



## WE ARE OFFERING WORK EXPERIENCE!

### ABOUT CLEVELAND & CO™

Cleveland & Co External In-House Counsel™ is a specialist outsourced legal team providing advisory services in the investment management sector. We are built on our ability to think differently, pioneering a better way to serve our clients in an ever-changing world while fostering a culture of success.

We are a team of highly skilled legal professionals at the top of our game. We got here because we believe in doing whatever it takes to be successful. We are current, resourceful, dynamic and agile. Our success is not measured by what floor our office is on but instead, on the impact we can make in the world.

### ABOUT YOU

Cleveland & Co™ values people with drive who contribute to the team's and our clients' success. If you are results focused, accountable and looking for a role that will support your development, you might be a good fit. If you love what you do and want to make a difference, we want to hear from you.

### WE ARE LOOKING FOR STUDENTS OR GRADUATES LOOKING FOR WORK EXPERIENCE

We are looking for interns who are ideally LPC students, or law graduates, looking for work experience in an alternative law firm and have an interest in the financial services industry.

Some of the qualities we look for in our interns are:

- independent, resourceful, and confident with great problem-solving skills;
- strong interpersonal skills, business sense, and professionalism to communicate with all levels of management, staff and clients;
- proactive, able to take the initiative and anticipate the firm's and client's needs;
- ability to work effectively with a range of personality types and seniority levels;
- self-starter with a history of pushing for deadline-driven results;
- be able to jump in and support the team when/where needed; and
- lead and be one step ahead, constantly be thinking about what needs to be done next to improve things for the team and our clients. Think of new initiatives, new ways of doing things, and introduce them into the workday, to help move us forward.

## THE WORK EXPERIENCE

The intern will gain work experience within the team, undertaking duties that will include:

- creating and updating contract templates;
- creating short guides to accompany contract templates;
- research into upcoming regulation and legal points;
- preparing summaries of recent case law relating to commercial contracts and presenting them to the team at bi-weekly meetings;
- writing topical articles and newsletters on recent events within the financial services and legal industry;
- researching the SRA website for any important updates relevant for C&Co;
- liaising with the FCA on regulatory/FCA Handbook queries;
- keeping up to date with changes in the law and practice;
- assisting with the Business Development of C&Co;
- marketing and social media activities; and
- any other activities that may crop up on a day to day basis.

## INDUCTION

Once you've joined us, you'll start your one-week induction, this will set you up to achieve the most you can during your time with us.

On your first week with us, you will:

- get familiar with the technology we use;
- receive access to an internship dropbox folder, where you will be able to save the documents you work on. Storing documents on dropbox allows us to comply with the SRA's requirements of keeping clients' material confidential, and segregated from other documents on our computers. It also gives other members of the team access these documents, so that we can share knowledge and discuss/review the work currently being done. This also allows you, when possible, to work remotely;
- subscribe to various legal newsletters, in order to keep up to date and informed about the latest legal and regulatory developments. The list of subscriptions we would recommend will be available in the internship folder. As you will be using your personal email account to communicate with members of the team (where required), you should use your personal email account to sign up to the various subscriptions – these are all available at no cost; and
- most significantly, discuss with us the goals you want to reach during the time of your work experience. Based on your commitment and availability, these goals will

be tailored to fit your schedule. It is important that you set up the goals you want to reach in your time with us, as this will help us establish the breadth and quantity of the tasks to be assigned to you. On the basis of this, you will set up your “to do” list, based on your template, and start gradually building the list of work assigned to you.

## WHAT WE ARE OFFERING

- exposure to varied and quality work tasks and opportunities to get involved with all aspects of the business. You won't be bored, that's for sure!
- the opportunity to develop skills and knowledge relevant for the financial services industry, as well as general commercial legal knowledge;
- working with a happy “can do” team;
- One-to one mentoring from senior experienced investment management lawyers and a collaborative team environment;
- relaxed and genuinely friendly office environment.

## LOCATION

Our offices are in a restored period factory building located in the well-connected and trendy neighbourhood of Bermondsey in London.

We have a relaxed and friendly office environment, and we dress casually unless we are meeting with clients.

## LENGTH OF INTERNSHIP

Since this is an unpaid internship, we are open to flexible arrangements and will discuss and arrange with you the length of the internship and how many hours you are able to commit to each week.

We are looking for a minimum three months' commitment, and ideally, we would like you to come into the office on a regular basis, in order to get the full benefits of the work experience.

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## CONTACT DETAILS

Please contact Vicki McEwan ([recruitment@cleveland-co.com](mailto:recruitment@cleveland-co.com)) for more information or to submit your CV.

Please see our careers page for further information about working with us <https://cleveland-co.com/life/our-jobs/>

