

<b>Job title</b>	<b>New Talent Trainees/Apprentices</b>		
<b>Job family</b>	<b>Training, Trainees &amp; Apprentices</b>	<b>Band</b>	<b>Training Band</b>

**Job purpose**

To acquire job-ready skills and experience in areas which are important to the BBC’s future workforce needs, in readiness for competing for entry-level roles in the BBC and the wider creative sector.

- Key responsibilities and accountabilities**
- To meet the learning objectives of the apprenticeship/traineeship in a timely manner.
  - To complete specific work-based projects and actions which support learning objectives.
  - To complete any formal external qualifications, where relevant.
  - To undertake wider self-learning which supports the overall goals of the apprenticeship or traineeship, seeking out and taking opportunities.
  - At all times, to adhere to the BBC’s values when undertaking work-based projects and classroom- based learning.

- Knowledge, skills, training and experience**
- Trainees and apprentices can be graduates or school leavers/non-graduates and usually come to the BBC with very little experience of the world of work. We’re therefore looking for potential and great attitude rather than past experience. Specifically:
- A strong desire to learn and push beyond individual comfort zones
  - Open-minded to new ideas and trying new things
  - Strong curiosity and drive
  - Able to learn from mistakes and demonstrate resilience
  - Excellent team player and happy to work on own initiative
  - A demonstrable passion for the area covered by the traineeship or apprenticeship
  - Passionate about the broadcasting/media industry
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- Job impact**
- Decision making:**
- Apprentices and trainees take responsibility for their own work activity and learning under the guidance and supervision of line managers and trainers, with support from the BBC’s New Talent team.
- Scope:**
- After induction and basic training, apprentices and trainees should be well placed to know when to deal with routine problems and when/how to refer up.
  - The expectation is that close guidance will be needed in the early stages but this should become less as apprentices and trainees gain more experience and undergo further training.

## JOB DESCRIPTION



<b>Other information</b>	
<b>For Reward team use only</b>	
Job Code	
Definition:	Content Support

*This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.*