

Job title	New Talent Trainees/ Apprentices		
Job family	Training, Trainees & Apprentices	Grade	Training Grade

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, and 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 objectives of the apprenticeship or traineeship, seeking out and taking opportunities
- At all times, to live 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 raw 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 our industry
- Individual apprenticeships and traineeships will have specific further entry requirements – please see below

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 unaided 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

Other information	
For Reward team use only	
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.

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	DDGG
Reports to (title)	BBC Journalism Schemes Manager, BBC Academy
Location base	BBC Mailbox Birmingham. Digital Journalism Apprentices expected to be based at locations across the UK.

Organisation structure	

Additional job specific responsibilities and accountabilities
<p>As a BBC Digital Journalism Apprentice you will develop a fundamental understanding of journalism across all departments. Typical hours of work are 0900 to 1700hrs Monday to Friday. However, broadcasting and journalism is 24/7 and these hours may vary during work placements to meet the needs of the business.</p> <p>Flexibility is required to travel to work – and attend training - at a range of locations throughout the UK.</p> <p>Each apprentice will have a main base location, however, the BBC may require them to work at locations anywhere in the United Kingdom as required and as is considered reasonable in the circumstances (either on a temporary or permanent basis).</p> <p>Pre-Entry criteria</p> <p>You must have five GCSE's Grades A to C including Maths and English (or 9 to 4 depending on the GCSE qualification) or equivalent in Scotland. You should not have NCTJ journalism qualifications. You must have the right to live and work in the UK.</p> <p>Knowledge, Skills and behaviour of trainees</p> <p>Digital Journalism Apprentices undertake training in the following areas Online, Digital, Radio and TV news.</p> <p>You will be employed on a continuing contract and will be required to fully complete the</p>

apprenticeship scheme and all NCTJ examinations successfully prior to starting your substantive role.

The role

- Demonstrate creativity, resilience in a high-pressure environment and gain a thorough understanding of the role of the BBC's journalism.
- Research and write for online to a high standard to agreed deadlines.
- Write voice pieces, packages and bulletins for radio news.
- Interview, produce and where required, report in both recorded and live situations, producing live and recorded items for radio.
- Film, produce and edit digital content and social media videos.
- Prepare and produce bulletins and reports for television news.
- Work on location producing material which will enable stories/material to be shared across all the BBC's platforms, and connect with audiences across social media.
- Suggest news and sports stories and programme ideas on a regular basis
- Originate and develop ideas, assist in forward planning of material for future programmes.
- Develop and maintain contacts and respond professionally to enquiries from the public.
- Exercise editorial judgment, maintain professional standards and adhere to the BBC's Editorial Guidelines and social media guidelines.
- Provide briefings for reporters, camera crews, other staff and contributors.
- Operate technical equipment for all media to the required standard.
- Regularly read the BBC's local and national news and sports websites, watch the local and national TV news and keep abreast of news on the radio and social media.
- Demonstrate strong evidence of original journalism and creativity and have lots of ideas to make original output.
- Write quickly, accurately and compellingly under pressure and be aware that strong stories and clear and concise writing are essential elements when it comes to working on TV, radio and online.
- Have the potential to report the news fairly, accurately and without bias, and be able to bring this to air by perseverance and working well with a wide range of colleagues and contacts
- Show resilience and have the flexibility to work unsocial hours (including nights and weekends).
- Be a team player who works well with a wide range of colleagues and members of the public.
- Be punctual and reliable at work and perform tasks as required by senior journalists and editors.
- Be a self-starter and willing to work on your own initiative when necessary.
- Adhere to the Health and Safety guidelines policy

Approval

Manager	BBC Journalism Schemes Programme Manager
HR Business Partner	
Date	18/12/2018