



Graduate Programme

September 2023 Cohort
Southeastern Trains

Graduate Programme

September 2023 Cohort

Have a read and then apply!

Thank you for interest in this role. This pack covers the key information and some insights. Please have a read and if you have any questions please contact careers@southeasternrailway.co.uk

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The opportunity

What you need to know

Do I need railway experience?

The simple answer is **NO!** You need to hold an undergraduate degree - or in your final year of completing one - but that is the only experience you need. We will support your learning and development to ensure you have an exciting and prosperous career on the railway.

Is it for me?

Firstly, the graduate programme is for all candidates that have or are in their final year of an undergraduate degree. Whether you are due to finish your degree this year or graduated 10 years ago it does not matter to us!

If you have just finished your studies or have hit a glass ceiling in your current career and you are looking for an exciting opportunity that will bring development opportunities, exposure to working in an exciting industry, and a chance to work in a friendly and collaborative organisation, then this role could be for you.

Even though the role is a 2-year programme, throughout your time with us you will be visible to internal opportunities that you consider towards the end of your programme.

Some graduate programmes will not offer the same benefits as the full-time permanent employees, NOT US! Once you join you will receive the same benefits as our other new entrants, including free/discounted travel throughout the UK and EUROPE, Final Salary Pension Scheme and 33 Days Annual Leave (including bank holidays).

At SE Trains we understand that work-life balance is imperative to a happy and motivated workforce. We have policies to support you through life such as; maternity, paternity, carer/adoption, fertility treatment, menopause & endometriosis, just to name a few!

The opportunity

What you need to know

Where will I work?

The beauty of the graduate programme is that you will have exposure to multiple different projects from across the business. This could be introducing new technology, upgrading a station, or improving our fleet of trains. This means you'll get to spend time right across our organisation, helping you to build your broad understanding of our business. Your time will be spent between working on our sites, in our head office, and working remotely.

What is the Graduate Programme?

The Project Management Graduate Programme is a two-year scheme that is designed to give participants the skills and experience needed to become a successful project manager. Participants will work on real life projects across Southeastern, covering a broad range of topics, to develop technical knowledge and hands on practical experience of working on projects. Time will also be spent across the wider Southeastern business, gaining broad knowledge and understanding of how a train operating company works. The scheme will be based around four different six-month placements.



The opportunity

What you need to know

How will you support my development?

During your scheme, you will complete a Level 6 Project Management Apprenticeship which will build your critical skills and behaviours required to become a project manager, help you to develop your understanding on delivering projects and provide you with a BA or BSc Honours degree in Project Management. We will also support you to achieve project management qualifications (either PRINCE2, or APM PMQ).

You will work with experienced professionals in project management and lots of other fields across the business, who will be there to support you and your development. You will also be allocated a senior manager mentor throughout the scheme, who offer further help and advice. Plus, we will work with you throughout the scheme on our own personal development plan, to help you to unlock your full potential.

What kind of projects will I get to work on?

At Southeastern we are always striving to put the customer at the heart of everything we do. The projects that we deliver make a genuine difference to the lives of people who travel around our network – for example, rolling out plug sockets on trains or opening a brand-new station. Seeing the results of your hard work out in public can be very personally rewarding.

We also undertake projects to support our colleagues. For example, this could be upgrading key back-office software that supports the day to day running of the railway.



Good News Stories – Past and Present Graduates



Dylan Williams

Current Southeastern graduate

“Completing a Graduate programme with Southeastern has been a great way to kickstart my career. I have been able to gain a wide variety of important workplace skills through a range of different experiences across the business and have met some great people along the way.

The programme has helped to expand my knowledge of the railway which has been really useful as I have progressed through different areas of the business. Completing placements in Onboard and Station management have helped to significantly improve my confidence, communication skills, and have empowered me to be able to manage and lead a team in a busy fast moving operational environment.

I would definitely recommend a graduate programme with Southeastern, as there is lots of good perks and rewarding experiences to be had while the rail sector remains a very exciting industry to be involved with.”



Victoria Raggio

Current Southeastern graduate



“My time on the Southeastern graduate programme has given me a range of invaluable skills and knowledge of the railway. The management graduate scheme included training in people management, which I spent with both on-board and station teams, getting a hands-on understanding of Southeasterns front line functions.

I have also spent time working on projects in head office, using my knowledge of the station environment to contribute to future ideas. On the management scheme, we were also given the opportunity to work with Network Rail, seeing some of their signalling and control operations.

Overall, the scheme has given me a very wide view of the railway and some unforgettable experiences I will keep with me throughout my career.”

William Buck

Business Project Manager

“I was part of the 2017 intake into the graduate scheme, alternating between placements at GTR and Southeastern. This meant that I had to become adept quickly at stakeholder management and learning new or different ways of working quickly. You had to be agile to get up to speed before your next placement started, especially if you wanted to have left a mark.

It was a good method for meeting lots of different people and departments and gave a broad understanding of the interconnected nature of the railway rather than just one department. This is important to remember in any future roles as you should never be working in isolation.

My key takeaway from the graduate scheme was people are always willing to help you if you ask. Do not be afraid to ask and importantly challenge yourself to do something out of your comfort zone, you may discover your comfort zone is larger than you think. Never sit back and let opportunities or work come to you.”



Laura Holmes

Accessibility and Inclusion Manager



“When I started as a graduate, I knew very little about the railway and its operations, but the graduate scheme offered a range of placements that enabled me to learn and develop with different teams. The exposure this gave me put me in a good place when it came to taking on a full-time role. Knowing a little bit of this and a little bit of that helped me to engage with different departments and I continue to draw on my experiences in meetings and with front-line colleagues.

Whether I am out on the network or microwaving lunch in the head office, I have found Southeastern colleagues to be very approachable. My managers and teams have been very supportive and something that I really treasure about Southeastern is how approachable and caring the executive and senior leadership team are.

My current role as the Accessibility and Inclusion manager would not have been possible without the graduate scheme. The insight I gained as a graduate, snowballed into what I think will be a lifelong passion for creating a more accessible and inclusive environment both physically and online for all.”

**About the company –
what you need to
know about SE**



southeastern

The company

What you need to know about Southeastern

We welcome and encourage applications from people of all backgrounds

Whether you have worked in rail all your life, or you want to see what it is about, we want to hear from you. We want a workforce as diverse as the communities we serve and for you to meet our people as part of the process.

The standard blurb...

Southeastern is one of the busiest commuter rail companies in the UK running more than 2,000 trains and carrying nearly 600,000* passengers every day between London, Kent and East Sussex.

Just over 4,500 employees - mostly from the communities that we serve - work together to provide this vital service and we are looking to expand our successful team. We have a strong set of values that shape the way we run our business and guide our staff in delivering what our customers need. These are:

- We aim to be the best
- We make the difference together
- We care passionately about our people and our passengers

Southeastern are proud to work with some fantastic organisations and our recent accreditations are part of our journey to becoming an even better place to work. We continue to work across the industry and forge closer working with Network Rail

*now nearer 470,000 The pandemic continues to affect how we all work and travel!

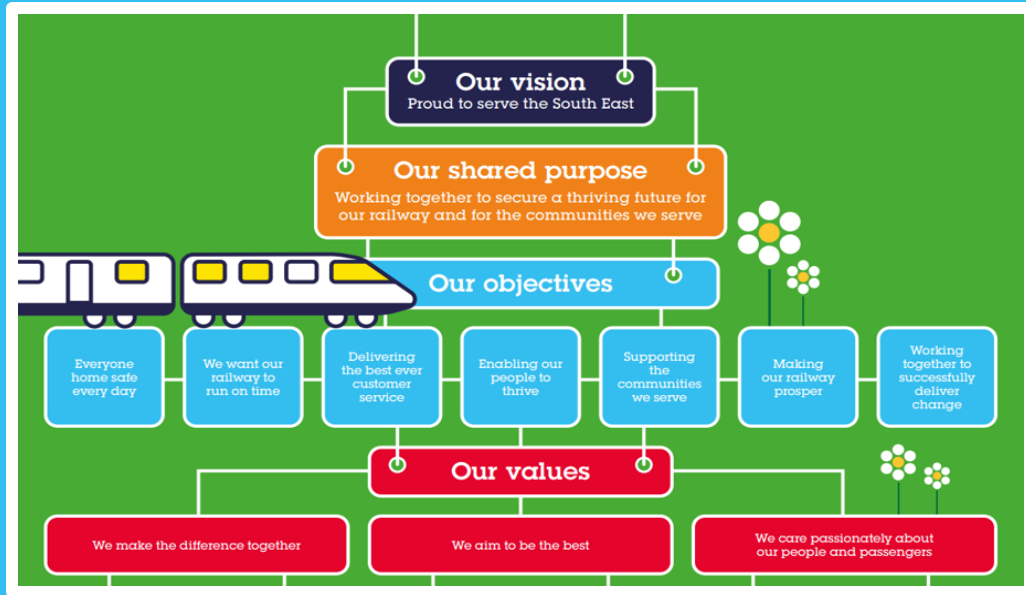
The company

What you should really know about working at Southeastern

- Winner of Rail Business of the Year 2023 as well as being highly commended in both the Diversity and Inclusion and the Wellbeing in Rail categories
- Ranked as part of the 5% club in the Apprenticeships Top 100 Employees 2022. The country's most outstanding apprenticeship employers for 2022 were recognised for their vital work boosting career opportunities for more people
- Currently seeking assessment against the Investors in People 'We Invest in Apprentices' accreditation and already hold Gold accreditation against the other two IIP Standards: We Invest in People and We invest in Wellbeing
- Financial Times Diversity Leaders ranking for 2023 comprising 850 companies across Europe seen to do more than just talk about their commitment to diversity and inclusion taking action to promote change and create an inclusive environment
- Named in The Sun's Top 8 menopause-friendly employers (in 2022)
- Won the Women in Rail Top Employer award in both 2020 and 2022



Hear more about the business plan, a review of 2022, our apprentices and views from our people



2022

What a year

Skills for life with Southeastern Apprenticeships

In their **own words**

The detail and admin bits



Summary of job description

Purpose:

The Project management graduate scheme will give you the skills and experience you need to become a project manager, working across 4 different rotational placements in the business across 2 years. Your tasks and responsibilities will differ from placement to placement, but you can expect to be working on:

Accountabilities:

- Managing and coordinating small projects, or key workstreams within larger projects
- Owning and upkeeping key project documentation, such as risk registers and scope documents
- Producing project reports and dashboards, and helping maintain project schedules and milestones
- Working with suppliers, internal and external stakeholders, to complete tasks
- Spending time on location at depots, offices and sites, to work with project team members and track progress

Skills, experience and knowledge

- A bachelor's degree from a UK university or equivalent; in any discipline, of at least 2:2 grade
- A passion for enhancing people's lives through public transport and putting the customer at the heart of everything we do
- An ability to lead others, as well as work as part of a team
- Excellent communication and presentation abilities
- Good oral and written communication skills
- Good planning and organisational skills, with an eye for detail
- Being proactive
- Critical thinking in order to solve problems and make decisions

The small print

The salary and benefits

Southeastern recognises the value of every individual employee and offers benefits that reflect this. As well as a **generous salary***, we offer an **comprehensive benefits package** which includes;

- A Contributory Final Salary Pension Scheme
- Free rail travel on Southeastern and GTR rail services (extends to family members for leisure/educational travel)
- After a qualifying period, reduced rate travel on other train operators, including European services
- Up to 32 days annual leave entitlement (including bank holidays)
- Access to an array of discounts for retail and leisure products through our benefits scheme.
- Family friendly benefits including enhanced maternity/paternity leave, parental leave and carers leave.

*Sadly other companies will pay more - let's be honest! We want to know about your skills, experience and passion. The opportunity, support and colleagues will make this job for you!

The rules bit ...

All offers of employment are subject to us obtaining satisfactory references (covering all education, training, employment and unemployment in the preceding 5 years and any previous railway employment). We will also complete right to work in the UK and criminal record checks. This is to ensure we are employing the best person for the role and to protect our customers, colleagues and our reputation. There will also be a pre-employment medical. We are unable to offer sponsorship to work in the UK.

This post will close before the intended closing date should sufficient number of suitable applications be received. Therefore, if you are interested in applying for this role, we suggest that you do so at the earliest opportunity to avoid disappointment.

SOUTHEASTERN is owned by SE Trains Ltd, a subsidiary of the Department for Transport's public sector owning group, 'DOHL.' DOHL has responsibility for three rail companies, LNER, Northern Trains Limited and SE Trains.



Thank you