



Trusts and Grants Manager

Candidate Brief

About us

Women in Prison (WIP) was born out of the anger that our founder – Chris Tchaikovsky – felt about what she experienced and saw when imprisoned in HMP Holloway in the 1980s.

During Chris's 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 the scandal of women's imprisonment 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. In Chris's own 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's 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, harmful 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 trauma-informed, holistic, women-centred support to enable those whom we work with to address the complex challenges they face.

Our Mission is 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 focus 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.

WIP's extensive experience and history of frontline work gives strength to our campaigns, constantly increasing our influence with policymakers and building public support. Our core campaign aims to significantly reduce the women's prison population and to sustain and grow the network of specialist Women's Centres.

In 2024, we were honoured to have our work has recognised by receiving the annual Longford Prize and the Criminal Justice Alliance award for Outstanding National Organisation. This happened alongside an expansion of our Board of Trustees.

We do not underestimate the challenges ahead, including those presented by the Government's sentencing and prison building proposals. From 2025, Change, Connection and Collaboration has been our focus.

Change – Changing our organisational culture, so that we can maximise our impact on systemic change and lead by example, with practice that has trauma-responsiveness, feminism, social justice, and a commitment to anti-racism and anti-oppression at its heart.

Connection – Connecting, and re-connecting in the wake of the pandemic, with one another as a team of trustees, staff and volunteers, and with the women we work with in prisons and communities - with a focus on a truly trauma-responsive approach in all we do.

Collaboration – Building on these connections to create strong, lasting collaborations so that power is shared at all levels of our organisation and in all our work, particularly with women with lived experience of the criminal justice system. This includes strengthening the alliances and coalitions we have built during the pandemic.

We are an organisation ready to begin a new era of service delivery and campaigning for change that truly reduces the harm of imprisonment, whilst creating change in communities, so that every woman has access to the support she needs from the earliest stage possible. Only this trauma-informed focus on the root causes of offending will result in the stronger communities necessary to drive change and end the harm of prison.

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.

Download our latest [Annual Report](#)

Job Description

Job Title: Trust & Grants Manager

Job Purpose: To implement Women in Prison's ambitious fundraising plans to secure gifts from trusts and grants and ensuring that all secured grants are well managed and effectively reported on

Reports To: Director of Development

Direct reports: None

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 women 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 Purpose

You will be joining Women in Prison's new fundraising team which secures funding from a range of sources including individual donors, corporate supporters, and charitable trusts and foundations. This role will help set the foundations for Women in Prison's ambitious fundraising plans leading on securing gifts from trusts and grants and ensuring that all secured grants are well managed and effectively reported on. The post holder will identify new funding opportunities and ensure these are assessed and responded to in collaboration with staff across the organisation. This is a new role and the post holder will work alongside the current part time Trusts and Foundations Manager, Senior Fundraising Executive and Fundraising Assistant.

Key Responsibility Areas

1. Develop a trusts and foundations plan for Women in Prison and ensure its implementation

- Work collaboratively with colleagues to develop an ambitious and realistic trusts and foundations plan that prioritises and delivers unrestricted income and contributes to the organisation's core costs
- In collaboration with the leadership team develop identify prospects for new programme initiatives
- In collaboration with the Director of Development and Trusts and Foundations Manager, develop realistic fundraising targets
- Maintain and report on a timetabled pipeline of applications
- Monitor income and ensure trust and grants targets are met
- Implement a clear work plan in line with organisational funding priorities

2. Fundraising research, proposal writing and income generation

- Build a strong pipeline of new donors who have the potential to support Women in Prison

- Proactively research and explore new avenues for funding, ensuring the most effective approaches are made to trusts and foundations
- Work with programmes, external affairs, finance and HR to create concept notes for funders
- Prepare and deliver targeted funding applications to trusts and foundations working closely across the organisation and with external partners
- Work with the leadership team to develop and manage income targets for trusts and foundations

3. Donor reporting and administration

- Develop a system to ensure Women in Prison is reporting to donors in a timely and effective manner
- Meet all monitoring and reporting requirements for donors efficiently
- Ensure internal systems and processes are kept up to date for strong donor management
- Develop effective record keeping systems to support reporting to donors
- Work with programmes and external affairs teams to maintain an up-to-date bank of stories and case studies from WIP for use in fundraising applications and updates
- Ensure all trust and foundation records on the Beacon CRM system are accurate and up to date

4. Build positive relationships with funders

- Build and maintain strong relationships with key stakeholders at trusts and grants organisations
- Work with the Senior Fundraising Executive and Director of Development to identify DAFs (Donor Advised Funds) and family foundations linked to major donors and WIPs wider networks
- Support colleagues to engage appropriately with funders providing briefs and background information
- Support the leadership team in building individual relationships with key donors where appropriate

These are the normal duties, which the charity requires from the position. However, it is necessary for all staff to be flexible, and all employees will be required from time to time to perform other duties as may be required for the effective and efficient running of the charity. This job description is non-contractual. It will be reviewed from time to time and may be subject to change. The post holder will take responsibility to integrate relevant safeguarding into all aspects of their work, complying with organisational policies and frameworks.

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

- Skilled at identifying new funding opportunities with trusts and foundations
- Track record of successful applications and consistent delivery against targets
- A natural relationship manager, who can build relationships with internal and external stakeholders to secure funds, buy in and gather key information.
- Excellent written communication skills - able to translate complex work into accessible content for funding proposals
- Excellent verbal communication skills, including presenting and engaging with internal and external stakeholders.
- Ability to support the development of programme budgets
- Strong administration skills, accuracy, time management and problem-solving skills.

Personal Attributes and other requirements

- Commitment to the core values and ethos of Women in Prison, including social justice and feminism
- A strong collaborative working style
- Able to work independently and take initiative
- Knowledge of the fundraising landscape in the UK
- Commitment to anti-discriminatory practice and equal opportunities and an ability to apply awareness of diversity issues to all areas of work.

		Essential	Desirable
	Experience		
	Experience of Trusts and Grants fundraising	X	
	Experience of writing donor reports and communications	X	
	Experience of identifying appropriate prospects and developing compelling proposals to meet their criteria	X	
	Demonstrable track record of meeting and exceeding financial targets.	X	
	Experience of managing funder relationships and developing long-term partnerships	X	
	Experience of using a fundraising CRM to manage funder relationships and fundraising activity	X	
	Experience in working with organisations focused on criminal justice system and/or women's causes		X
	Experience of project design, working with colleagues to co-create proposals for new work in line with organisational strategy and key outcomes		X
	Working remotely with a team dispersed across different locations.		X

Skills and Abilities			
	Excellent written communications skills with strong attention to detail and the ability to produce high quality and compelling applications, proposal and reports.		
	Excellent computer skills and experience using a wide range of computer packages, including Microsoft packages.	X	
	Excellent interpersonal and relationship management skills, with the ability to build and maintain positive relationships with diverse internal and external stakeholders	X	
	Ability to carry out thorough research to keep-up-to date with new fundraising opportunities	X	
	Excellent attention to detail and accurate record keeping	X	
	Ability to prioritise tasks and manage a busy workload and meet deadlines	X	
Knowledge			
	Knowledge and understanding of Feminism	X	
	Understanding of the role of Women in Prison	X	
	Knowledge and understanding of GDPR and compliance.		X
	Knowledge of prospect research and tools required to undertake this		X
	Knowledge of the fundraising landscape in the UK		X
Personal Attributes & Other Requirements			
	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	
	Willingness to travel and work occasional unsocial hours as required	X	
	To work flexibly within the broad remit of the post	X	

Equality, Diversity and Inclusion Policy Statement - Our Principle Commitments

Women in Prison (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 women from Black, Asian and minoritised communities and women with lived experience of the criminal justice system who are underrepresented in leadership positions in our sector.

This role is only open to women, in accordance with the sex-based exemptions of the Equality Act 2010 pursuant to Schedule 9, Part 1.

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.

How to apply

Apply online at <https://nfpconsulting.co.uk/executive/job/26006>

Application is by way of CV with a Supporting Statement that should set out your motivations for applying and how your work experience to date meets the scope of the responsibilities. As a general guide, your Supporting Statement should be around two sides of A4.

Closing date: Midnight Monday 23rd February 2026
First interviews: Week beginning Monday 2nd March
Final interviews: Week beginning Monday 9th March

To recruit the most appropriate candidate, a number of pre-employment due diligence checks will be undertaken in accordance with the Data Protection Act 2018. These checks will help determine the character and suitability of the individual to carry out this particular role.

Accessibility

If you require reasonable adjustments at any stage of the recruitment process, including accessing a copy of the recruitment pack in large print or an alternative format, please contact info@nfpconsulting.co.uk