CLEVELAND & CO™
External in-house counsel

WE ARE OFFERING TRAINING CONTRACTS!

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.

ARE YOU LOOKING FOR A FRESH CHALLENGE?

Cleveland & Co™ is a growing business and we value people with drive who contribute to the team's and our clients' success.

As a firm regulated by the Solicitors Regulatory Authority ("SRA"), we are looking to recruit talented legal trainees, who can grown within the firm and take part in shaping it's future.

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 TRAINEE ASSOCIATES

We are looking for **Trainee Associates** who have completed the **LPC** or are happy to do it part-time, with the qualities listed above, an investment management background or interest in such, at least 2 years' experience and a good working knowledge of at least two of the following:

- commercial contracts;
- corporate;
- company law;
- financial services;
- regulation;
- funds;
- corporate governance; and
- employment.

Must-have skills for this role:

- 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.

WHAT TO EXPECT

Induction

Once you’ve joined us, you’ll start your one-week induction. The induction process sets you up for a smooth transition from your previous jobs and studies to being a trainee with us. On your first day you will have the opportunity to meet the team and familiarise yourself with our office. You will also be set up with your Cleveland & Co™ email account and be introduced to our online document storage system so that you are familiar with the technology we use.

During your week of induction, you will:

- be given a presentation by a member of the team, which sets out, amongst other things, our corporate and team structure, Cleveland & Co’s SRA obligations, the requirements of the job, and how to manage your day to day schedule;
- have the opportunity to review our employee know-how folder, which contains a wealth of useful material and know-how, so that you can get up to speed quickly with how we work;
- be given an overview of our current clients; and
- set up your “to do” list, and start gradually building a list of tasks that you’ll have responsibility for.

TRAINING CONTRACT STRUCTURE OVERVIEW

Your training contract will cover a minimum of three areas of law (including, but not limited to **Financial and Investment Services Law**, **Commercial Law** and **Company Law**).

We offer trainees varied work across all aspects of the business, as well as the ability to work for multiple investment management related firms gaining exposure to best industry practice.

The areas of work of a trainee will cover without limitation includes:

- investment management/advisory agreements;
- distribution agreements;
- custody agreements;
- administration agreements;
- placing agreements;
- transactional documentation (LPAs, SPAs, APAs etc);
- UCTIS and AIFs;
- private equity funds;
- hedge funds;
- real estate funds;
- commercial contracts;
- company law;
- corporate governance;
- regulation;
- legal research; and
- writing legal articles.

No one in the team ever gets bored, that’s for sure!

Areas of Law

Given the unique structure of the firm, the minimum three areas of law will be covered concurrently, rather than in sets of 6 month seats, as with traditional law firms.
Typically, the period of recognised training covers a period of 2 years. Provided that your previous experience is deemed suitable, we will assist you in filling out the relevant SRA forms to reduce the period of recognised training period by six months.

Litigation

As we reflect an in-house counsel model we don't offer litigation services to our clients. However, we are able to offer our trainees the chance to take part in a one week litigation programme (approved by the SRA) in order to fulfill the requirement for litigation experience.

Professional Skills Courses

In addition to the period of recognised training, you are also required to attend a number of professional skills courses before you are deemed eligible to qualify as a solicitor in England & Wales. We offer trainees the opportunity to attend the professional skills courses (if they have not attended them already).

To date, we have used Kaplan as the provider for both the litigation programme and the professional skills courses and both courses (where required) will be paid for by us.

CONTINUOUS SUPPORT

In everything you do from this point on, you will receive mentoring from senior experienced investment management lawyers, bi-weekly one to one meetings with your supervisor, and be part of a collaborative team environment.

You will always find a close support network in whatever challenges you may face!

QUALIFICATION: BECOMING AN ASSOCIATE – AND BEYOND

At the end of your training contract and completion of required courses, you will be ready to prepare for admission and qualify as a practicing solicitor.

Associate status is your next goal after your training contract, and we anticipate that all of our trainees will take on an associate role with us. As a key member of the team you'll build on your specialist skills working on day to day client work, business development, and mentoring younger members of your team. Now, you'll start to aim higher, moving towards building strong client relationships, winning work, and assisting with the progression of Cleveland & Co™ on a global scale. There is no limit to the scope of your role if you are interested in career progression!

BENEFITS

We offer:

- A culture of success focused on our values and results
- Performance bonus scheme
- Profit share scheme
- Ride to work scheme
- External mentoring programme
- Annual away day
- Regular social events
- Pension
- Study leave

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.

WORKING HOURS

08:30am to 6:30pm Monday to Friday.

START DATE

ASAP

SALARY

FTE: £25,000-£30,000 based on experience. We are open to those candidates returning from a career break.

CONTACT DETAILS

Please contact Vicki McEwan (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/