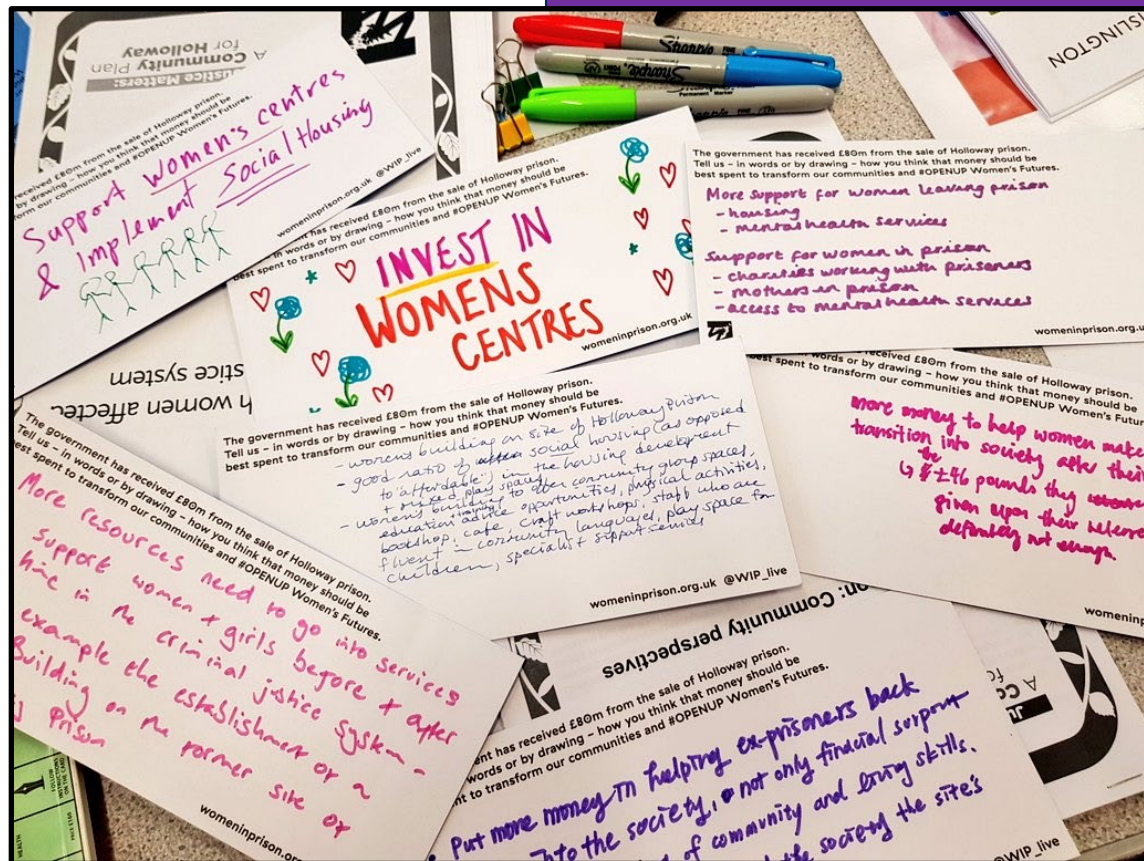


# 2025

## Substance Misuse Coordinator (Through-the-Gate)



Charity no: 1118727. Company no: 5581944.



**Women  
in Prison**

## 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 40<sup>th</sup> 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.

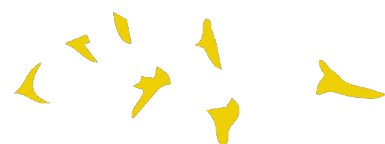
We know we want to build more coproduction; deeper support to women who are disproportionately affected by the system through an intersectional lens; greater connection between the women we support and the influencing we do; an increased focus on alternatives to the system and a stronger focus on preventing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

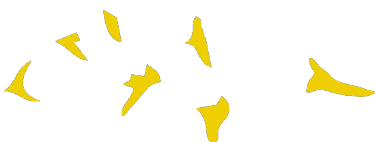


Our **Vision** is of a society which no longer accepts the structural inequalities that lead women and girls into contact with the criminal justice system.

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.

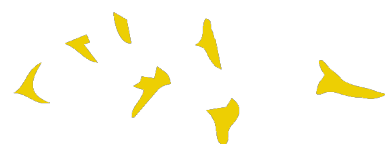
Today, WIP is a national charity dedicated to making a difference to the lives of women affected by the criminal justice system. We campaign for a new system of justice - one that addresses the root causes of offending (including homelessness, substance use, mental ill health and experiences of poverty,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



# Substance Misuse Coordinator (Through-the-Gate)

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**Reports to:** Head of Justice Programmes

**Responsible For:** 2 x Advocates (Substance Misuse TTG)

## Job Description:

### Job Purpose:

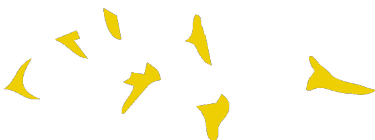
To provide operational management of the Substance Misuse Through-the-Gate (SMTTG) programme, which supports Lambeth and Southwark women in custody and their transition back into the community. The Coordinator will play a key role in ensuring the service is delivered to a high standard by line managing staff, developing strong partnerships with prisons and recovery services, and fostering a culture of quality, learning, and accountability.

The post holder will also hold a caseload, working directly with women in custody to support them into community services. They will provide robust Through-the-Gate (TTG) support on release and continue to work with women in the community for up to six months to ensure a smooth transition and sustainable recovery.

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### Key Responsibility Areas:

1. Lead the operational management of the Substance Misuse TTG programme, ensuring high-quality, trauma-responsive support for women impacted by the criminal justice system
2. Manage and develop staff to foster a strong, inclusive, and reflective team culture
3. Deliver direct support to women, ensuring a trauma-informed and person-centred approach
4. Develop effective relationships with key stakeholders in prisons and the community to strengthen partnerships and share expertise





**1. Lead the operational management of the Substance Misuse TTG programme, ensuring high-quality, trauma-responsive support for women impacted by the criminal justice system:**

- Develop and manage the programme in line with contractual requirements.
- Manage safeguarding concerns and incidents, ensuring compliance with Women in Prison's (WIP) policies and procedures.
- Actively involve women in the development and delivery of services through the provision of meaningful engagement opportunities.
- Support in the collation and production of reports, including ensuring that appropriate recording, monitoring and evaluation of work is completed to set deadlines.
- Represent women's needs and lived experiences with key stakeholders, advocating for system change.

**2. Manage and develop staff to foster a strong, inclusive, and reflective team culture:**

- Provide consistent line management, supervision, and professional development opportunities.
- Lead team meetings, reflective practice sessions, and organisational learning initiatives.
- Support HR processes and employee relations in collaboration with senior management.
- Encourage self-care techniques, including use of clinical supervision.

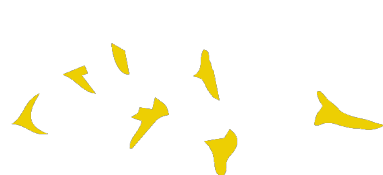
**3. Deliver direct support to women, ensuring a trauma-informed and person-centred approach:**

- Provide in-reach, Through the Gate, and community-based support tailored to each woman's needs.
- Provide trauma-responsive approach, undertaking risk and needs assessments that reflect each individual's situation and support needs.
- Work in partnership with multi-agency professionals to advocate for women's rights and independence.
- Record all client interactions in line with data protection and WIP policies.

**4. Develop effective relationships with key stakeholders in prisons and the community to strengthen partnerships and share expertise:**

- Build and maintain strategic relationships across prisons, community services, and statutory agencies.
- Design and deliver training for external professionals from community and statutory sector groups, in order to improve responses for women impacted by substance misuse who are in the criminal justice system.
- Contribute specialist knowledge to influence external policy and practice.

*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**

- Significant experience supporting women affected by problematic substance use and multiple, intersecting needs.
- Experience in supporting or supervising staff or volunteers.
- Experience of supporting women with intersecting needs and delivering trauma-informed, strengths-based one-to-one and group interventions.
- Proven ability to deliver services that are inclusive and responsive to the needs of diverse and minoritised communities.
- Skilled in working collaboratively and in partnership with multiple organisations to meet the needs of service users.
- Ability to problem-solve difficult situations calmly and effectively.
- Self-motivated and able to work both independently and as part of a team.
- Strong communication skills, verbally and in writing, with the ability to adapt to different audiences.
- Experience of delivering presentations or training.
- Understanding of equality, diversity and inclusion and commitment to promoting social justice and feminism in all areas of work.
- Confident IT skills, including email, internet, databases, and report writing.
- Up-to-date understanding of safeguarding practice, policy and procedures.

### **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.

## Terms and Conditions:

<b>Start date:</b>	TBC
<b>Salary:</b>	£35,395.95 per annum (inclusive of £3,990 London/Southeast Weighting)
<b>Location:</b>	South London Boroughs
<b>Working hours:</b>	5 days – 35 hours per week
<b>Contract:</b>	Fixed term contract to 31 <sup>st</sup> March 2026
<b>Annual leave:</b>	30 days plus statutory bank holidays (if full time). All WIP staff also receive an additional 3 days leave between Christmas and New Year.
<b>Pension scheme:</b>	WIP provides an auto enrolment pension scheme with 5% contributions from the employer and 3% from the employee.

## To Apply:

**Applications close:** 25<sup>th</sup> June 2025 (with a possibility of a rolling deadline. We reserve the right to close the advert early)

**Interviews with Women in Prison:** TBC

**To apply:** Send a completed application from to <https://hr.breathehr.com/v/substance-misuse-coordinator-41330>

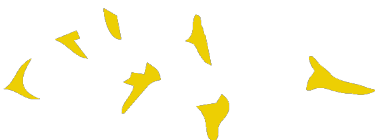
If you require reasonable adjustments to support you during the application process, please contact the HR team on [hr@wipuk.org](mailto:hr@wipuk.org).

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.
- Is subject to successful HMPPS enhanced vetting





## **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.

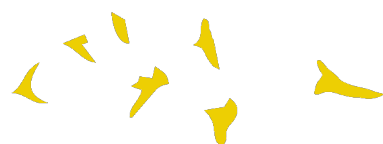
## **Policy on the Recruitment of Women with Lived Experience of the Criminal Justice System**

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.

