

Black, Asian & Minority Ethnic Internship

WBG's Black, Asian and Minority Ethnic Internship is a diversity initiative aimed at students or those early in their careers from Black, Asian, mixed heritage or Minority Ethnic backgrounds. It is a positive action initiative under the Equality Act 2010 and is part of our commitment to addressing the under-representation of people from Black, Asian and minority ethnic backgrounds in our organisation and in research, policy and public affairs roles in the wider charity sector.

Hours: 30 hours per week for full pay (WBG works a shorter working week and is accredited by the [4 Day Week Campaign](#)). 30 hours can be worked over 4 or 5 days per week with flexibility).

We operate a flexible working policy and are very open to applications from people who want to work flexibly or part-time. Some out of hours working may be required for which TOIL will be given.

Location: Hybrid London. The postholder must be resident in the UK with the right to work in the UK. Office is in Vauxhall, London. Post will be worked as a mixture of office working with two days per week in the office and the other days from home.

Duration: Three months

Compensation: The equivalent of 37.5 hours paid at the London Living Wage as set by the [Living Wage Foundation](#). At time of advertising this is £13.15 per hour equivalent to £493.13 per week. *The new rate will be published on 23rd October.*

Line management: Reports to the Head of Communications and Public Affairs

How to Apply

Please email your application to recruitment@wbg.org.uk by 9am on Monday 11 November. Please title your email Internship Application.

Interviews will be held on the 19th and 21st November 2024 in London

Start date: January 2025

The opportunity

The Women's Budget Group is looking for an intern to join our small and friendly communications team for three months from December 2024 or January 2025. You will gain communications experience and have an opportunity to grow our stakeholder networks through desk research and relationship building. You will also have opportunities to support WBG's events and training sessions and contribute to blogs,

briefings and other publications.

You will have the opportunity to learn about working in an organisation that produces robust analysis that aims to influence the people making policy. We also work by building the knowledge and confidence of others to talk about feminist economics by offering training and creating accessible resources.

We are looking for someone who is committed to our aims and values, with a reasonable level of competency using Microsoft packages including Word, Excel and Outlook. But we want to provide an opportunity to someone who wouldn't necessarily have the opportunity of internships without compensation, so we don't expect you to have had previous internship or work experience.

This internship is an opportunity for someone who is looking to develop a career in this sector to have an insight into how we work and gain some relevant work experience. We will provide a laptop and other working equipment.

Responsibilities

- Desk research
- Stakeholder coordination
- Updating and maintaining our directories of contacts
- Assisting with the planning and organisation of our events
- Attending and engagement in meetings and events
- Contributing to blogs, briefings and other outputs

Person Specification

- Commitment to and desire to promote gender equality.
- Familiar with basic word processing and spreadsheet packages.
- Good organisation skills.
- Willingness to learn new skills.
- Ability to work from home and two days a week.

How to apply

Please email your application to recruitment@wbg.org.uk with the subject 'Internship Application' by 9am on Monday 4 November.

Your application should include:

- Your CV with contact details of two referees
- A covering letter of 1-2 pages of A4 explaining why you would like to be an intern with the Women's Budget Group and what you hope to gain from the opportunity.

If you are disabled or have a long-term health condition and need any reasonable adjustments for application or the interview process, please let us know in your email.

Please also complete our Equal Opportunities Monitoring Form (this is anonymous and will be saved separate to your application, it will not form part of the recruitment process)

About us

The UK Women's Budget Group is a feminist think tank that provides evidence and capacity building on women's economic position and that proposes policy alternatives for a gender-equal economy. We act as a link between academia, the women's voluntary sector and the social policy world of think tanks.

Our vision is of a gender-equal society.

Our mission is to advance gender equality in policymaking through feminist approaches to economics.

WBG Values and Principles

Values

Human rights

We will ensure that we work in line with the sort of society we want to see; based on substantive equality and respect for human rights, where care is valued and shared and which allows everyone to live in dignity, reach their full potential and fully participate.

Feminism

The Women's Budget Group is a feminist organisation. We recognise that sex-determined social roles have given rise across the world to a variety of forms of patriarchal society in which access to work, resources, assets, and income is determined largely by a hierarchy of imposed gendered roles, with men having greater rights, entitlement, and opportunity to access resources than women.

Intersectionality

We recognise that gendered structures of inequality intersect with other structures of inequality including those based on class, race, disability and so on. While our primary focus is on gender equality, we will reflect the intersectional nature of inequality in our work.

Principles for our work

Partnership

We believe that we can achieve more with others than we can alone and will work in partnership with organisations and individuals who share our aims and values. We will play an active role within wider feminist movements both in the UK and internationally.

Expertise and learning

We will ensure our work is academically robust, that our analysis and policy proposals are evidence based and that we are always open to learning as an organisation. We recognise that expertise, knowledge and opportunities to learn come in many forms and include front line and lived experience as well as academic research.

Diversity

We believe that diversity of backgrounds and perspectives strengthens our work, and we will actively seek to promote diversity at all levels within the organisation.

Pluralism and Respect for difference

WBG is an organisation that brings together people with different views, perspectives, and experiences. We are committed to open discussion based on respect for these differences and believe that honest and respectful dialogue where all views can be heard is the best way to ensure robust analysis and policy making in the WBG and wider society.

Integrity

WBG will work in an open, honest, accountable, and transparent way with staff, volunteers, members, and other stakeholders.

Political Independence

WBG does not affiliate to or support any political party. We seek to influence all parties to adopt policies that promote women's equality, gender budgeting and feminist economic principles.