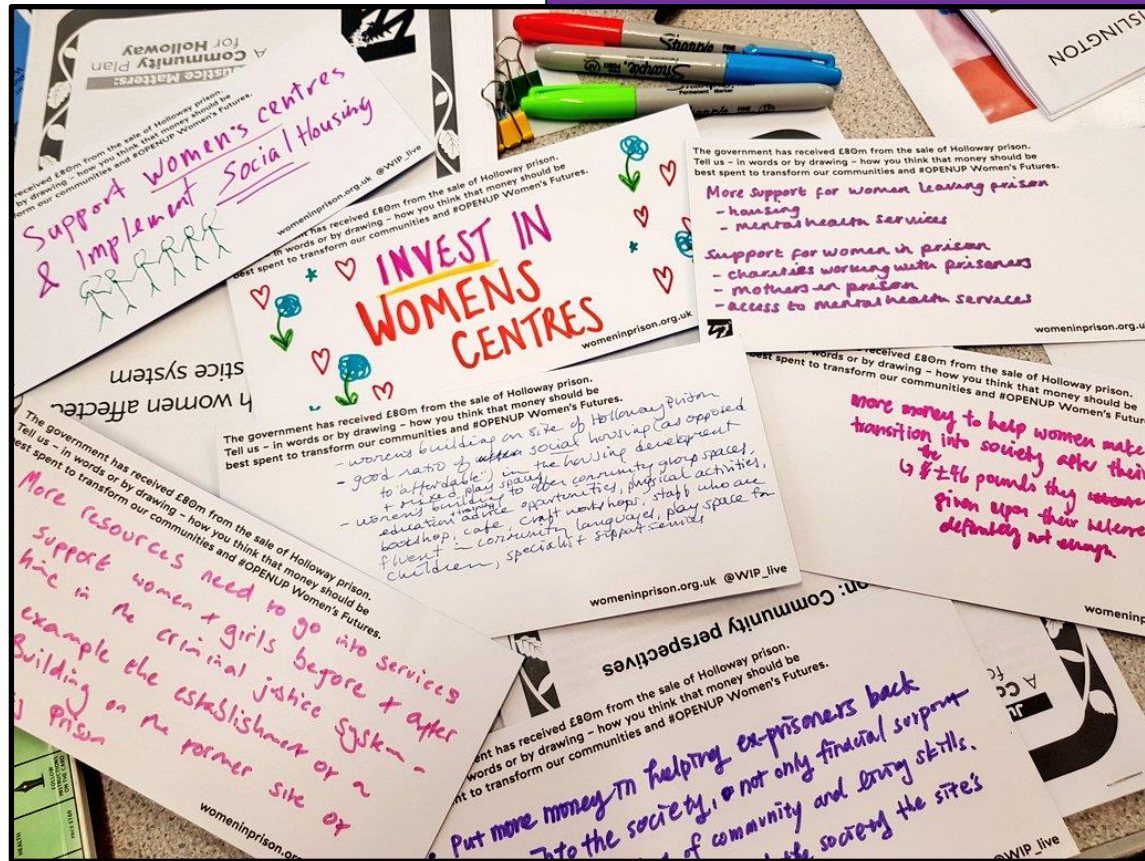


2024

# Administrative Assistant



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 40<sup>th</sup> 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)



# Administrative Assistant

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**Reports to:** HR Manager

## 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:

We need a hands-on flexible administrator to provide general administrative support to WIP’s Core team; you will ensure the smooth running of WIPs London office in Shoreditch; you will also be providing administrative support to projects as and when required.

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### Administrative Support

- Act as a point of contact for Women in Prisons Core Team including monitoring and responding to communications in shared mailboxes
- To support with Women in Prisons telephone line and ensure any answer machine messages are passed on the relevant team
- Be a welcoming face for visitors to the Shoreditch office
- To be responsible for WIPs mail to and from the Office
- Administrative support as needed to Women in Prison’s Core team which could include booking meetings, note taking and support with paperwork
- Supporting the Shoreditch office in maintaining and ordering office supplies to include stationery, consumables and health and safety equipment
- Supporting our Executive Assistant with WIP events and/or large staff meetings
- To keep our asset management log updated and support allocation process of office equipment (e.g. phones and laptops)





## General

- Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position.
- Abide by all organisational policies, codes of conduct and practices.
- Support and promote inclusion, diversity and equality of opportunity in the workplace.
- Treat with confidentiality any personal, private or sensitive information about individual organisations and or clients or staff and project data.

## Person Specification:

		Essential	Desirable
<b>Experience</b>			
	Some experience of office administration.	X	
	Supporting a team in an administrative role.	X	
	Building and maintaining strong relationships.	X	
	Working within a team to achieve success.	X	
<b>Skills and Abilities</b>			
	Good computer skills and experience using a wide range of computer packages, including Microsoft packages.	X	
	Good written and verbal communication	X	
	Good interpersonal skills, ability to liaise with people at all levels, on the telephone, face to face and in writing	X	
	Good attention to detail and accurate record keeping	X	
	Ability to prioritise tasks and manage a busy workload	X	
<b>Knowledge</b>			
	An understanding of Feminism		X
	Understanding of the role of Women in Prison		X
	Knowledge and understanding of GDPR and compliance.		X
<b>Personal Attributes &amp; Other Requirements</b>			
	Commitment to the core values and ethos of Women in Prison, including social justice and feminism	X	
	Commitment to anti-discriminatory practice and equal opportunities and an ability to apply awareness of diversity issues to all areas of work	X	
	Interested and motivated to further own skills and knowledge	X	

## Terms and Conditions:



<b>Start date:</b>	TBC
<b>Salary:</b>	£26,702 per annum (£10,608.80 pro-rata, inclusive of £3,990 South East Weighting)
<b>Location:</b>	Shoreditch, London
<b>Working hours:</b>	14 hours per week to be worked over 2 or 3 days
<b>Contract:</b>	6 month – fixed term
<b>Annual leave:</b>	30 days plus statutory bank holidays (if full time). All WIP staff also receive an additional 3 days leave between Christmas and New Year (pro-rata for part time).
<b>Pension scheme:</b>	WIP provides an auto enrolment pension scheme with 5% contributions from the employer and 3% from the employee.

**Applications close: 17 July 2024 9am**

**Interviews with Women in Prison:** TBC

**To apply:** Send a CV and cover letter (max 2 pages of A4) to [recruitment@wipuk.org](mailto:recruitment@wipuk.org)

If you require reasonable adjustments to support you during the application process, please contact the HR team on [hr@wipuk.org](mailto: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 a Basic DBS check.
- 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.

