

Royal Ballet and Opera Apprenticeships

What part could you play?

INFORMATION PACK FOR CANDIDATES

FINANCE PROCUREMENT APPRENTICE

Finance Team

Applications Close: 9am, Monday 4th November

1st Round Interviews: w/c 11th November

2nd Round Interviews: w/c 18th November
(if required)

Start Date: Monday 6th January 2025



Welcome,

Message from Alex Beard, Chief Executive

Thank you for taking the time to apply for a role at the Royal Ballet and Opera.

Extraordinary, world-class performances of opera and ballet are at the absolute heart of our vision here at the Royal Ballet and Opera.

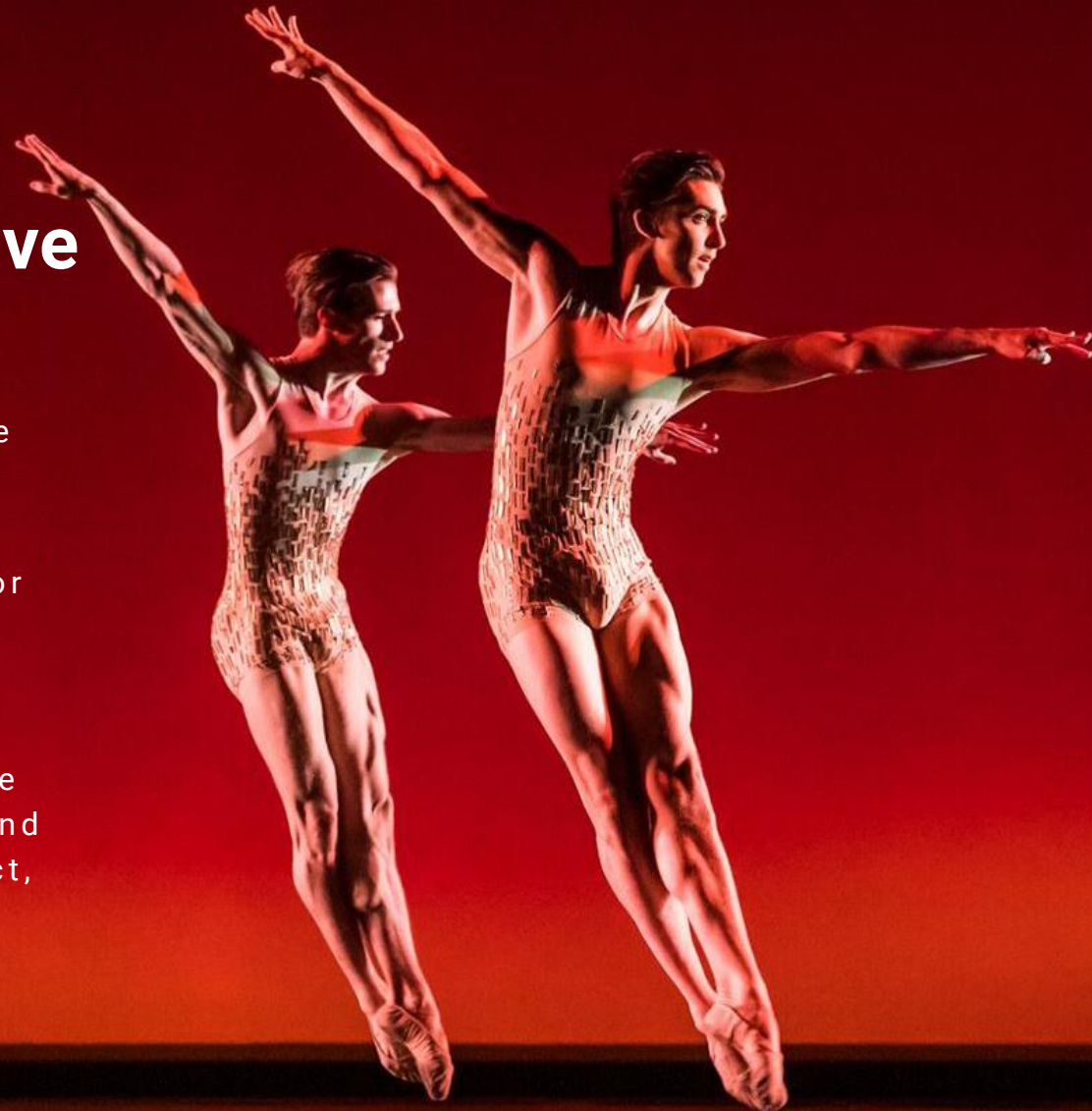
So, whether the audience is in one of our beautiful theatres in Covent Garden, watching around the globe in cinemas and online streaming, or taking part in learning and participation programmes up and down the country, we want as many people as possible to enjoy and appreciate these astonishing artforms.

None of this would be possible without the exceptional team of people who work here. People are centre stage of everything we do at RBO, and we built our culture on our core values: treating everyone with Respect, being Open in our mindset and approach, and striving for the Highest Standards in everything we do.

Everyone is welcome at the Royal Ballet and Opera, whatever your background or experience, and we look forward to your application.

Best of luck!

Alex



The Royal Ballet and Opera

A high-angle, circular view of the interior of the Royal Opera House. The image shows the ornate balconies and the stage area with red seats. The lighting is dramatic, with warm tones on the balconies and cooler tones on the stage.

The Royal Ballet and Opera is the UK's home of world-class opera and ballet. We are a cultural powerhouse, bringing together two world-class performing companies in one of the UK's leading arts institutions, supported by a cast of more than 3,000 employees, including technical staff, creatives, and freelancers.

Based primarily at the Royal Opera House in the heart of London's Covent Garden, with production and logistics sites in Thurrock and Aberdare, our work is enjoyed by audiences in our two theatres and globally through our streaming platform, cinema Season and company tours. Our work in schools and communities up and down the country is driven by our curriculum linked programmes, specially designed to inspire creativity, widen access to the arts and diversify the future of opera and ballet. These sit alongside industry-leading talent development projects, regional partnerships, our Young RBO scheme, and a raft of daytime events, family activities, tours, exhibitions, and concerts in our Covent Garden home. We are committed to reducing our impact on the environment and aim to achieve net zero emissions by 2035.

Our Craftspeople



Every set, costume and prop that appears on the stage to create the spectacular worlds that help tell the stories of the Opera and Ballet is made by our highly skilled teams, these include:

- Scenic Carpenters
- Scenic Metalworkers
- Scenic Artists
- Props Makers
- Armourers
- Wig Makers
- Costume Makers

Behind the Scenes...



There are also teams of highly skilled people making the live shows happen; lighting experts, sound experts, stage build crews and flies and automation crews, on stage props, costume and make up teams.

These teams get the show up and running from rehearsal through to performance nights.

There are up to four different productions showing on our main stage in a week and a whole production can be stripped from the stage to make way for another in a matter of minutes.

As well as the teams who work directly on our performances, there is an army of people that support the day-to-day workings of the organisation.

These include:

- Visitor Experience
- Audiences & Commercial
- Learning & Participation
- Development, Advocacy & Public Policy
- Operations, Estates & Facilities
- Finance, Legal & Business Affairs
- Human Resources
- Information Technology

And we have Apprenticeships in these departments too!



Whatever the team, everyone who works at RBO has a passion for what they do and a shared interest in keeping this unique and brilliant theatre doing what it does best.

For that to continue into the future, we want to encourage fresh, passionate new talent into the building and our apprenticeship scheme plays a big part in that.

All departments across the organisation support the apprentices through their journey with us.

Apprentices at RBO get an authentic workplace experience in their specialist field and are fully integrated into the professional teams who are working on producing our live shows.



Where Do You Fit In?



We are interested in recruiting apprentices that first and foremost are curious, driven by working in a creative environment and are keen to learn new skills.

We don't expect our apprentices to be experts, but we do want people who foremost bring enthusiasm and willingness to learn from some of the best in the industry and who might teach us a thing or two!

We believe diversity is about making sure we can attract and develop talented people who bring more because of their different backgrounds, experiences, cultures and outlooks.

Recruiting and working with these talented people is just part of the work. We are committed to creating an environment where everyone believes they belong and can do their best work.

How Our Apprenticeships Work



RBO Apprentices are placed in a department relevant to their apprenticeship where they work as part of those teams across a working week that is regulated by the line manager in the department.

Apprentices are also supported by the Apprenticeships team to ensure each apprentice is happy in their placement and keep them on track throughout. The apprentices also support one another as a peer group; there are several opportunities to meet throughout the placements.

Apprenticeships are between one and four years in duration and have a mix of work and study. Each position is assigned a college that will support the qualification learning and a percentage of the working week of an apprentice is assigned for college work and study. This is either on day release, block release or remote learning.

As part of the Apprentice cohort you will join with other apprentices from the Royal Ballet and Opera taking part in events, training opportunities and activities to bring you together as a community.

You will be assigned a mentor in your department who can manage your work and progress.

You will have regular pastoral sessions with the apprenticeship team who also manage any practical needs of your qualification or employment.

The apprenticeships team also connect with your college to ensure you are on track.

Your college course may be online, day or block release but we allow you time in your working week to fit this in.

You will earn National Living Wage which will increase by 2.5% in your second year.



What Are The Perks?

As an RBO Apprentice you will earn the National Living Wage while you qualify.

You will have the opportunity to take part in other training on offer to staff to add to your wider skills.

You will also benefit from all the Royal Ballet and Opera Staff discounts and offers.

These include:

- Staff offers on performance tickets and access to general rehearsals
- Subsidised canteen and coffee bar
- Access to our Employee Assistance Programme providing 24-hour advice and counselling services
- Discounts on alternative and physical therapies provided in-house
- Discounted staff ballet, Pilates and yoga classes
- Discounts at the Royal Ballet and Opera Shop
- Concessions at a wide range of local Covent Garden shops, restaurants and gyms



Our Process

We operate a fair and open recruitment and selection process. Every role is open to all sections of society and we welcome your application, regardless of your sex, race, religion or belief, ethnic origin, different physical ability, age, gender identity or sexual orientation.

We particularly welcome applications from those who are from a global majority background and/or those who are disabled, as they are under-represented within the Royal Ballet and Opera. As a Disability Confident employer, we guarantee to interview all disabled applicants who meet the essential minimum criteria for our vacancies.

Take a look at [these case studies](#) to hear some past apprentice stories.

See our frequently asked questions if you would like to know more or email your questions to apprentices@roh.org.uk.



Finance Procurement Apprenticeship



The Procurement Apprentice will be based in the Royal Ballet and Opera's Procurement team, which sits within the Finance, Legal & Business Affairs (FL&BA) department. The main roles of the Procurement function are:

- To manage the adherence of the Procurement RBO Policy across the organisation.
- Administer the current e-purchasing system.
- Develop and manage relationships with internal stakeholders and key suppliers.
- Develop organisational Preferred Supplier Lists.
- Assess our supply chains and activities to ensure compliance with legislation such as with the Modern Slavery Act 2015.
- Ensure effective sustainable procurement practices are established and embedded.

Purpose of the Apprenticeship

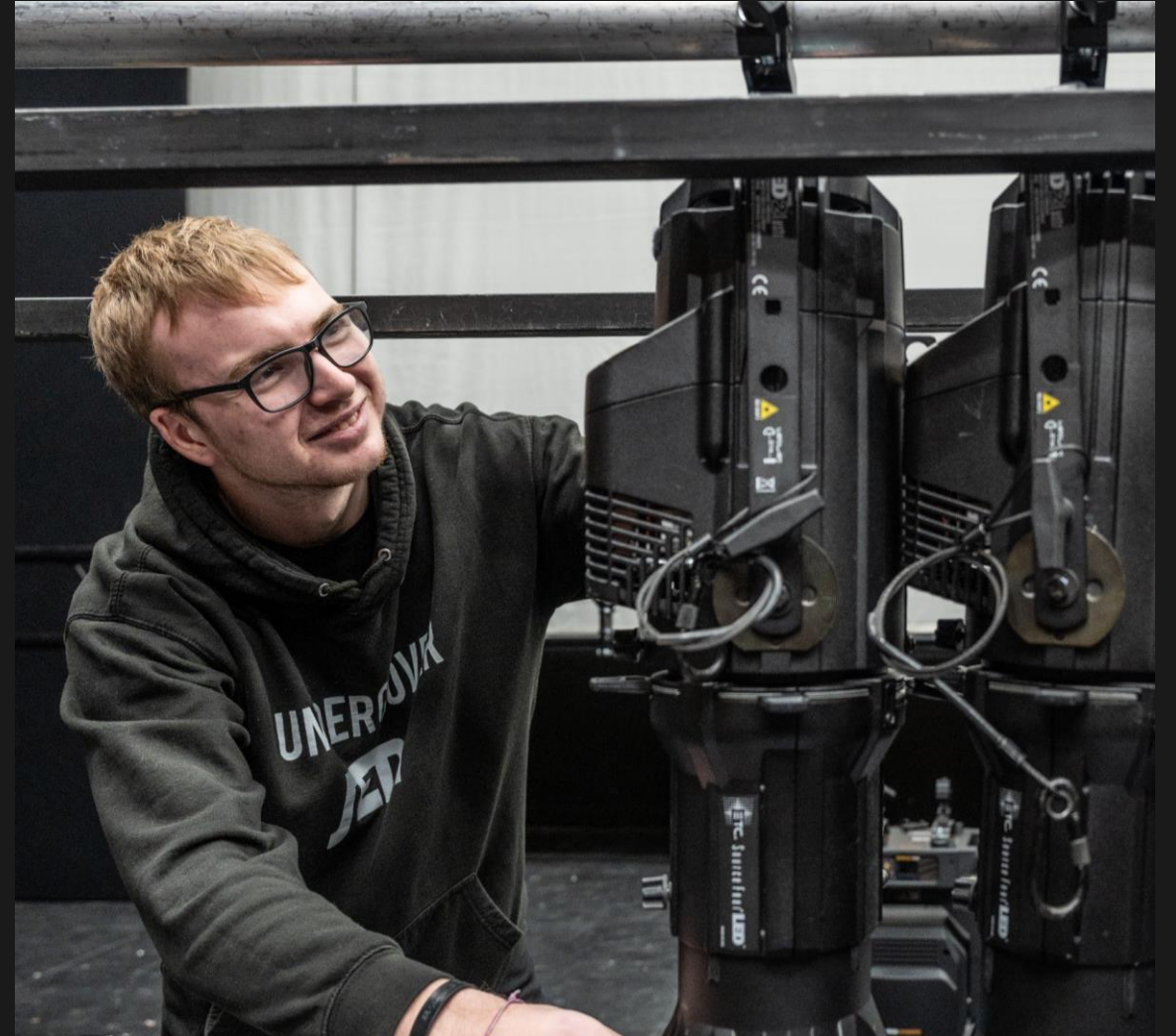
This apprenticeship will give the apprentice a broad experience; as well as day to day procurement activities, over the next 18 months the apprentice will also have the opportunity to be involved in an ongoing project to replace our existing purchasing and finals systems as part of our ongoing Business Transformation Programme.

There may also be the opportunity to specialise in the second year, and/or to spend some time working with other parts of the FL&BA department.

By the end of the apprenticeship the apprentice will have a clear understanding of the different paths available and be prepared for a role in a procurement department in a range of organisations.

Who will you work with?

You will work alongside a variety of people and departments throughout the apprenticeship, as the Procurement function supports the entire organisation.



What is Involved?



- The Apprentice will be based in the Finance, Legal and Business Affairs department in Covent Garden. They will work towards a Level 4 Procurement Apprenticeship which will be delivered by Apprentice Team Ltd. The majority of the learning required to achieve the qualification will be done in the workplace.
- The Apprentice will be allocated one day per week or the equivalent time to attend scheduled college workshops and seminars or to undertake individual study.
- Most of the college learning for this apprenticeship will be online.
- The qualification will be achieved through the compilation of a portfolio of evidence demonstrating how the relevant skills have been used in the workplace, as well as a project and a professional discussion.
- The Apprentice will be supported throughout the apprenticeship by the College Development Tutor, RBO Head of Procurement and the apprenticeships team.
- Work is carried out at the Royal Opera House in Covent Garden.
- The working week is 40 hours, which will be scheduled between 9am and 6pm.

What will you do in the Workplace?

You will undertake a wide range of tasks including:

- Administration of RBO e-procurement system and associated systems
- Assisting with all stages of the tender process with supervision and mentoring provided by the Head of Procurement including; market research, drafting documentation, communicating with bidders and internal evaluation teams, evaluation and contract negotiations.
- Performing post tender to ensure all compliance documentation is available, including compliance checks.
- Assisting with ongoing supplier relationship management.
- Reviewing and analysing management information on a quarterly basis.
- Assisting with the maintenance and development of the relevant contract records.
- Ensuring all procurement is carried out with consideration for social, environmental and economic factors.
- Owning the RBO Procurement SharePoint pages and support the drafting of procurement communications.
- Providing additional procurement support services as and when directed by your line manager.

Minimum Essential Requirements



- You must be **18 years old or over** on Monday 6th January 2025
- You must **not** have completed a degree or equivalent in the UK or elsewhere.
- You must have work authorisation for the UK.
- You must have **5 GCSEs** (or equivalent) including English at **Grade 4** or above, including Maths at **Grade 5** or above.
- Desirable – a relevant qualification at A Level or BTEC (Business Studies, Maths, Economics, etc.)

What Are We Looking For in a Finance Procurement Apprentice?

- Confidence in using Microsoft Office Software (Word, Excel, Outlook, Internet Explorer and PowerPoint).
- Good numeracy skills.
- Ability to communicate accurately both written and verbally.
- Ability to work as both part of a team and to work unsupervised.
- Good organisational skills including the ability to manage time effectively.
- Understanding of and commitment to maintaining confidentiality and dealing with sensitive information.
- Good people skills.
- Self-motivated to acquire new skills and knowledge.
- A helpful, proactive and positive attitude.



How to Apply

Scroll to the bottom of the advert on the RBO website and click on 'Apply Now'.

Complete our simple application form - we promise it is not too scary.

If you have any access needs and would like to complete the form in a different format - please contact us on hr.recruitment@roh.org.uk.

