



Quayside Tower

Broad Street

Birmingham

B1 2HF

## Internship

**Part-time** At least 2 days : Flexible  
28th

**Expected start date:** March - **End date:** June

**Benefits :** Up to £5 lunch expenses – Travel expense covered if required to work from a work location – Training provided

**Location:** West Midlands

Working from home but we may require occasional travel to our office in Birmingham City Centre for planning sessions.

**Working pattern:** Flexible must include either a Friday or Monday

**Work days:** Flexible

## Reports To

Management

## About BHSS

The Black Heritage Support Service is an advocacy service that seeks to support the Black community through advocacy and education. With the Black community continuing to

experience systemic racism and anti-blackness from many groups, our aim is to unite the diaspora by using social entrepreneurship to empower individuals and families.

We advocate for those who experience health negligence, environmental racism, face barriers within their careers and work with qualified health professionals to educate those who suffer from poor health.

We are a small team who works collaboratively with grass roots organisations and allies to deliver educational projects.

This year we will be facilitating two career development projects, **‘Breaking into the Industry’** which is a small event offering the Black community inside knowledge and advice about how to enter into the Radio/DJ industry and **‘Tech Rootz’** a launch event and tech programme which aims to increase representation of the Black community in the tech industry.

This means that we will require some support from a well-organised, enthusiastic individual who is passionate about working alongside community projects.

This may also mean doing some face-to-face work in the community to ensure our message is widespread.

## **Job Overview**

We are looking for an individual who may have a particular interest in events, tech, the creative arts industry or community work. Your role will be to support our assistant with research and engagement.

We welcome applications from people of all backgrounds including Black, Asian and Minorities, those with a lower socio-economic status, LGBTQ+ and those with disabilities.

## **Responsibilities and Duties**

- Research
- Communications with third sector organisations
- Leaflet design
- Outreach

## **Ideal Candidate**

### **Essential**

- Must be able to work independently
- Must be able to follow instructions
- Must be able to use Microsoft office including word, PowerPoint and basic excel inputting
- Must be committed to seeing projects through to the end
- Good written and verbal communication skills
- Friendly
- Willing to learn
- Team player
- Must be well organised
- Must be committed to diversity, equity and inclusion

Please send us your CV and a 500 word expression of interest. This is a word document describing why you are interested in the role and should include examples of how you meet the job criteria. Please do not over think this, we just want to get a sense of how well suited you are to the role.

Please send an email to [admin@bhss.co.uk](mailto:admin@bhss.co.uk) Deadline

If you would like to know more about the role please contact us via email