

Job title	Journalism Researcher (Digital Journalism Trainee)		
Job family	Journalism	Band	B

Job purpose
Assist programme teams with the production of news articles and content.

Key responsibilities and accountabilities
<ul style="list-style-type: none"> • Generate ideas and stories; contribute to the creative treatment of an item or programme; provide clear treatments and proposals, ensuring consistency of content, quality and style. • Carry out in-depth background/subject research for all media, ensuring complete accuracy and critically evaluating the relevance and suitability of information. • Responsible for the simple operation of a variety of analogue and digital radio and TV equipment, etc. • To work closely with the production team before, during and after the output production. • Mentor and/coach new or junior members into the team, acting as buddy and giving direction. • Build and maintain contact lists and databases; research and compile source data into briefs for journalists or presenters. • Manage a range of research projects and resources. • Identify and secure suitable guests and contributors, and brief them on arrival as requested. • Delivering to tight deadlines while maintaining high editorial standards. • At all times to carry out duties in accordance with the BBC health and safety policy.

Knowledge, skills, training and experience
<p>Essential</p> <ul style="list-style-type: none"> • Ability to operate basic equipment for the capture of sounds and pictures. • Ability to work well within a team as well as on own initiative. • Able to build and maintain effective working relationships with a range of people. • Demonstrates a commitment to improving diversity in the BBC and understands how individual differences can benefit the BBC. • Effective planning and organising skills, ability to concentrate on several areas of work at one time, delivering consistently to deadlines and reacting positively to changes and conflicting priorities. • Proven ability to locate relevant sources of information, contributors, guests and other assets using initiative, perseverance and persuasion and an extensive contact base. Has the ability to establish rapport quickly with a wide range of people within and outside the BBC either face to face, over the telephone or in writing. • The flexibility and adaptability to sustain performance, particularly under pressure to meet deadlines and changing priorities and circumstances. • An understanding of health and safety procedures and how they apply to broadcasting.

Job impact

Decision making

Able to operate alone on items and other programme elements.

Scope

A role which supports the production of news articles and content by conducting research; also handling and distributing live and pre-recorded audio and video material.

Other information

For Reward team use only

Job Code

Definition:

Content

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.

Appendix

There may be sub-sets of the generic job described above which require additional technical skills. This appendix to the generic job description can be developed to cover such situations.

Division	
Reports to (title)	Asia Training Manager, Delhi
Location base	Work from home

Organisation structure

BBC World Service is one of the world's leading news broadcasters. We are currently available in 42 languages, including English. The World Service reaches more than 60 million people in India weekly through its websites, TV, radio, mobile and social media. Our Indian Languages hub in Delhi is our biggest bureau in Asia, with services creating content in Hindi, Telugu, Tamil, Marathi, Gujarati and Punjabi as well as digital teams and a range of TV programmes.

About the India Trainee Scheme

You will join the BBC as a Digital Journalism Trainee, assisting one of the Indian Languages teams (Gujarati/Hindi/Marathi/Punjabi/Tamil) in producing content in text and digital formats.

You do not need any journalism experience before you start but you must be able to demonstrate your interest (for example, a qualification in journalism or a related subject).

You will be trained on digital journalism, including how to write stories for websites and produce digital elements.

Should you complete your traineeship successfully, you will be skilled to apply for journalism roles within the BBC and in other media organizations.

There is no guarantee of a job at the end of the scheme.

It will take place remotely, based on the Work from Home model. However, if the Covid-19 situation and local government restrictions permit, you will spend the first two weeks working with the BBC teams in the Delhi bureau.

Additional job specific responsibilities and accountabilities

As a Trainee, we would expect you to perform tasks including:

- Generate ideas and stories; contribute to the creative treatment of an item or programme; provide clear treatments and proposals ensuring consistency of content, quality and style.
- Carry out in-depth background/subject research for all media, ensuring complete accuracy and critically evaluating the relevance and suitability of the information.
- To work closely with the team before, during and after the output production.
- Build and maintain contact lists and databases; research and compile source data into briefs for journalists or presenters.
- Delivering to tight deadlines while maintaining the highest editorial standards.
- Under supervision from producers or team editors, to publish, moderate and cross-promote content that has already been broadcast or published on BBC social media accounts.
- To help producers assemble Internet pages to include text production, editing, selecting photos and videos.
- To help producers source, record and edit material for digital output.
- To select, translate, edit and publish contributions to BBC output, and contribute suggestions for the treatment of stories in line with BBC guidelines, and under supervision.
- To assist in online production, interactive programmes, recordings, transmissions and where required limited operational duties, under supervision.
- Undergo comprehensive editorial, technical and other role-related training.
- Following training, to be responsible for the simple operation of a variety of equipment.
- At all times to carry out duties in accordance with the BBC health and safety policy.

Are you the right candidate?

We would like to hear from you if you are a recent media graduate/post-graduate from marginalized and ethnic groups and are keen to tell stories about them, which are underrepresented in Indian and international media. Your ideas can help us reach new audiences who may feel that news content is not meant for them.

You have demonstrable interest to train in BBC journalism and must be excellent in at least one of these languages (both spoken and written): Gujarati, Hindi, Punjabi, Marathi, Tamil or Telugu. Knowledge of written and spoken English will be an advantage.

You are a creative storyteller who is curious about the world around you with keen interest in the digital media market and are able to offer unique story ideas for at least one marginalised section of Indian society.

JOB DESCRIPTION



You are a recent graduate/post-graduate in journalism/mass communication/media studies or related subjects with either no experience or up to two years. Having relevant experience in media research in TV, radio, print or online, including the ability to identify key ideas, debates and issues within a field would be an advantage.

This is a role which supports the production of stories about people from marginalised and ethnic groups which are underrepresented in Indian and international media.

Approval	
Manager	Name and job title
HR Business Partner	Name
Date	