



**Women
in Prison**

HR Manager Candidate Brief



Dear Applicant,

I am thrilled that you are interested in this role of HR Manager 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, based on our brand new vision of a society which no longer accepts the structural inequalities that lead women and girls into contact with the criminal justice system.

Last year we also coproduced new values for the organisation, and this role will be instrumental in supporting us to embed these into our culture and HR practice. Our new values are:

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.

You will be leading a small team of 2 part time HR coordinators, and working within our Directorate of Finance and Resources. You will be responsible for leadership for all HR matters. Focus areas will include supporting our performance management systems to create and embed ways that we, as a staff team, can grow our approach to performance and professional development. We would also love you to support us to bring a stronger employee voice to our leadership decisions as an organisation.

We are looking for someone proactive and solutions oriented as we continue to build and improve our HR practices. You will be relatable and approachable, and able to work with our great diversity of staff from all parts of the organisation.

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 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 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 supporting the backbone of the organisation, supporting the directorate and the wider team to so that each and every member of staff is able to fulfil their role to the best of their ability and have opportunities for growth.

If you are excited by our vision and values, and the breadth of what this role could offer to you, we would love to hear from you.

We look forward to meeting you.

A handwritten signature in black ink, appearing to read 'Sonya Ruparel', written in a cursive style.

Sonya Ruparel, Chief Executive



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.

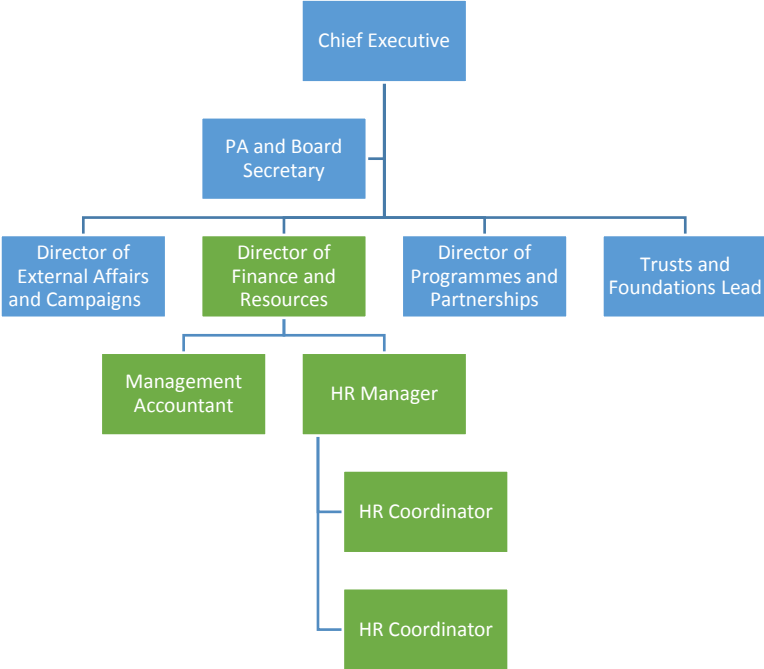
We want to persuade decision-makers to radically reduce the women's prison population, by demonstrating how a focus on human rights, social justice, health and investment in specialist community support services, including women's centres, enables women to move forward with their lives.

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

For more information

Visit [our website](https://www.womeninprison.org.uk) to learn more about our work and impact. Read about the case studies of the women we have supported.

Summary Organisational Chart



JOB DESCRIPTION

Job title: HR Manager

Reports to: Director of Finance and Resources

Responsible for: Human Resources

Department/Service: Core Services

Salary: £41,000 (includes ILW)

Working hours: Full time, 35 hours per week

Location: Remote (Office sought in London by April 2024)

Contract: Permanent

Annual leave: 30 days plus bank holidays. In addition, the office closes for 3 days 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.

In line with legal requirements and the nature of WIP's work, this post is:

- 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).

Job Purpose

Manage, develop and implement Women in Prison's human resources in alignment with the vision, purpose and values of the organisation.

Key responsibilities Areas

1. Lead Women in Prison's recruitment, onboarding and changes to contracts
2. To lead on approaches for performance management and appraisals and work with the leadership team and line managers to identify and implement good HR practice and professional development plans
3. Foster positive employee relations and an inclusive culture

4. To lead on employee payroll, benefits and welfare
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

1. Lead Women in Prison's recruitment, onboarding and changes to contracts

- Oversee recruitment ensuring we have processes in place for inclusive recruitment practice and we are attracting talent into the organisation
- Lead on staff onboarding and offboarding processes
- Lead on contract changes, and manage complex staffing changes e.g. TUPE; redundancies etc.
- Ensure organisational compliance with employment law and safeguarding obligations in relation to staff, including safer recruitment

2. To lead on approaches for performance management and appraisals and work with the leadership team and line managers to identify and implement good HR practice and professional development plans

- Design and roll out a cycle of performance reviews and appraisals and a performance management framework that is appropriate for staff working in Women in Prison
- Advise the leadership team and other senior managers on human resources matters and ensure all people managers in the organisation have the necessary skills and support to address employment issues e.g. in relation to sickness, performance and disciplinary and grievance processes
- Monitor the diversity of staff helping to ensure the broad diversity of staff is maintained and further enriched
- Lead on staff engagement surveys including analysis of results and work with the extended leadership team to develop action plans in response to results
- Ensure the Human Resources team provides the best possible learning and development opportunities for staff and monitoring compliance with mandatory training
- Coordinate existing and potential learning and development opportunities for staff

3. Foster positive employee relations and an inclusive culture

- Provide insight and reports on HR matters (e.g. diverse recruitment, staff absences) to identify opportunities and areas for improvement

- Answer day-to-day HR enquiries and provide guidance to managers as required
- Maintain HR systems and processes ensuring that staff are comfortable to use them

4. To lead on employee payroll, benefits and welfare

- Manage the payroll, liaising with the external payroll provider and the finance team
- Manage the staff pension scheme
- Oversee initiatives to promote the wellbeing of staff taking a trauma informed approach and being mindful of the nature and locations of the workforce
- Maintain and develop employee benefits including the organisation's approach to clinical supervision

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 lead on the development and improvement of HR and GDPR policies and, where relevant, bring to the extended leadership team for discussion
- 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 empowerment, accountability 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.

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 – HR Manager

Skills and Experience

- Generalist HR experience and/or CIPD qualified (level 5) Good knowledge of employment law and HR best practice, with a commitment to keeping this up to date
- Some management experience or transferrable knowledge/skills
- Good analysis and written and verbal communication skills
- Familiar with or confident learning IT systems

- Excellent interpersonal skills and relationship management

Personal Attributes and other requirements

- Commitment to the core values, vision and ethos of Women in Prison
- A strong collaborative leadership style
- Commitment to anti-discriminatory practice and equal opportunities and an ability to apply awareness of diversity issues to all areas of work

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 under represented 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

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

Apply online at <https://nfpconsulting.co.uk/executive/job/24008>

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.

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.

Closing date: *Initially* midnight 5th March – TBC

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