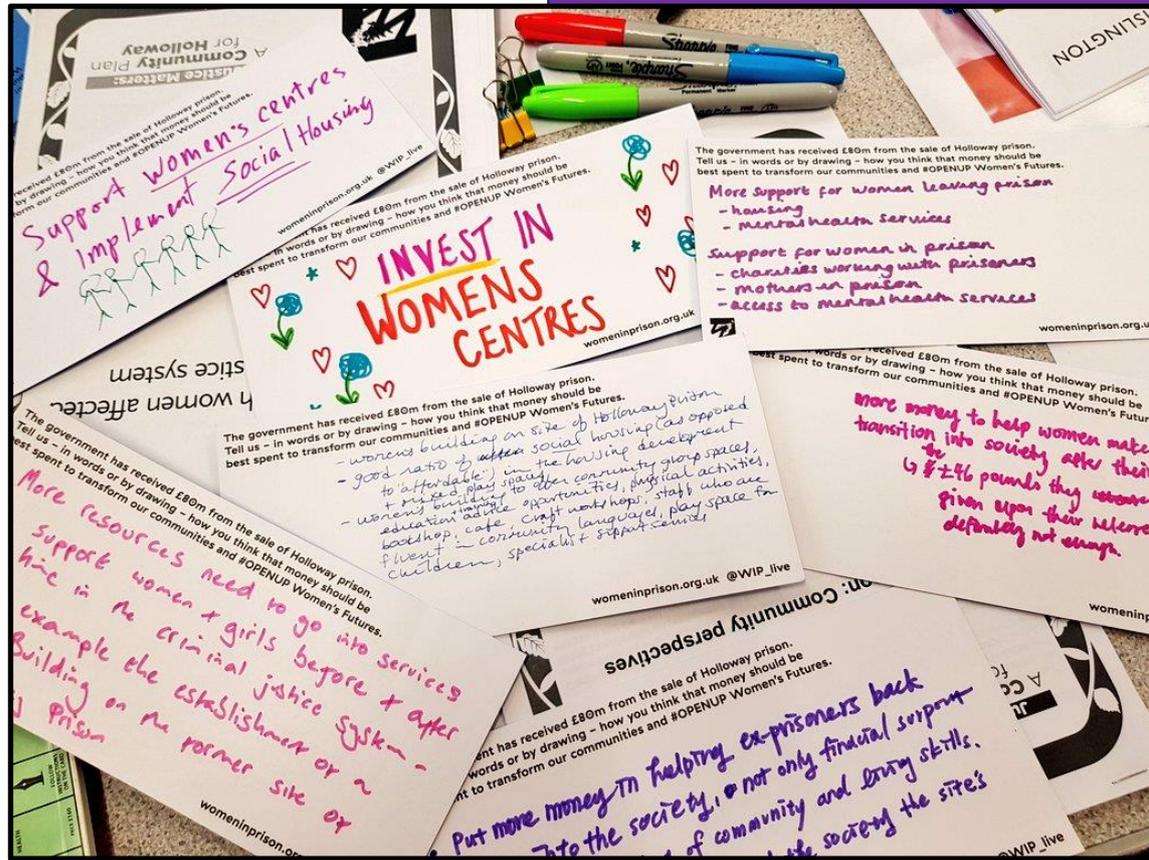




2023

Recruitment Pack

Head of Policy and Public Affairs



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!

Oh, and by the way, we are also **looking for an Interim Head of Communications** so if you know anyone who might be interested in this role instead please put them in touch with our recruitment partner Carroll Lloyd, Director, NFP Consulting: carroll.lloyd@nfpconsulting.co.uk

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 report: [2022 Annual Report and Accounts](#)

Head of Policy and Public Affairs

Start date: As soon as possible

Salary: £42,190 per annum (*plus £3990 London weighting if applicable*)

Working hours: 35 hours per week. Can be flexible and will consider part time hours and compressed hours.

Location: Hybrid (*1-2 days per week in our London or Manchester office, the rest of the week working from home – with occasional national travel*)

Contract: 6 months fixed term

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

Job Purpose:

This role is responsible for developing and leading the policy and public affairs function in the External Affairs and Campaigns Directorate, utilising and building the evidence base to help to influence key stakeholders to end the harm of prison for women, their families and communities.

Reports to: Director of External Affairs and Campaigns

Key Responsibility Areas:

- 1. Generate a strong evidence base for alternatives to current policy and practice that criminalises women**
- 2. Lead the development of policy positions, statements and outputs including consultation responses and submissions of evidence.**
- 3. Develop and lead a public affairs strategy that centres the voice of women in contact with the criminal justice system.**
- 4. Develop, build and contribute to high quality and authentic partnerships and relationships with key stakeholders, including those outside of the criminal justice system.**
- 5. To be a member of the extended leadership of Women in Prison, modelling feminist leadership, anti-oppression, and empowering, values-led, collective leadership for the organisation.**

Duties and key responsibilities

- 1. Generate a strong evidence base for alternatives to current policy and practice that criminalises women**
 - Develop and implement robust systems to ensure the expertise of frontline staff and women with lived experience inform Women in Prison's policy priorities and positions.
 - Work closely with frontline staff to develop a deep and full understanding of Women in Prison's service delivery and programmes.
 - Oversee and carry out regular consultation with staff and women with lived experience to shape WIP's policy positions.
 - Work closely with our Monitoring and Evaluation Leads to consistently review our internal data to ensure it is informing our influencing work and vice versa.
 - Identify gaps in existing data and evidence and conduct discrete research projects or commission external research where appropriate.

2. **Lead on the development of policy positions, statements and outputs including consultation responses and submissions of evidence.**
 - Oversee WIP's national policy responses, ensuring they are robust, high quality and centred on women's lived experience of the justice system.
 - Lead on the production of high-quality outputs including reports, consultation responses, briefings, and articles.
 - Develop and oversee systems to monitor national policy, legislative and statistical developments to determine potential influencing opportunities.
 - Focus on Equity, Diversity, and Inclusion in all written outputs to ensure representation of the intersectional experiences of women in contact with the criminal justice system.
 - Develop monitoring systems to record the impact of policy and public affairs influencing work.

3. **Develop, lead and implement a public affairs strategy**
 - Oversee the monitoring of political activity in relation to our influencing work, including debates, Parliamentary Questions, and Early Day Motions
 - Lead the development and maintenance of up-to-date records of key influencing targets and WIPs key contacts, working closely with the Interim Head of Communications.
 - Lead on developing a coherent approach to engagement with Parliamentarians and other key stakeholders such as Police and Crime Commissioners and Local Mayors.
 - Lead the work of the All-Party Parliamentary Group on Women in the Penal System which WIP holds the secretariat for.
 - Proactively seek out and develop opportunities for women with lived experience and frontline staff to engage with parliamentarians and other key decision makers, providing support and training where needed.
 - Oversee and manage the budget for policy and public affairs activity.

4. **Develop, build and contribute to high quality and authentic partnerships and relationships with key stakeholders, including those outside of the criminal justice system.**
 - Develop collaborative and reciprocal relationships with partner agencies and organisations to facilitate joint working and mutual support for influencing work.
 - Proactively build external relationships and develop strategic partnerships with organisations and stakeholders working outside of the criminal justice system.
 - Work to share power with partners, allies and lived experts with lower public and political profiles

5. **To be a member of the extended leadership of Women in Prison, modelling feminist leadership, anti-oppression, and empowering, values-led, collective leadership for the organisation.**
 - To work with the extended leadership team to bring collective accountability and leadership for the organisation.
 - To directly line manage staff in a way that supports their progression and development.
 - To embed the organisation's values through feminist leadership and anti-oppressive practice.

- To work collectively with the extended leadership team on operational planning and design, taking a leadership role when required.
- Work closely with other members of the External Affairs and Campaigns Directorate to share information and contribute to the delivery of a coherent influencing strategy across the team.

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

Experience

- Overseeing and leading successful public affairs and influencing strategies.
- Excellent oral communication skills with the ability to engage with a range of audiences, including women with lived experience of the criminal justice system and decision makers.
- Experience managing reactive and proactive work simultaneously.
- Using evidence, both qualitative and quantitative to develop clear policy positions.
- Strong critical thinking and analytical skills
- Excellent project management skills with the ability to coordinate policy and public affairs work both within an organisation and with external partnerships and networks.
- Budget management and reporting skills

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
 - Sharing power, co-producing and platforming the voice and experience of beneficiaries
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How To Apply

For an informal conversation about this role, please contact our recruitment partner, Carroll Lloyd, Director, NFP on 07765 001 033 or email carroll.lloyd@nfpconsulting.co.uk

Apply online at <https://nfpconsulting.co.uk/executive/job/23040>

Application is by way of CV and a Supporting Statement, which should outline your motivations for wanting to be our next Chief Executive and set out your credentials.

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.

If you require reasonable adjustments to support you during the application process, please contact Carroll Lloyd, Director, NFP Consulting: carroll.lloyd@nfpconsulting.co.uk

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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.

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 Carroll Lloyd at NFP in the first instance.