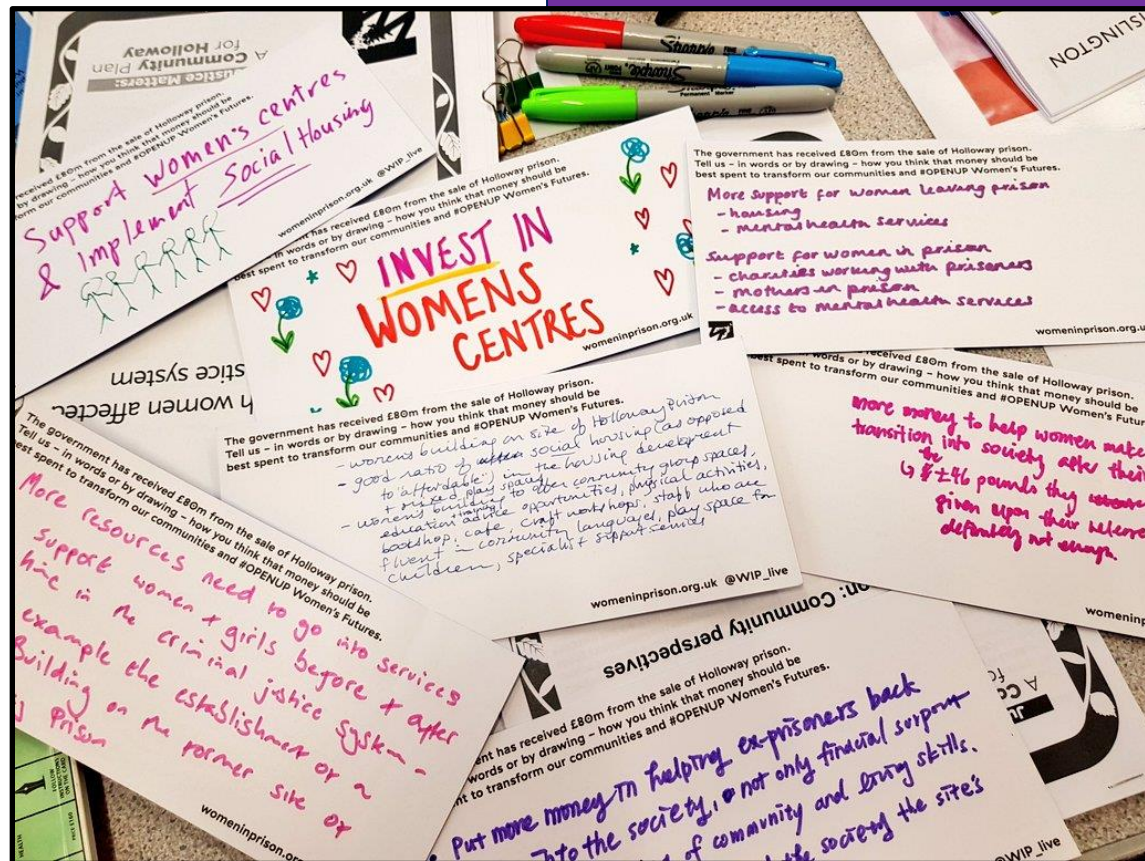


# 2024

Recruitment Pack

## Project Manager (Contracts)



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 reports](#)

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# Project Manager (Contracts)

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**Start date:** From 1<sup>st</sup> April 2024

**Salary:** £32,760 per annum pro-rata (plus £3,990 London/South East Weighting if applicable)

**Working hours:** 28

**Location:** Hybrid: both home and office based (London, Surrey or Manchester).

**Contract:** 12 months fixed term to 31<sup>st</sup> March 2025. May be scope to extend.

## 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:** Senior Project Manager

**Responsible For:** n/a

### Key Responsibility Areas

1. To have oversight of all contract requirements, ensuring compliance with reporting and other contractual obligations, supporting colleagues to understand their role in contract / programme delivery.
2. To work with Programmes Heads to plan and manage programme activity and budgets; aligning aims and objectives with delivery.
3. To support the Programmes Heads to actively engage with funders, stakeholders, delivery partners and the internal team(s), to create a collaborative approach to ensuring effective programme delivery.
4. To support the development of Women in Prison's organisational contract and project management systems.



### **Duties and key responsibilities**

- 1. To have oversight of contracts, ensuring compliance with reporting and other obligations, supporting colleagues to understand their role in contract / programme delivery:**
  - Apply proven project/programme management methodologies, tools, and techniques to deliver rapid, demonstrable and sustainable improvements as and when appropriate within delivery of the programmes.
  - Work closely with the Programmes Heads and project teams, providing practical consultancy support as needed to facilitate project delivery.
  - Ensure the WIP programmes delivers to quality expectations, delivering to scope within budgeted resources and in line with timelines, managing challenges and change as these emerge.
  - Monitor the implementation and performance of contracts, and advise on and implement the most suitable delivery approaches.
  
- 2. To work with the Programmes Heads to plan and manage programme activity and budgets; aligning aims and objectives with delivery:**
  - Ensure quality monthly, quarterly, and annual reporting is delivered, monitoring, and adjusting plans as required to ensure that the project meets agreed timescales.
  - Coordinate and deliver monthly, quarterly, and annual financial recording ensuring that delivery partners meet agreed timescales and budget resources are monitored effectively.
  - Maintain, update and improve contractual records.
  - Work with delivery partners to ensure that project objectives are achieved and programme learning impact is measured.
  
- 3. To support the Programmes Heads to actively engage with funders, stakeholders, delivery partners and the internal team(s), to create a collaborative approach to ensuring effective programme delivery:**
  - Ensure that programme teams and delivery partners have a robust understanding of project objectives, delivery needs and timelines.
  - Contributing to the development and consistent implementation of Partnership / Service Level Agreements that Women in Prison adopt to maintain effective relationships with internal and external partners.
  - Manage challenges and change as these emerge, supporting and advising on implementing the most suitable delivery approaches.
  - Lead on programme communications to ensure that key information flows efficiently between all stakeholders and programme teams.

**4. To support the development of Women in Prison's organisational project management systems:**

- Develop internal processes to support effective contract management.
- Develop resources and tools to support consistent and robust project management.
- Support development of consistent process and approach to enable effective partnership projects.
- Review the requirements, duties and obligations of Women in Prison under contracts to ensure alignment with the organisation's vision and purpose, regulatory guidelines and relevant legislation.

*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**

- Knowledge of project management systems, with experience of delivering complex multi-faceted programmes and projects to time, quality and budget.
- Experience of establishing and building successful relationships, managing multiple stakeholders at all levels.
- Strong organisational skills and a methodical approach; able to plan, prioritise workload and competing priorities, meet deadlines and work alone, but also to work collaboratively with others and flexibly as part of a team.
- Strong interpersonal skills, is able to build and manage relationships through developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.
- A logical and analytical approach to problem solving, with the ability to analyse and interpret complex problems and generate innovative solutions to resolving them.
- Effective communication skills, verbally and in writing with people of many different backgrounds and within a range of settings, including the ability to write accurate, concise and relevant reports for senior stakeholders.
- Well-developed IT skills and experience of utilising these for project management and financial management.

### **Personal Attributes and 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.
- A strong collaborative leadership style.

# How To Apply

**Application deadline:** 15<sup>th</sup> April 9am

**Interviews:** w/c 22<sup>nd</sup> April

**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 our HR team at [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 an enhanced DBS check.

## **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.

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## **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.

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## **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](mailto:hr@wipuk.org).