



Growing the next generation of talent

Newcastle Building Society Early Careers





Welcome to our Early Talent Community

At Newcastle Building Society, we're committed to developing the North East's talent.

Our unique experience is recognised externally and is known for its strong learning culture. We attract the top talent in the region who share an ambition and desire to become the future leaders of our Society.

We are offering Apprenticeships, Undergraduate Placements and Graduate Programmes across the business in a variety of exciting and challenging roles.

We want to give you real work experience, and live business projects whilst working towards personal development goals. As we experience growth in our markets, are adopting new technologies and evolving at a rapid rate, we need bright, ambitious and brave new talent to help us build a great future...There's never been a better time to join our society.

Andrew Haigh
Chief Executive

Connecting our communities with a better financial future

Newcastle Building Society is the North East's largest building society and we've been helping customers save for their future, buy their homes and protect what's important to them for over 150 years.

Our Society's behaviours outlines the approach all of our colleagues take toward achieving our Purpose & Strategy. We believe it is important that we all share the same behaviours, skills and knowledge therefore we look for these when we are searching for fresh new talent for our schemes.



Our Programme

Offering Apprenticeships, Undergraduate Placements and Graduate schemes across a variety of exciting and challenging roles. We want to attract and develop the top talent across our communities, who share our ambition and passion for success.

Our Early Talent programme will build your knowledge and encourage you to provide real solutions to real problems. You will work with colleagues from all areas of the business, gaining a huge level of exposure to the society from day one.



Support

In addition to your line manager and team, who will look after you on a day-to-day basis, you will have your own mentor who will be on hand to support you with your development and to act as a sounding board for any queries you may have, both inside or outside of work. All of our mentors have been carefully selected and have a wealth of knowledge and experience to share. Our Early Talent Team is also available for any additional support you may require.

Our Early Talent Community

With a growing number of colleagues enrolled onto the programme, we encourage networking amongst peers to ensure that a community is formed, giving you access to a group of likeminded people who you can share your experience with. As part of this, you will be involved in a real live business project, in which will also develop your skills further.

Early Talent Events

During your programme, you are invited to attend various events, kicking off with our 'Welcome Day,' as part of this you will get the chance to meet our executive team, including our CEO Andrew Haigh. You'll also have the opportunity to take part in our Early Talent Fresher's week and host an annual celebration event to recognise key achievements throughout the year.



Our Programme

As well as a rewarding career, our colleagues enjoy a wide range of benefits. We are committed to being a great place to work and recognise the importance of integrating health and well-being into the day to day activities, we know that a healthier and happier workforce, helps to keep our colleagues motivated.

Your Development

Your personal and professional development is as important to us as it is to you. We promote a coaching culture across our society, where your development starts on day one and lasts your whole career. We offer a variety of management and leadership programmes for anyone who wants to go above and beyond. Our dedicated learning and development department provide a range of self-lead learning resources and deliver face to face sessions to help you develop your career, your way.

The Early Talent Project

As part of the programme, you will become part of a project team, made up of a mixture of apprentices, undergraduates and graduates. The project will be a live business case, overseen by one of our Business Leaders, in which you work on to present back to our Executive Committee, at your very own Early Talent celebration event in the summer. The project will give you massive exposure to the many different elements of the society, broaden your network, form a community amongst your Early Talent peers and develop all of your project-based skills.

"This has enabled me to build a network of like-minded people as well as my very own work family."

"From working at the Society as an apprentice for the past year I have a wide range of opportunities that have helped not only my personal growth but also my professional development. The amazing support system the early talent programme has offered me allowed me to take control of my role from the get go and experience additional learning on top of my training course. This has enabled me to build a network of like-minded people as well as my very own work family."

Amelia Titterton, Marketing Apprentice



**25 Days annual leave
plus bank holidays**



**Competitive
Salary Package**



**Corporate
Pension Scheme**



**Employee Assistance
Programme**



Paid volunteering days



Company travel passes



Benefit Hub



Hybrid Working



**Medicash Medical
Cover**

"Worth every second!"

"The business is really invested in the Early Talent Cohort, and see us as a valuable asset to the organisation. You are given responsibility from day one and are supported throughout your time here. You are not seen as a temporary member of the society and some departments who have capacity to, are able to facilitate you working part time alongside your University Studies in your final year, after you placement has ended.

I am really grateful for what NBS has done for me since starting my placement year and beyond. I feel like my time here has provided me with an opportunity to develop within my studies and career, with experiences which you would only gain by being lucky enough to complete a placement year."

- Abigail Wilson, HR Undergraduate

Competitive Salary Package

We complete regular external benchmarking of our pay & benefits and are committed to paying all of our colleagues above the Real Living Wage. All of our salaries are specified on each of our Early Talent career pages.

Employee Assistance Programme

We have a great team of health and wellbeing advocates who run a number of activities and wellbeing campaigns throughout the society. Every colleague also has access to our Employee Assistance Programme that you can use to assist you with any personal and/or work related problems that may impact on your job performance, health, mental and emotional well-being.

Apprenticeships

Apprenticeships provide a blended approach to earning, learning and working. We offer a developmental environment for our Apprentices whereby you will be able to spend your time building your knowledge in your specific field whilst gaining the practical experience within the department.

From day one, our apprentices join us on a permanent basis to learn and grow skills to succeed within our business and beyond. 100% of Apprentice's who joined us in 2017

have received a promotion with 67% going on to study for higher-level apprenticeships. As an apprentice, you will have your own responsibilities, work on live projects and develop skills and experience to prepare you for your future career. Our apprenticeship scheme has grown vastly over the past two years and we are always looking for new routes to offer. We offer a new range of apprenticeships every year, going live with these in the New Year.

Previous apprenticeships have been offered in the following areas:



**Customer
Service
Specialist**

**Business
Administration**

**Mortgage
Advisor**

Data Analyst

**Software
Development**

Accountancy



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I've really enjoyed seeing how much I've grown in such a short space of time. Not only have I hugely grown in confidence, I have developed and learned so much with thanks to my amazing team. It's been extremely rewarding receiving good feedback on my work whilst achieving good grades at university. Receiving an award for Seeing the Bigger Picture and the Law School Prize are good highlights of my time here.

Leah Rowe

Solicitor Apprentice

Entry Requirements

If you are committed to self-development, have a 'can-do' attitude and share our ambition for success, then we want you to join our growing community. We have opportunities for individuals at various levels, starting at level 2, all the way up to degree led. The general requirements per level include:

Level 2: No requirements

Level 3: 5 GCSE's, Grade C/4 or above (including English and Maths)

Levels 4, 5 & 6: Level 3 qualifications (including A Levels, NVQ/ SVQ or a BTEC National)

Whether you have experience and qualifications or not, we can work together to assess which level of apprenticeship would be best suited to you and your skills.



Undergraduate Placements

Our Undergraduate Placement opportunities offer 12-month industry experience to accompany your University course. This is a great way for you to find out what the world of work is really like whilst gaining some excellent experience for your CV.

Whilst on Placement with us, you will have your own responsibilities, work on live projects and contribute your thoughts and ideas to our growing business – so you definitely won't just be making cups of tea! We are

really committed to developing your skills throughout your time with us. We hope that once you have completed your degree, you will be able to return to us on our Graduate Scheme.

All of our undergraduate placement routes are reviewed each year as we aim to offer the best experience to our students. Therefore, we cannot commit to specific routes each year.

Previous placement opportunities have been offered in the following areas:



Marketing

**Human
Resources**

Finance

IT Risk

**Corporate
Communication**

**Customer
Outcomes**



Jamie Caruthers
Finance Placement

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I completed my undergraduate placement year with the Society, working in Group Finance within their technical reporting team which focused on regulation, tax and financial reporting. I couldn't have asked for a better year in industry, where I gained so much exposure across the Group working with business leaders, different departments and the early talent colleagues.

One of the things that attracted me to NBS was their purpose led strategy - it's evident in everything we do and something I bought into straight away. I believe that the Society has developed both my technical skills and my soft skills, taking opportunities to push myself out of my comfort zone has made me far more confident and is something I will be able to use for the rest of my life.

My experience of the Society's early talent programme was fantastic, it has provided me with the platform to work across the Group in different areas which my role wouldn't have traditionally – such as financial advice. I've also made, what I consider 'friends for life' and was a perfect place to start my career within the financial industry.

Entry Requirements

We are looking for second year Undergraduate Students, from any discipline, who are seeking to challenge themselves and develop skills and knowledge through a 12-month placement opportunity. You should be passionate about creating solutions to problems, contributing your ideas to the business and developing relationships to achieve shared goals. You must be on track for passing your second year.

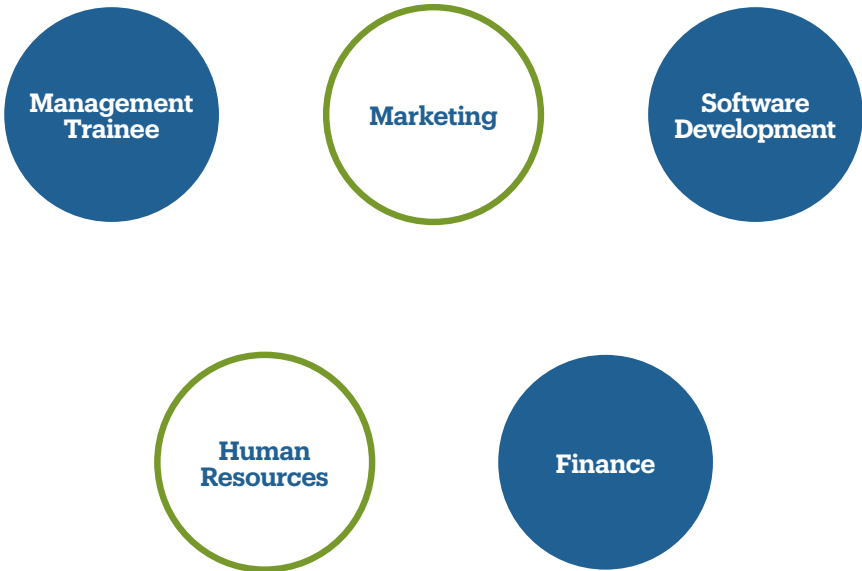
Graduates

Our Graduate Scheme is a great opportunity for those looking to take the first step after University, those looking for a change in career path, or, those simply looking for a new and exciting challenge. We offer a permanent contract so that you can take the time to develop to your full potential within our society.

Within the first two years, you will be on our structured Early Talent programme where you will receive training and support in your chosen field before gradually settling into your own role within the society.

All of our graduate routes are reviewed each year as we aim to offer the best experience to our graduates. Therefore, we cannot commit to specific routes each year.

Previous graduate opportunities have been offered in the following areas:





Poppy Holliday

Graduate Management Trainee

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“My first year at Newcastle Building Society has been great. As a graduate management trainee, I have been given exposure to working with a client, getting involved in projects, and also begin line managing. I’ve enjoyed seeing my confidence grow and have received so much support over the year from my manager, mentor, and the early talent community.

The graduate scheme has also given me the opportunity to start an apprenticeship degree in professional management, where I get recognition as a chartered manager upon completion. This degree has been very rewarding and I’ve been able to apply the knowledge I’ve gained into my own experiences at work.

Newcastle Building Society is an amazing place to begin your career, and the graduate roles set great foundations for the future.”

Entry Requirements

We are looking for individuals to join our Graduate scheme from any discipline the minimum grade depends on the route and will be detailed on the advert. You should be passionate about creating solutions to challenging issues and contributing your ideas to improve business performance. In addition to having the ability to build, develop and maintain positive working relationships, motivating others to reach organisational goals.

Recruitment process

All of our Early Talent opportunities usually go live early in the New Year, for approximately 4 weeks, on our website. (www.Newcastle.co.uk/careers) So make sure to keep an eye out.

As part of the process you will have to complete an online application and attach a copy of your CV and covering letter. From this

point, we will look through your application and update you on the status as soon as we are able. As our application process is open for a long period of time, please do not worry if you don't hear back from us for a little while. We will not contact candidates until the application process has closed. All of our positions will start with us in September.



Top tips for your application

- Sell yourself but be truthful – we want to know who you are
- Make sure you express why you want this role and what you can bring to the Society
- If you don't have much work experience, think about what skills you may have developed through hobbies, sport or extra-curricular activities
- Take your time to complete your application - triple check for any mistakes



FAQs

Can I send my application via email?

Unfortunately not. We only accept applications through our online system within the specified application window.

What will the assessment centre look like?

We aim to keep the day as fun and relaxed as possible and see this as an opportunity for not only us to get to know you, but for you to get to know who we are and what life is really like here at Newcastle Building Society. There will be a couple of team exercises, followed by a 1:1 interview.

What should I wear to the assessment centre?

Something smart which you feel comfortable in.

Where would I be working?

Our office is based at Cobalt Business Park, North Tyneside. If you have applied for a role within our Branch Network, you will be based in one of our branches.

What happens after I have completed my apprenticeship/graduate scheme?

With all of our Apprenticeships and Graduate Schemes, you will be joining us as a permanent member of our workforce from day one. Once you have completed your qualification, we will work together to assess what your next steps will be within our society.

What should I wear to work?

We have a 'dress for your day' policy. This means you are able to choose your clothing based on the activities and scheduled events for your day. If you are meeting with a client or customer, or have an important meeting or presentation, then you should dress appropriately in smart attire. For the rest of the time, a casual, dress down approach is taken. If you are working in one of our branches, you will be provided with a uniform.



Newcastle Building Society Principal Office: 1 Cobalt Park Way, Wallsend, NE28 9EJ. Newcastle Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Newcastle Building Society is entered in the Financial Services Register under number 156058. You can check this on the Financial Services Register or by contacting the Financial Conduct Authority on 0800 111 6768. Call 0345 734 4345 or visit us online www.newcastle.co.uk