



Guidance for organisations wishing to be featured on
www.WomensServicesMap.com

WELCOME!

We are delighted that your organisation would like to feature on the Women's Services Map (WSM) directory website, developed and launched by the [National Women's Justice Coalition](#) in September 2023.

Section 1 - ABOUT THE WSM

The Women's Services Map (WSM) is the UK's first directory of women's centres and specialist services for women and girls in contact with the criminal justice system.

It is designed to be as intuitive and user-friendly as possible, making it easy for visitors to the website to search for women's centres and services using an interactive map, postcode search or by filtering services by specialism or organisation. Visitors can also search for support services and projects delivered from all 12 women's prisons in the UK.

Section 2 - AIMS OF THE WSM

These are the aims of the WSM:

- To support collaboration and facilitate good communications and relationships between women's centres and specialist services and increase awareness of services and projects across the UK.
- To increase opportunities for signposting and information sharing, enabling women leaving prison or women in the community to access relevant, accurate information about the specialist services and support available in their local area, particularly if/when they are being released to an unfamiliar location.
- To make it easier for professionals to make referrals to specialist, credible and gender-specific services.

The WSM directory and website have been developed by the [National Women's Justice Coalition](#) and funded by The JABBS Foundation. All featured organisations are asked to read our [Privacy Policy](#) in full prior to being onboarded.



- To make it easier for women to access services directly through drop-in groups, booking mechanisms and by making self-referrals.

Section 3 - CRITERIA FOR BEING ADDED TO THE DIRECTORY

Being listed on the WSM is completely free of charge to any organisation that meets the following criteria:

1. Organisations must be registered UK based charities or community interest companies (CICs).
2. Organisations must have a proven-track record of delivering trauma-informed and gender-responsive services, programmes and projects to women and girls in contact with, or at risk of being in contact with the criminal justice system. This may include offering specialist one-to-one casework support.
3. Organisations must deliver services from women centres, hubs or women-only spaces.

Section 4 - COMMITMENT FROM ORGANISATIONS LISTED IN THE DIRECTORY

To ensure the WSM is fully maintained and regularly updated with accurate information, all listed organisations are expected to commit to the following obligations:

1. Any featured organisation must nominate an 'Admin Lead' from their staff team who will be responsible for populating the directory with their organisation's information. Admin Leads will be given a unique log-in to the website's content management system enabling them to build and manage their organisation's 'Centre Page' and associated 'Service Listings'.
2. Before receiving their unique log-in, newly nominated Admin Leads will be obligated to attend a one-hour online training session (via Zoom) delivered by the National Women's Justice Coalition. During this training session, Admin Leads will be shown how to use the website's content management system in full. When an Admin Lead has finished building their organisation's Centre Page and Service Listings, this content will be reviewed and verified by a Central Admin before being made public and searchable on the WSM website.

3. All Admin Leads are invited to attend monthly online WSM Surgery Sessions (via Zoom), hosted by the National Women's Justice Coalition, to flag any issues or problems they are experiencing when using the website's content management system, to access top-up training as needed, and to share feedback and suggestions for ways to develop and improve directory listings and the website's functionality and useability. WSM Surgery Sessions are optional, but Admin Leads are expected to attend *at least one surgery every three months*.
4. Admin Leads must commit to regularly reviewing and updating their organisation's Centre Page and Service Listings once a month to ensure that all content is accurate and up to date.
5. All featured organisations must commit to ensuring they have an Admin Lead in post at any given time. Organisations are expected to notify the National Women's Justice Coalition if their Admin Lead is changing roles or leaving their organisation. Organisation's must then share with the Central Admin, the name and contact details for a new Admin Lead in the event of staff changes. New Admin Leads will be expected to complete training, as outlined in point 2 above.
6. All featured organisations are expected to promote the WSM internally to their staff teams, externally to relevant partners and contacts, and on their social media channels as appropriate.

If a featured organisation does not fulfil these obligations at any given time, they may be temporarily removed from the directory to allow time for the organisation to readdress these commitments in full.

The National Women's Justice Coalition anticipates that being represented on a national directory will be beneficial to any organisation featured, and that once an organisation has completed their Centre Page and Service listings, it will be a simple and time efficient administrative task for Admin Leads to oversee and update these listings on a monthly basis.

The National Women's Justice Coalition will offer ongoing support to all Admin Leads as needed.

[CONTACT US](#) for more information.