



Quayside Tower

Broad Street

Birmingham

B1 2HF

Part-Time Assistant

Part-time Self-employed Worker : 4 Month Contract
8th 2022- June 28th 2022

Expected start date: March

Pay : £11.00 per hr. Salary per Annum (Year) £18,480
Location: West Midlands

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

Working pattern: 12 hours a week

Work days: Tuesday 10-4pm Friday 10-4pm

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.

Job Overview

We are looking for an individual who may have a particular interest in events, communications, public relations or community work. Your role will be to provide assistance to the Managing Director with upcoming projects. This role may be of particular interest to a recent graduate or someone seeking a career change. This is an admin based role.

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

- Admin
- Stakeholder Communications
- Assisting with project planning
- Mapping

- Sourcing
- Scheduling meetings
- Corresponding and answering queries
- Research

Ideal Candidate

Essential

- Must be able to work independently
- Must be able to use microsoft office including word, powerpoint and basic excel inputting
- Must have experience of working on a group project – this can include college, university, volunteering, religious projects. Higher education is not necessary
- Must be committed to seeing projects through to the end
- Good written communication skills
- Friendly
- Willing to learn
- Team player
- Must be well organised

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 Deadline : March 1st 2022 Expected interview date March 4th

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