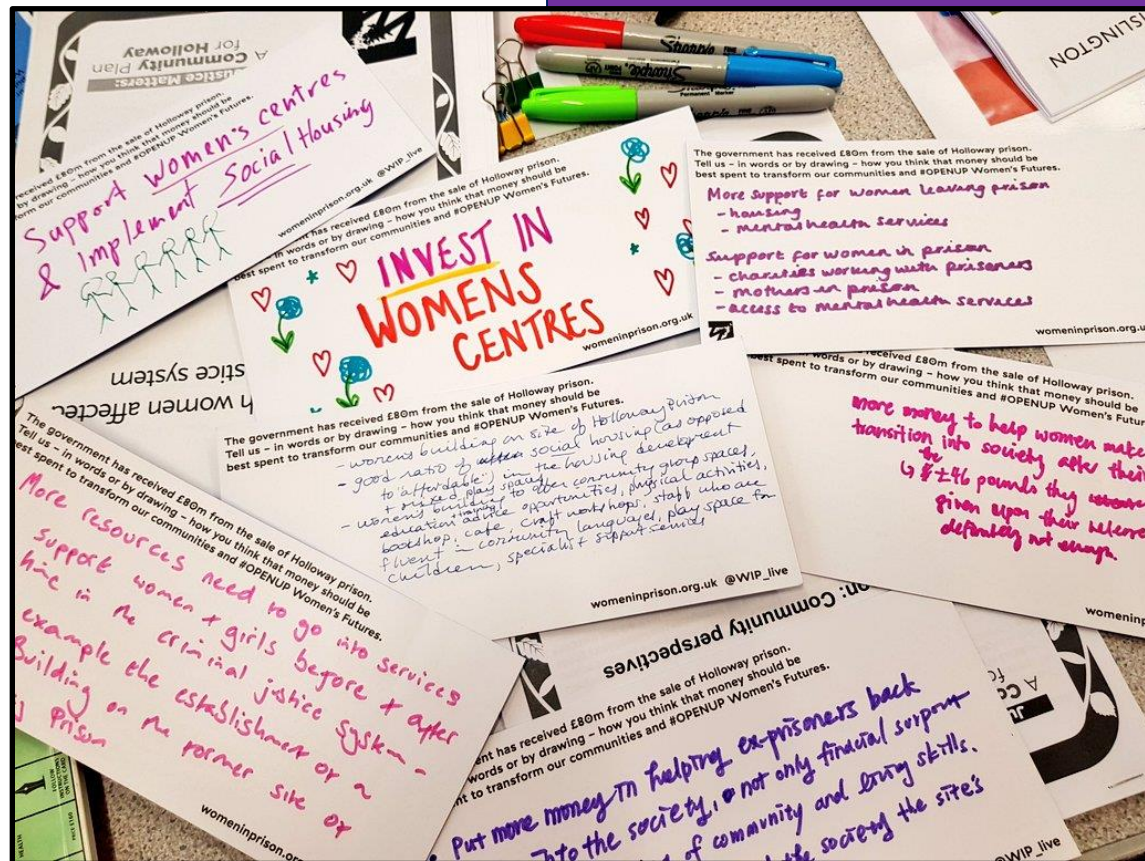


2024

Recruitment Pack

Director of Fundraising



Charity no: 1118727. Company no: 5581944.



Dear Applicant,

I am thrilled that you are interested in this role of Director of Fundraising at Women in Prison (WIP). You will be joining at an exciting time for the organisation as we are building a new strategy this year at the same time as launching our first ever fundraising campaign.

You will lead on our voluntary fundraising, designing and implementing a strategy to support the diversification of our funding. Our current funding is primarily from institutional income (MoJ, MOPAC, NHS, Local Authorities) and our ambition is to reach new voluntary donors who are excited about the vision of Women in Prison and to become less reliant on statutory income. We have some brilliant trust and foundation donors and we are looking to start major donor fundraising with your drive and expertise. This year in line with our 40th Anniversary commemorations we will launch a voluntary funding campaign supported by our wonderful board and a fundraising leadership board that we are building.

There is scope for you to recruit and manage a small team to help us to realise our ambitions.

Last year we developed a new vision for the organisation which is of a society who no longer accept the structural inequalities that lead women and girls into contact with the criminal justice system.

Last year we also co-produced new values for the organisation:

Change can happen: We are resilient and driven because we know that transformational change must and can happen for women who are facing criminalisation.

We actively strive to be feminist and antiracist: We recognise, acknowledge, include, and celebrate the power, strength and diversity of women and challenge oppressive systems of privilege. We are committed to end racism in all its forms and to challenge where we see inequality and injustice.

We represent the world we want to see: We listen and learn with each other and the communities we exist for and continuously challenge ourselves so that our work, and the ways that we work, represent a world where all women are met with care, dignity and compassion.

We build women's collective power: We work courageously and collaboratively to share power and voice in our programmes and influencing work and build the power as women together, to challenge structural injustice.

If you know that you can live these values in your professional life, we would love to hear from you.

We are looking for someone strategic, ambitious but also pragmatic. You will be a core member of the leadership team of Women in Prison along with our Director of Programmes and Partnerships,

Director of External Affairs and Campaigns and Director of Finance and Resources. Together we will be driving Women in Prison's new strategic direction.

Women in Prison is the main 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 work with women who are at risk of, or being, harmed by the systems that are meant to protect us.

At Women in Prison our staff team 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 role plays a critical role in the organisation driving the income generation to support the delivery of our strategy and service delivery.

If you are excited by our vision and values, and the opportunity and challenge 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

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.

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. We also have a codesigned purpose: We work collaboratively in the community, custody and in prisons with women and girls facing structural inequalities through programmes and campaigns that challenge and change oppressive systems.

We campaign for changes in the justice system. We know that the system must address 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.

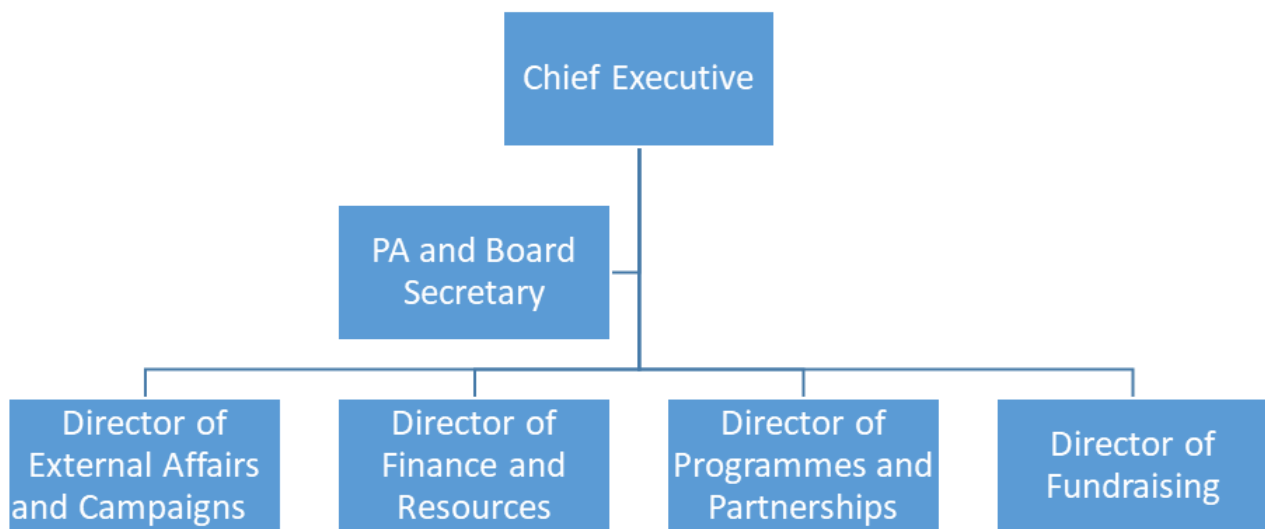
Here is a link to our most recent annual report where you can read more about how we do this:

[Annual Reports 2023](#)

For more information

Visit [our website](#) to learn more about our work and impact. Read about the case studies of the women we have supported.

Summary Organisational Chart



Director of Fundraising

Start date: TBC

Salary: £58,000 to £62,000 per annum, inclusive of £3,990 London Weighting

Working hours: Full time, 35 hours per week. Women in Prison is open to this being a 4 day a week role.

Location: Hybrid; office based in Shoreditch

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! (*Pro-rata for part-time employees*)

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

Reports to:	Chief Executive
Direct reports:	2 x roles to be recruited
Department/Service:	Core Services

This role is a key leadership role responsible for developing and implementing a comprehensive fundraising strategy to support the sustainability of Women in Prison.

Key Responsibilities Areas

1. To develop and implement a voluntary (trusts and foundation; HNWI, corporate, individuals) fundraising strategy
2. To manage relationships with key donors and stakeholders
3. Budgeting, reporting and compliance
4. Develop and lead the fundraising team

5. To be a key member of the senior leadership of Women in Prison modelling feminist collective leadership

Duties and Key Responsibilities

1. To develop and implement a voluntary fundraising strategy

- Design and oversee a strategy for voluntary income to support the sustainability of Women in Prison
- Drive Women in Prison's 3-year fundraising campaign in line with the strategy, setting, monitoring and delivering income and expenditure targets
- Develop a major donor programme of high-net-worth individuals for Women in Prison
- Test and explore new fundraising income streams for Women in Prison
- Work collaboratively across the organisation and with the director of programmes and partnerships to support the design of programmes to open up funding opportunities
- Oversee trusts and foundations prospects, applications and grant management
- Set up and implement appropriate fundraising systems internally to support staff to work as effectively as possible

2. To manage relationships with key donors and stakeholders

- Develop and work with Women in Prison's Fundraising Leadership Board to leverage contacts and steward relationships brought to the organisation
- Oversee all donor relationships and ensure that key people in the organisation and Board are equipped to manage relationships well
- Strengthen and build on existing supporter relationships ensuring all supporters have a positive experience
- Through networks and external events, seek new opportunities for fundraising for Women in Prison

3. Budgeting, reporting and compliance

- Work with the leadership team of Women in Prison to set annual budgets and fundraising targets and monitor income and expenditure to ensure funding targets are being met
- Set, deliver and monitor a fundraising plan, ensuring targets are met and risks managed as appropriate
- Provide regular reports on fundraising to the CEO, Leadership Board and Trustees as required

4. Develop and lead the fundraising team

- Develop and lead the fundraising team ensuring that is ambitious and passionate about achieving the vision of the organisation
- Through effective line management, set and monitor individual performance objectives and manage staff in a way that supports their progression and development
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- 5. To be a key member of the senior leadership of Women in Prison modelling feminist and collective leadership**
- To work with the senior leadership team to bring collective accountability and leadership for the organisation
- To embed the organisation's values through feminist leadership and anti-oppressive practice
- To work alongside the CEO and the Board leading fundraising development for the organisation
- To work collectively with the senior 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. The post holder will take responsibility to integrate relevant safeguarding into all aspects of their work, complying with organisational policies and frameworks.

Person Specification

Skills and Experience

- Proven experience in a senior management position with transferrable or similar job function areas in the not for profit or charity sector
- Demonstrable experience of success in growing income and meeting fundraising targets through trusts and foundations, and major donor income streams
- Excellent organisational and planning skills
- Experience of management and staff development
- Good understanding of the current fundraising context for small and medium sized not for profit or charity organisations in the UK
- Ability to foster excellent relationships with a diverse range of people

Personal attributes and other requirements

- Commitment to the values of Women in Prison
- Collaborative leadership style

- Proactive and solution-oriented attitude
 - Commitment to anti-discriminatory practice and equal opportunities and an ability to apply awareness of diversity issues to all areas of work.
 - Good verbal and written communication skills
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How To Apply

Application deadline: 5th April 2024

Interviews: 11th April 2024

To apply: Send a CV and cover letter (max 2 pages of A4) to Jenny.George@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:

- restricted to women only as a genuine occupational requirement under Schedule 9 paragraph 1, Equality Act 2010;
- subject to a Right to Work check; and
- subject to a Disclosure and Barring Service check (basic).

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.

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.

Support with Recruitment

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.