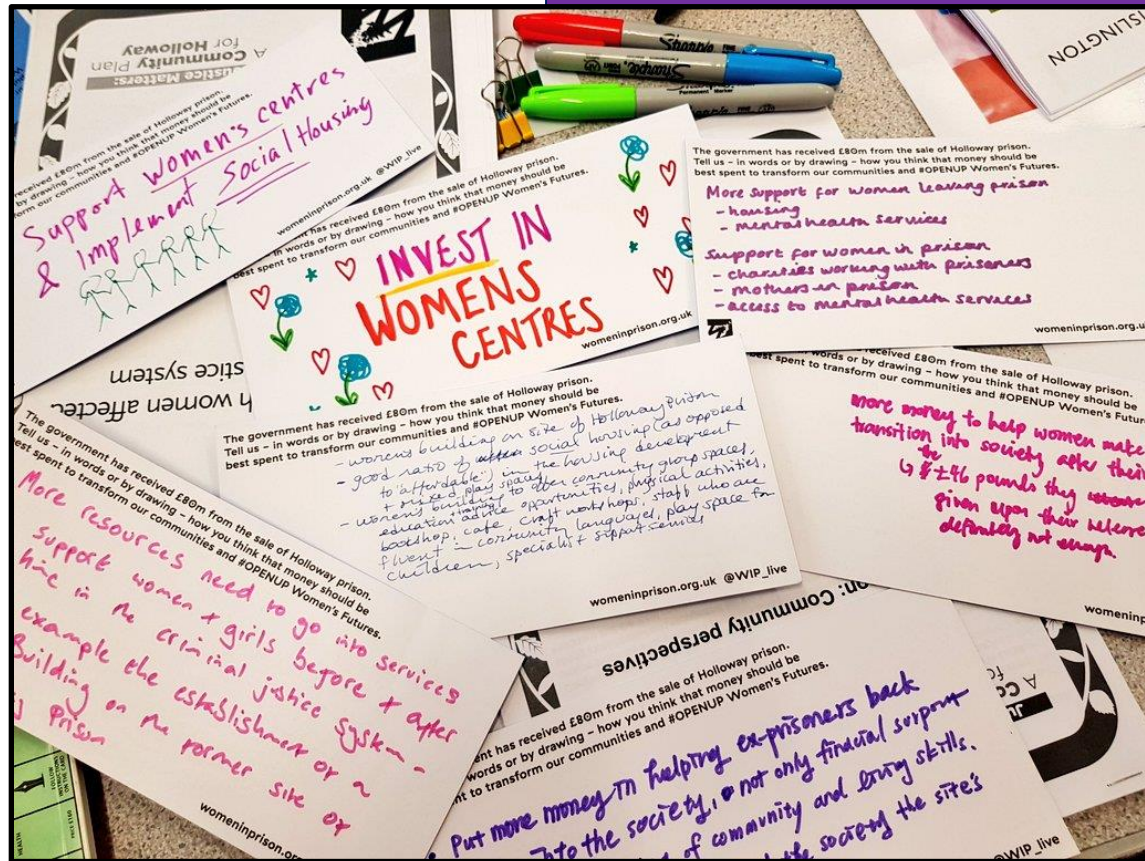


2024

Administrator (WomenMATTA)



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)



Administrator (WomenMATTA)

Reports to: Programme Manager (WomenMATTA)

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:

To provide reliable and essential administrative support to the WomenMATTA team, ensuring accurate data capture and the smooth running of WomenMATTA’s office. Act as a front of house staff member to the WomenMATTA office, mailbox and phone line; providing advice and signposting to enquiries and greeting visitors. Working closely with management, frontline staff and volunteers to develop streamlined processes to the administrative side of daily operations.

1. **Provide prompt and effective administrative support to all WomenMATTA staff; being a key contact around IT and case management systems and assist with the day to day running of the Programme:**
2. **Maintain case management systems to ensure accurate and timely data recording across all monitoring systems:**
3. **Provide office management and diligent support to the operations of the Programme:**
4. **Act as the first point of contact for service users and external parties; drawing on a trauma informed approach when communicating to parties.**



Duties and key responsibilities:

1. **Provide prompt and effective administrative support to all WomenMATTA staff; being a key contact around IT and case management systems and assist with the day to day running of the Programme:**
 - Process relevant referrals to local agencies on behalf of the frontline team.
 - Collate resources for service users and satellite hubs.
 - Support with staff induction, provision of equipment and associated record keeping.
 - Support with the facilitation of meetings, including circulating agendas, minute taking and disseminating minutes to colleagues.
2. **Maintain case management systems to ensure accurate and timely data recording across all monitoring systems:**
 - Process and input all new referrals onto all data monitoring systems, including HMPPS' Refer and Monitor Intervention system, InForm and Charity Log.
 - Support with data capture of frontline delivery services for example, by tracking attendance and collating feedback.
 - Work on own initiative to keep the shared systems, archive and drives organised and efficient.
3. **Provide office management and diligent support to the operations of the Programme:**
 - Liaise with office service contractors and ensure office environment is maintained in relation to Health and Safety compliance and daily operations.
 - Manage the WomenMATTA Clothing Bank: collating donations and ensuring items are stored in an orderly manner, and clothing bank is fully stocked.
 - Co-ordinate event spaces for internal and external room bookings.
 - Support with volunteer engagement, communications and events; including the management of WomenMATTA's social media accounts.
4. **Act as the first point of contact for service users and external parties; drawing on a trauma informed approach when communicating to parties.**
 - Provide a professional and warm welcome to all visitors of WomenMATTA.
 - Monitor the WomenMATTA mailbox and office phone; offering signposting support and advice to staff/community members; escalating enquiries as needed to frontline staff and management.

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:

- Performing a range of administrative tasks for a small, busy team.
- Effective spoken and written communication skills with a wide range of people, including service users, partner agencies, members of the public and staff.
- Confident telephone manner and excellent customer service skills.
- Ability to problem solve difficult situations and deal with them calmly and effectively.
- Accurate data inputting skills and attention to detail; with an ability to maintain effective record keeping systems.
- A team player who is comfortable and able to play a central role in a busy team with conflicting demands, utilising effective time management skills.
- Competent user of office-based IT systems particularly all Microsoft Office applications.
- Adaptability and flexibility in taking on a range of tasks.
- A proactive approach to work and ability to work on own initiative, with minimal supervision
- 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.
- Thorough understanding of the impact of trauma and of how to work in a trauma-informed way.
- Commitment to the core values and ethos of Women in Prison, including social justice and feminism.

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.

Terms and Conditions:

Start date:	2 nd September 2024
Salary:	£22,712 per annum (£13,627.20 pro-rata)
Location:	Hulme, Manchester
Working hours:	part time, 21 hours



- Contract:** Fixed term until 28th February 2025, with possibility of extension
- 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, 29th July 2024 at 9am

Interviews with Women in Prison: Week commencing 5th August

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 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 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.

