilitator



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 annual report: [2020 Annual Report and Accounts](#)

Programme Facilitator

Start date: Monday 10th June 2024

Salary: £25,874

Working hours: 35 hours (full time)

Location: Hulme, Manchester / working from home (one day per week)

Contract: Fixed-term (until 28th February 2025, with possible extension)

Employee Benefits:

Annual leave: 30 days plus statutory bank holidays (pro-rata for fixed term contract), 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.

Reward Gateway: Access to discounts/cashback services at hundreds of retailers, such as groceries, electronics and holidays. Further access to the Wellbeing Centre with tools, tips, recipes, workout videos and guides which will help you to reach your own wellbeing goals. There are also eCards that you can use to recognise a colleague for their great work, wish someone Happy Birthday and much more.

Eyecare Vouchers: As a staff member of WIP, you will have access to free and reduced prices for glasses and eye tests. Should you require glasses for VDU use, you will get them for free too.

Job Description

Job title: Programme Facilitator

Reports to: WomenMATTER Service Manager

Responsible for: N/A

Job Purpose: The project aims to deliver a range of trauma-informed learning and development opportunities to women impacted by the criminal justice system. Delivered in our Manchester and Trafford women's centres, these gender responsive activities, co-produced with women with lived experience, will provide personal and practical skill development that meets their needs and supports their aspirations around employment or education, including a focus on wellbeing and practical learning.

Key Responsibility Areas

1. Co-ordinate and deliver a schedule of trauma informed and gender responsive workshops that aim to address wellbeing and reduce barriers women impacted by the CJS face in accessing employment or education opportunities.
2. Maintain case management systems to ensure accurate and timely data recording.
3. Develop and maintain relationships with key partners and stakeholders, such as lived experience groups, education, training and employment networks and local services.
4. Create opportunities for women impacted by the criminal justice system to input into the programme, such as co-production, and peer supporters:

Duties and key responsibilities

1. Co-ordinate and deliver a schedule of trauma informed and gender responsive workshops that aim to reduce barriers women impacted by the CJS experience in accessing employment or education opportunities:

- Engage with existing, past, and future service users to engage in activities and courses.
- Develop and deliver a trauma informed assessment and intake process with a focus on accessibility.
- Create individual support and development plans for learners ensuring they are working towards their goals.
- Create opportunities for partner organisations to deliver workshops and courses as part of this programme.

2. Maintain case management systems to ensure accurate and timely data recording:

- Accurately document registration and all interactions with learners and volunteers on Women in Prison's case management systems and Project specific databases, working in line with Women in Prison's case management policy at all times.
- Register course learners with the funding specific systems
- Work in line with GDPR, maintaining confidential records of interactions and contact details in line with Women in Prison's case management policy.
- Collate client and professional feedback via case studies, feedback forms, focus groups and other systems.

3. Develop and maintain relationships with key partners and stakeholders, such as lived experience groups, education, training and employment networks and local services:

- Build partnerships with agencies within Greater Manchester, and other key stakeholders.
- Utilise a variety of strategies to communicate effectively with learners, volunteers, colleagues and external organisations.
- 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 the wider team are aware of the range of services offered.

4. Create opportunities for women impacted by the criminal justice system to input into the programme, such as co-production, and peer supporters:

- Consult with Women In Prison's Women4Change group and women with lived experience of the criminal justice system to continually evaluate the effectiveness of activities and ensure adequate co-production throughout the project.
- Support and develop opportunities for women with volunteer peer supporter roles.
- Develop links and pathways with other Greater Manchester services to create opportunities for community members.

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

- Must be able to demonstrate experience of delivering training to a group.
- Supporting women with a range of intersecting needs in a trauma-informed manner, including designing and delivering 1:1 and group training/workshops.
- Creating, recording and implementing interventions with women, specifically needs and risk assessments, support plans and case notes.
- Skilled in engaging and motivating service users and working with a strengths-based approach.
- Ability to 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.
- Effective communication skills both verbally and in writing with people of many different backgrounds and within a range of settings.
- Ability to keep accurate and up to date records in line with the organisations case management policy.
- Ability to contribute to the development of the project and think innovatively.
- IT skills at a level that supports report writing, email, internet and use of a database.

Knowledge

- Understanding of equality, diversity and inclusion and a commitment to working in a way that promotes social justice and feminism.
- Up to date understanding of safeguarding practice, policy and procedures.
- 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.
- Thorough understanding of the impact of trauma and of how to work in a trauma-informed way.

Personal Attributes & 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.

- Interested and motivated to further own skills and knowledge.

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.

How To Apply

Application deadline: Monday 29th April 2024 - Midday

Interviews: Week commencing 6th May 2024

To apply: Send a completed application form 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.

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 an Enhanced DBS check.
- Requires 3 years employment and address history vetting

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.

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

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.

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.

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.