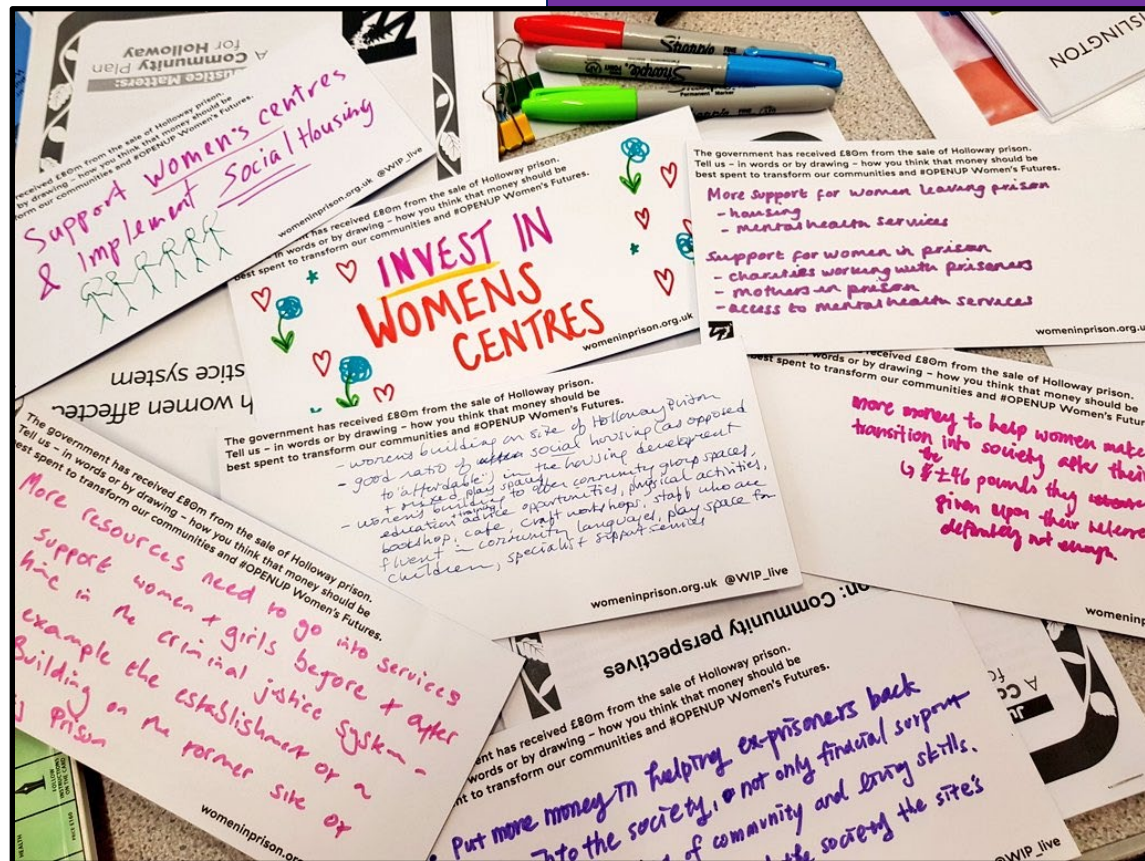


2025

Senior Project Manager (CCC)



Charity no: 1118727. Company no: 5581944.





Welcome!

Dear Applicant,

Women in Prison is the only 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 we 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 is a very exciting time in Women in Prison. As a deeply value-led organisation, we know that our recently agreed set of values represents the unique nature of our organisation, and also need to hold us to account for how we work in an unpredictable future. Our new vision and purpose will guide us as we build a strategy during 2024 to be implemented from 2025.

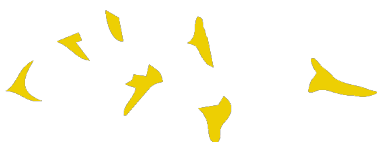
We know we want to build more coproduction; deeper support to women who are disproportionately affected by the system through an intersectional lens; greater connection between the women we support and the influencing we do; an increased focus on alternatives to the system and a stronger focus on preventing women being caught up in the system.

If you are excited by our purpose, and the breadth 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



Our Story



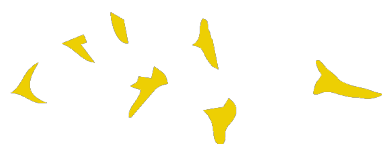
Our **Vision** is of a society which no longer accepts the structural inequalities that lead women and girls into contact with the criminal justice system.

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.

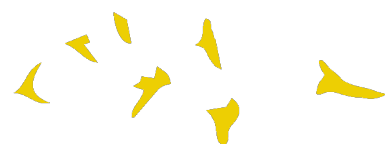
Today, WIP is a national charity dedicated to making a difference to the lives of women affected by the criminal justice system. We campaign for a new system of justice - one that addresses the root causes of offending (including homelessness, substance use, mental ill health and experiences of poverty, 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 most recent annual report:

[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)



Senior Project Manager (CCC)

Reports to: Head of Justice Programmes

Direct reports: Creating Community Connections Coordinator

About Women in Prison

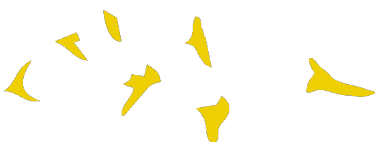
Women in Prison is a national, women-led, feminist organisation. We deliver front line support to women harmed by the criminal justice system, through our work in prisons, in the community and ‘through the prison gate’ as they resettlement back into their communities. We also campaign for systems change that addresses the root causes of offending, reduces the harmful impact of prison, and creates workable, community-based alternatives to imprisonment.

Job Description:

Job Purpose:

The **Senior Project Manager** is responsible for strategic and operational oversight of the effective delivery of the Creating Community Connections Pilot, ensuring the successful delivery of the pilot project, balancing the demands of supporting the various partnerships between funders, providers, and stakeholders to collectively deliver the required impact and ensure contract compliance.

Creating Community Connections is a three-year Domestic Abuse (DA) pilot Project, funded by HMPPS. The project is led by a partnership of women’s centre providers - Women in Prison, Anawim, Together Women, and Nelson Trust and aims to connect women in prisons with vital specialist community support services across the country, especially women’s centres and organisations providing support around DA. By connecting prisons and women in custody to a network of local women’s services, we hope to aid resettlement and support engagement with holistic support to meet women’s needs, address root causes of offending, improve outcomes on release and intercept cycles of trauma, disadvantage, and abuse, with a particular focus on DA services. The project will ultimately support women who have



experienced domestic abuse and work with them so that their experiences do not negatively influence their opportunity of successful resettlement back into the community.

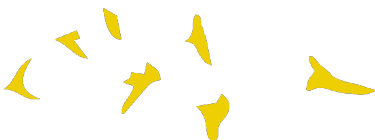
Key Responsibility Areas

1. To lead and take accountability for the delivery of the Creating Community Connections (CCC) project.
2. To actively engage with funders, stakeholders, delivery partners and the internal team(s), to build a solid understanding of the CCC Project.
3. Provide effective leadership to direct reports, fostering a positive, supportive and collaborative team culture.
4. To have oversight on a cross-organisational basis of leading practice in project management methodologies, tools and techniques advising teams and colleagues on suitable approaches to ensure the effective delivery of a range of diverse projects and programmes.

Duties and key responsibilities

1. To lead and take accountability for the delivery of the Creating Community Connections (CCC) project:

- Lead and align partners and the project team by mentoring and motivating members, fostering a collaborative and communicative environment.
- Apply proven project/programme management methodologies, tools, and techniques to deliver rapid, demonstrable, and sustainable improvements as and when appropriate within delivery of the CCC Project.
- Ensure the CCC Project delivers to quality expectations, delivering to scope within budgeted resources and in line with timelines, managing challenges and change as these emerge.
- Manage coordination between various internal and external teams and stakeholders, swiftly resolving any conflicts or issues to maintain smooth project execution.
- 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.
- Work with delivery partners to ensure that project objectives are achieved and programme learning impact is measured.



2. Actively engage with funders, stakeholders, delivery partners and the internal team(s), to build a solid understanding of the CCC Project:

- Ensure that funders, and delivery partners have a robust understanding of project objectives, delivery needs and timelines.
- Manage challenges and change as these emerge, supporting and advising on implementing the most suitable delivery approaches.
- Lead on high-level programme communications to ensure that key information flows efficiently between all stakeholders either working on the programme or impacted by it and that all stakeholders are aligned with the project goals.
- To identify potential conflict between the interests of different individuals, providers, and HMPPS directorates within each custodial establishment.
- Provide facilitation expertise to encourage multidisciplinary team collaborative working to overcome resistance to change and to reduce conflict.

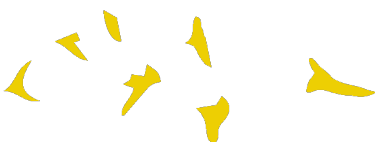
3. Provide effective leadership to direct reports, fostering a positive, supportive and collaborative team culture:

- Provide line management and supervision to direct reports, ensuring they receive regular support, supervision, and opportunities for development.
- 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.

4. To have oversight on a cross-organisational basis of leading practice in project management methodologies, tools and techniques advising teams and colleagues on suitable approaches to ensure the effective delivery of a range of diverse projects and programmes.

- Create project management tools and resources to embed consistency in project management approaches.
- Support and upskill colleagues in use of project management tools and processes.
- Support with programme development and implementation.
- Support with WIP's strategy implementation through monitoring and planning of milestones and business planning.

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.



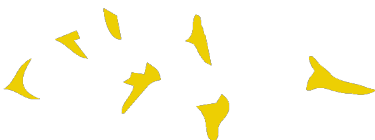
Person Specification:

Skills and Experience

- Demonstrable experience of managing the full project lifecycle, from project initiation through to delivery and post-project review. With a successful track record 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.
- Leadership, motivational and influencing skills; able to motivate and manage the expectations and needs of multiple stakeholders, to influence hearts and minds and achieve the successful delivery of the CCC Project.
- 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; 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 diverse 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 budget 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.



Terms and Conditions:

Start date:	TBC
Salary:	£41,715 per annum (plus £3,990 London weighting / South East weighting, if applicable) pro-rata. Actual salary is therefore £33,372 (or £36,564 with London / South East weighting if applicable).
Location:	Hybrid: home working for the most part with occasional travel to one of WIP's bases in either London or Manchester, and to prisons and/or partnership organisations.
Working hours:	Part time – 28 hours
Contract:	Fixed term with current funding in place to 31st March 2026.
Annual leave:	30 days plus statutory bank holidays (if full time). All WIP staff also receive an additional 3 days leave 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.

To Apply:

Applications close: Thursday 19th June at 9am

Interviews with Women in Prison: w/c 30th June

To apply: Submit a CV and cover letter (max 2 pages of A4) to [Application for Senior Project Manager \(CCC\)](#)

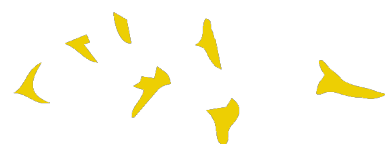
If you require reasonable adjustments to support you during the application process, please contact the HR team on hr@wipuk.org.

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.
 - Requires that the post holder is not [automatically disqualified](#) by (or can obtain a waiver from) the Charity Commission
-

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.

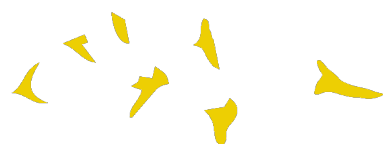
WIP works to tackle discrimination and the structural inequalities women experience. We are committed to embedding diversity and inclusion in all areas of our work, including recruitment, and aim to reflect the diversity and excellence of the women that we work with. We actively encourage applications 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.

