

fladgate



VACATION SCHEME &  
TRAINEE RECRUITMENT

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# WE ARE FLADGATE



I'm Matt Williams, the training principal here at Fladgate LLP.

My role involves overseeing training and confirming to the SRA that our trainees have met the standards required of them to qualify as a solicitor. It's something I take seriously: my responsibility to you, the firm and the profession, to ensure you're fully equipped with everything you need to qualify as a solicitor.

To secure a training contract at Fladgate you will be bright, hardworking and able to demonstrate that you are eager and willing to work with and learn from everyone here. Our trainees, like the rest of us here, do not all come from the same mould. They are individuals and self-starters but capable of working in teams; serious but don't take themselves too seriously.

Many of our clients are entrepreneurs and, as such, expect their lawyers to give clear, direct and commercially astute advice. We look for that ability in our trainees. If you apply to us, be concise on the application form and, if you are invited to an assessment day or interview, my advice to you is to be genuine and be yourself. If you are successful we'll expect you to work hard when you get here and learn from us. But we'll want, and allow, you to retain your personality. After all, that's why we offered you the job!

“A training contract at Fladgate means so much more than becoming a great technical lawyer.

We recruit our trainees with one question in mind: could this be a future partner?”

**Matthew Williams,  
Training Principal**



## ABOUT US

Fladgate is an innovative, progressive and commercially astute international law firm, underpinned by clear and dynamic thinking. We pride ourselves on our unique structure which allows us to deliver a partner-led model that is about keeping things personal, being agile, valuing intellectual rigour, and taking an enterprising approach.

From our base in the heart of Covent Garden, the firm services a wide range of corporate, institutional and private clients. Today we are one of the UK's top 100 law firms, with over 92 partners and over 230 staff, including 93 associates, senior associates and professional support lawyers.

In addition to advising a substantial UK-based client base, the firm provides a proactive and efficient service for clients with international business through specialist groups which serve continental Europe, India, Israel, South Africa, the Middle East, US, Canada and the Asia Pacific region.

Operating from London and comprising multilingual and multi-qualified lawyers, these groups facilitate cross-border activities for a diverse range of companies. The firm is a member of the International Lawyers Network, a worldwide non-exclusive association of high-quality full service law firms based in 67 countries.

## WHAT WE DO

Fladgate has a broad skills base that covers a wide spectrum of legal services across the business lifecycle and shaped to operate collaboratively to move fast and flexibly:

- **Dispute Resolution:** which includes regulatory, corporate governance and investigations, banking and financial services litigation, contentious construction, international commercial arbitration, insurance, contentious trusts and family, civil fraud and asset protection.
- **Corporate:** including commercial, sports, IP, private capital, capital markets, M&A, tax, restructuring and employment.
- **Real estate:** including planning, non-contentious construction, real estate finance and real estate litigation.
- **Funds, Finance and Regulatory:** including investment funds, private equity, fund managers, asset and investment managers, promoters, sponsors and investors ; alternative finance providers, banks and debt funds, family offices, owner manager businesses, private equity funds and corporate borrowers FCA applications, advice on UK regulatory frameworks, fund related advice.





# OUR CLIENTS

We have always built deep relationships with clients, creating true partnerships. In a world of change we think this matters, now more than ever.

Our single minded, 'no limits' focus is about keeping things personal and valuing agility and proactivity. We call this an "unlimited partnership"; unlimited because deep relationships generate exponentially better teamwork and results. Our clients scored us higher for collaboration and our enterprising solutions than any other law firm they've used.

Many of the matters we tackle for our clients are innovative or bespoke. For us, this is normal. We often work with entrepreneurs and clients who are doing something for which there is no precedent. There are circumstances in which we excel.

Our clients include some major names such as: Yo! Sushi, Zouk Capital, Guild Esports, Dobbies, The National Portrait Gallery, The Science Museum and SharedPlay.





# TRAINING AT FLADGATE

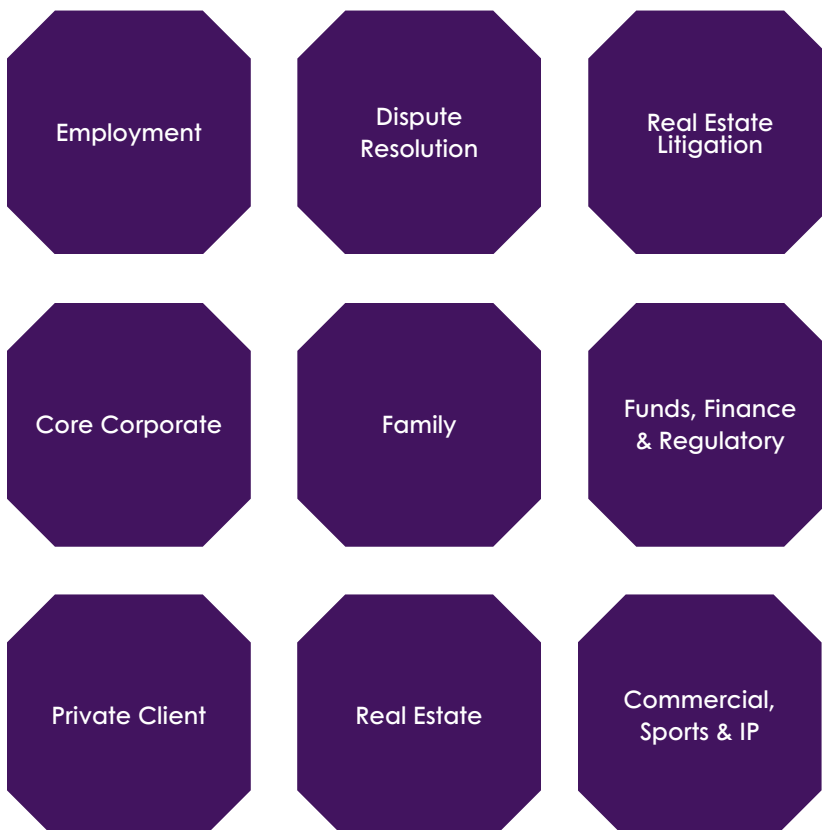
## What sets us apart?

Training at Fladgate combines a first class education programme with real hands-on experience and client contact. The nature of our business and small intake of trainees each year means you will be given exposure to high quality work with lots of responsibility from an early stage. We don't expect you to learn by sitting on the side lines or standing at the photocopier; you will gain first-hand experience on a variety of deals both large and small. Where possible you will be given every opportunity to develop your drafting and negotiating skills in real life situations. We invest a huge amount of trust in our Trainees and that is why we are committed to offering flexible working policy to ensure they are able to work from home up to 2 days per week, just like the rest of the firm.



## Seat Rotation

Our two year training programme is divided into four seats of six months. Each of our trainees will complete core seats in contentious and non-contentious areas. Currently we have trainee intakes in the following groups:



We use our best endeavours to ensure that seats are chosen not only in response to commercial need but also personal preference. We have maintained high retention rates by offering our trainees newly qualified positions in their desired areas.



# WHAT WE OFFER

Fladgate remains highly competitive in the market when it comes to remuneration. As a Trainee you are entrusted with a great deal of responsibility and it is only fair that we reward your performance with a salary and benefits package to reflect this.

We offer a comprehensive sponsorship package to our trainees who have yet to undertake the GDL and / or the LPC. We will pay the course fees of all our future students who study with our exclusive training partner the University of Law (ULaw) for the GDL and/or the LPC.

We will also provide a maintenance loan of £6,000 per annum for studying the course(s) in London and £5,000 per annum for studying the course(s) outside of London. The maintenance loan is repaid during the training contract.

We review our trainee and newly qualified rates every year. As of September 2023 our figures stand at:



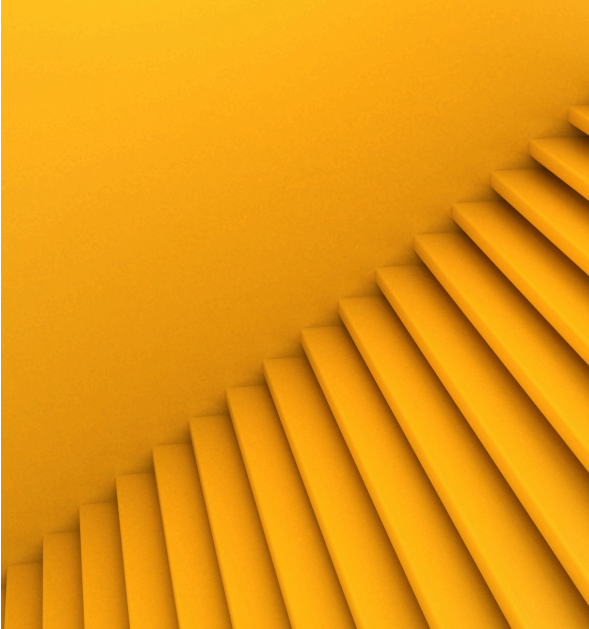


# VACATION SCHEME; WHAT TO EXPECT



We carefully select our trainee intake from an annual Vacation Scheme which takes place during one working week over the summer. The scheme provides our future trainees with an opportunity to gain hands-on experience at the firm and a good understanding of what life as a Fladgate Trainee will be like. We also like to have a little fun along the way.

Over the course of this week, you will participate in a number of group and individual activities, and undertake work assignments from current trainees, associates and partners, ensuring our students have the opportunity to network with as many Fladgate people and partners will give you a truly rounded view of what the firm has to offer.



Examples of assignments and tasks set during the vacation scheme week:

- Reviewing a confidentiality agreement between a buyer and seller in a corporate transaction.
- Drafting a loan agreement for a Fund
- Drafting a letter to a client regarding a property dispute
- Reviewing particulars of claim in a litigation matter
- Reviewing registrations with Companies House
- Working on a client pitch presentation
- Drafting an internal memo to Partners

During the Vacation Scheme, we make the most of our fantastic location in Covent Garden and arrange social events throughout the week with your fellow vacation-schemers and current trainees and associates. Don't forget, our vacation scheme is a paid placement of £350 for the week...easily spent with all the amazing shops just a stone's throw from the office!





# BENEFITS

We reward our staff for their continued commitment to the success of this firm with a comprehensive range of benefits.

- Life assurance scheme – 4x annual salary (non-contributory)
- Annual holiday entitlement – 26 days per calendar year (full time)
- Staff introduction bonus - £1,000- £5,000 depending on vacant role
- Personal training/yoga – free weekly sessions
- Free online GP service - 24/7 online video GP consultations

ON JOINING

- Group personal pension plan - 4%-5% employer contributions, matching employee contributions of 4% -5% (automatically enrolled). Processed via salary sacrifice 50% of employer NI savings added to contribution

AFTER 2 MONTHS

- Company sick pay scheme
- Group income protection
- Season ticket loan
- Private Dental Plan – payable through monthly payroll
- Gym membership scheme – interest free gym membership loan
- Eye test vouchers – every two years

AFTER 3 MONTHS

- Private medical scheme insurance medical insurance scheme (non- contributory)

AFTER 6 MONTHS

## DRESS CODE

It is important to Fladgate that everyone feels they can work in a way that works for them. This underlies our commitment to inclusivity and our desire to create a 'personal' culture. So we don't have a formal dress policy – you can dress as you feel appropriate to your day.

# DON'T JUST TAKE OUR WORD FOR IT....



THE VACATION SCHEME AT FLADGATE HAS PROVIDED ME WITH AN INVALUABLE INSIGHT INTO LIFE AS A TRAINEE AND A LEGAL CAREER PATH. THE FIRM IS UNIQUELY PERSONAL, AND THE WHOLE TEAM AT FLADGATE IS EXTREMELY WELCOMING AND COMMITTED TO HELPING ITS VACATION SCHEMERS AND TRAINEES IN ANY WAY POSSIBLE.

THE WEEK DELIVERED A DISTINCTIVELY ENRICHING EXPERIENCE, FROM ENGAGING WITH EXPERIENCED LEGAL PROFESSIONALS AND LEARNING ABOUT DIFFERENT AREAS OF LAW TO ENJOYING A FUN AND MEMORABLE SOCIAL EVENING.

2023 VACATION SCHEME ATTENDEE

I CAN HAPPILY SAY, THAT IF THERE IS ONE KEY THING TO TAKE AWAY FROM MY EXPERIENCE, IT IS THAT THE PEOPLE AT THE FIRM WILL EXCEED ALL YOUR EXPECTATIONS

2023 VACATION SCHEME ATTENDEE

IT WAS AN AMAZING WEEK, FAR LESS SCARY THAN ANTICIPATED BUT AN EVEN BETTER, MORE HONEST, AND WELCOMING EXPOSURE TO FLADGATE'S CULTURE THAN I EVER WOULD HAVE IMAGINED.

2023 VACATION SCHEME ATTENDEE

I HAVE REALLY ENJOYED THE RECRUITMENT PROCESS AT FLADGATE; WHETHER YOU WERE SPEAKING WITH THE HR TEAM OR A PARTNER AT THE FIRM, EVERYONE WAS EXTREMELY FRIENDLY AND APPROACHABLE..

NAIEMA BEGUM, CURRENT FIRST YEAR TRAINEE

THE RECRUITMENT PROCESS AT FLADGATE WAS ENGAGING AND CHALLENGING. WE WERE TESTED ON REAL LEGAL SCENARIOS AND GAINED SIGNIFICANT INTERACTIONS WITH LAWYERS AT ALL LEVELS.

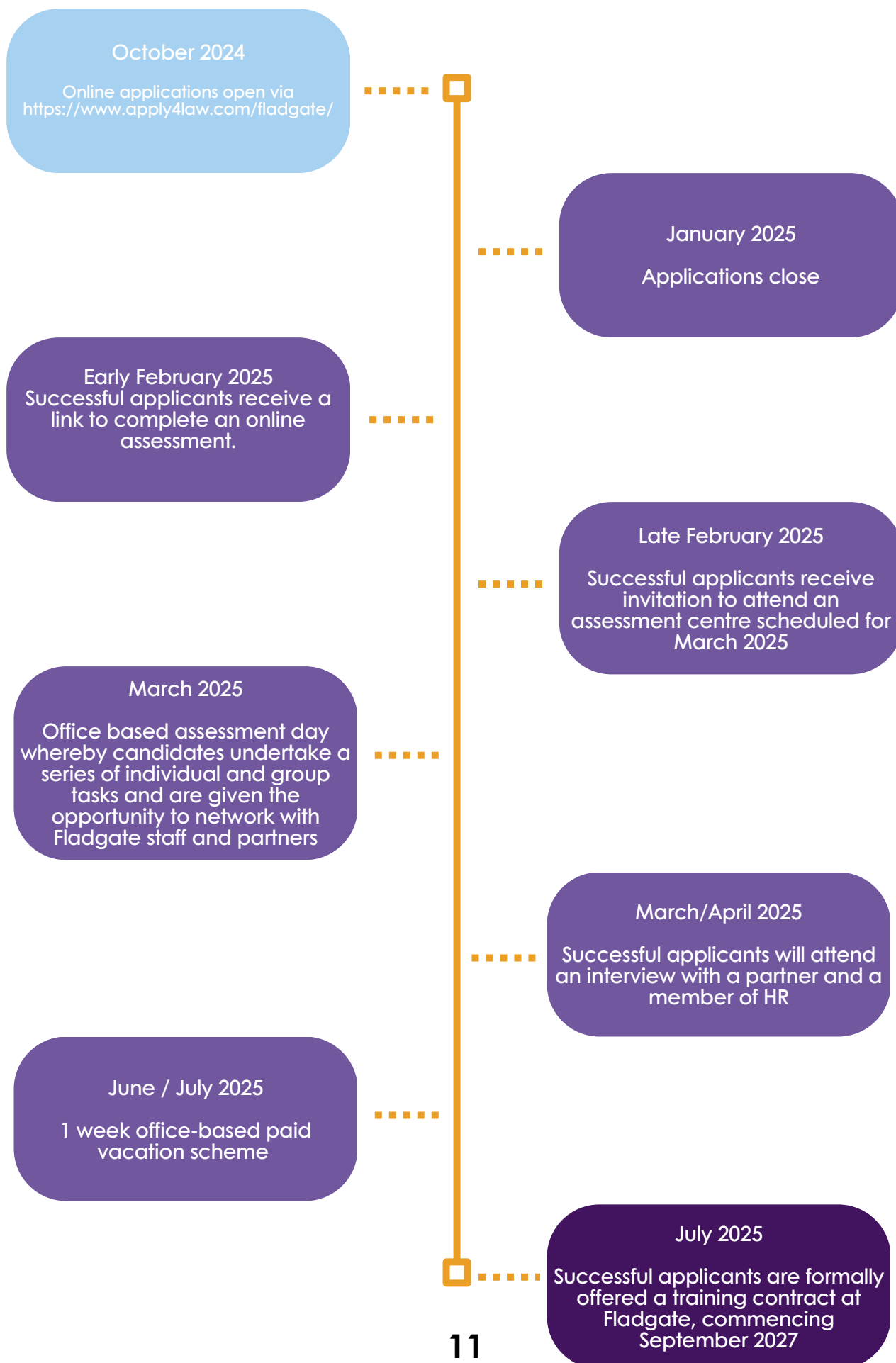
DHRUV KANABAR, CURRENT FIRST YEAR TRAINEE

WHAT IS THE BEST THING ABOUT WORKING AT FLADGATE ACCORDING TO OUR PEOPLE?

FRIENDLY & SUPPORTIVE CULTURE

THE PEOPLE

# APPLICATION & SELECTION PROCESS





# A DAY IN THE LIFE OF A FLADGATE TRAINEE

JACQUELINE HOLDER  
REAL ESTATE

**8:30am:** I like to arrive early at the office at around 8.30am, though working hours are 9.30am – 5.30pm. I walk to work so I normally stop for coffee along the way to ensure I'm well caffeinated for the day ahead. There's lots of local options - Redemption Roasters is a go-to, but Black Penny is also great.

**8:45am:** First things first, I like to go through my inbox and create a to-do list for the day. Having some time in the office before everyone else gets in allows me to prepare for the day and finish up any outstanding tasks.

**9:15am:** While each day is varied, today I'm assisting on a residential property refinance. I am drafting replies to enquiries for our client's properties, which involves looking through the various title documents and compiling queries and comments for the client to review and approve. Our client, the landlord and borrower, has advised that each property is handled differently depending on the tenant's needs, so I carefully review the client's comments against our records before preparing a draft response setting out our client's position. The partner on the file reviews the documents before they're sent to the client. I email the draft reply to enquiries to the client and move onto my next task.

**11:00am:** Another property we've been working on is close to completion, so I start to prepare the financial statement in order to receive funds, alongside finalising the lease for signature. I send the lease to the other side's solicitors and ask for them to confirm once the lease and stock transfer form have been signed. This is the first time I've done a financial statement in this seat, so I reach out to one of the legal secretaries for guidance. Fladgate is very collaborative, so it's easy to ask for help when you're not sure. I send the statement to my supervisor for review and message the rest of the team to see what the plan for lunch is.

**12:30pm:** The Real Estate team tries to eat lunch together most days, work permitting. We often walk to nearby Seven Dials and bring the food back to the office and eat together in the 8th floor common room. This is a really great way of catching up with colleagues in a more personal and social setting.

**1:30pm:** Fladgate opens up department specific training to all the trainees, so anyone can attend if it's a subject they're interested in. Today, we're learning about fake evidence and how to spot it. Although I just finished up my seat in Litigation, this sounds like an interesting topic so I join and take a note. You never know when the tips might come in handy! As well as regular training, the firm hosts lunchtime yoga and weekly personal training sessions in nearby Lincoln's Inn Fields.

**2:30pm:** Time for another coffee. Residential Real Estate is fast paced which makes it exciting, there's a constant onboarding of clients and new properties to look at. My supervisor briefs me on a new file, so I start to review the matter notes and client emails. I put together comments for my supervisor and set aside some time to review with her the following day.

**3:00pm:** It's time for our team meeting. This is a chance for us to get together and go through admin topics or questions that have come up recently. It's an informal way to make sure we're all on the same page, and also a good chance for anyone to flag if they have any capacity. I let the team know my availability and a few team members mention they have some incoming projects that they'd like my assistance on.

**4:00pm:** Our client has responded to the draft enquiries I prepared this morning. I review the client's comments and save the file as a new version, taking into account any amends they've made and ensuring the document is correct before sending to the lender's solicitors. The client has a few questions, so I call them to clear up any enquiries and ask for a few outstanding documents the other side have requested. This is a complex matter as there's quite a few properties on the go and the documents are varied so they require careful organisation and review to ensure the right amounts and details are captured.

**6:00pm:** I check in with my supervisor and ask if there's anything else I can help with. We catch up on what I have planned for my to-do list the following day and I head into nearby Soho for some shopping ahead of drinks with friends – the upside and downside of working in a busy part of London is the temptation to go out!



# VIEW FROM THE OTHER SIDE

**ROBAIDH ALLIGHAN**  
ASSOCIATE  
DISPUTE RESOLUTION



**8:15am:** I normally arrive at the office at around 8.15. Having cycled into work, I shower and get ready for the day.

**8:30am:** I like to clear out my inbox and plan my to-do list for the day. The office tends to be quiet before 9.30, so this is also a good time to finish any outstanding tasks before more work comes in later!

**9:00am:** I am working as part of a large team on one of the department's group action claims. We are currently working towards a witness statement deadline so it's all hands to the pump! I spend the morning attending a virtual interview with the witness and one of the matter partners. Following the interview I type up my attendance note and start drafting the witness statement for review by the partner.

**10:45am:** It is team day for the Dispute Resolution department which usually means there are snacks laid on in our department's kitchen. I grab a quick coffee and a danish and end up speaking with one of the partners about a new matter that has come in from a repeat client. We have been instructed by a software development company to defend a breach of contract claim brought by one of its clients. I agree to help out responding to the letter before action.

**11:00am:** I continue working on the witness statement and send my draft to the partner for review.

**1:00pm:** This week there is a training session put on by one of the local barrister's chambers. I have lunch on the client floor with the Dispute Resolution team while learning about spotting fake evidence. As well as regular training, the firm hosts lunchtime yoga and weekly PT sessions in nearby Lincoln's Inn Fields.

**2:00pm:** I amend the witness statement according to the partner's comments and send the draft to our counsel team and the witness for review.

**2:30pm:** I review the letter before action relating to the breach of contract claim, along with further documents provided by the client. We have a call with the client booked in for tomorrow morning so I note down my comments and questions to act as a draft agenda for the call. I spend some time researching exclusion clauses to determine whether we can rely on such a clause to attack the claim.

**5:00pm:** I send my comments on the letter before action and a draft agenda to the partner ahead of the call with the client tomorrow morning.

**5:30pm:** I review comments from counsel and the witness on the draft witness statement. There are a number of further points to address and I arrange a follow up interview with the witness for tomorrow afternoon.

**6:30pm:** I finish up and head for a drink with one of my old supervisors. Holborn and Covent Garden has some good pubs on offer for a post-work half!

# INCLUSION & DIVERSITY

We are proud of the progress we have made, but there is always more that can be done. We will continue to strive for a diverse workforce and an inclusive culture, where everyone has the opportunity to thrive. We will hold ourselves to account by monitoring and publishing data that shows our progress.

## Our focus:

**Developing a diverse leadership.** We are working hard to improve the gender balance of our partner team aiming towards 35% women in partnership by 2027 (currently 31%)

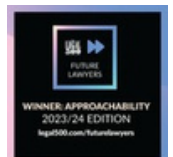
**Attracting a diverse workforce.** This means adopting a truly personal approach when connecting with those interested in joining our team and ensuring fairness in our processes.

**Engaging with everyone** to ensure they are heard, supported and understood. Encourage everyone to develop their own voice in shaping our culture, their future and our service to clients.

**Helping all our people to achieve their full potential.** We provide training, coaching, internal mentors and buddies, whatever works for each individual and their own personal development path.

Our strategy is led by the Director of People and Culture on behalf of the Executive Board, who works closely with our Partner Lead for I&D and Senior Culture and Inclusion Manager. We also have employee and partner led networks across the firm who support and inform our inclusive culture at Fladgate. We currently measure our success and progress in six key areas:

1. Leadership: to increase diversity in our leadership and ensure our leaders are inclusive
2. Recruitment and retention: to increase diversity across the firm
3. Experience and progression: to ensure a fair experience across all key people processes
4. Culture: to embed our inclusive culture and drive positive change
5. Wellbeing: to have happy and motivated people in a new world
6. Networks: to be collaborative and work together to achieve our strategy



“As the I&D Partner Lead of the Firm, I am acutely aware that our vision and values are built around the word ‘personal’. We are a people business dependent on brilliant client relationships. Inclusion and diversity objectives are therefore not ‘soft’ business aspirations, they are fundamental to our success”

Helen Curtis-Goulding

I&D Partner Lead

# OUR VISION & VALUES



## Who we are and where we're going

Fladgate's values underpin everything that we do at the firm. Our culture can be defined as:



Fladgate is committed to providing smart, enterprising, and commercial legal thinking. Renowned for not just understanding our clients' risks and opportunities but anticipating them.

We will achieve this by combining:

- Brilliant teamwork and a truly personal service.
- High quality specialist expertise and products that meet their needs.
- Agility and connectivity across our clients' worlds.

The firm recognises the importance of the health and wellbeing of all our people and that it can play a part in promoting an environment which allows everyone to flourish and reach their full potential.

- Bupa private medical insurance (optional benefit to join after six months' service)
- Eye test vouchers
- Optional dental insurance
- Flu jabs
- Weekly personal (group) training sessions and yoga
- Gym and sports club loans and cycle to work scheme
- Various sports teams and groups across the firm



## PHYSICAL HEALTH

- Employee Assistance Programme (EAP), available 24/7 and 365 days a year
- Counselling sessions available via the EAP where needed
- YuLife health and wellbeing app
- Annual holiday entitlement and flexible holiday scheme, and the opportunity to buy up to an additional two weeks holiday
- Resilience and stress management training
- Mental health awareness talks and training sessions



## MENTAL HEALTH



# WELLBEING



- Group personal pension and group income protection scheme
- Life assurance (4x salary) scheme
- Season ticket loans
- Recruitment bonus
- Marriage / civil partnership gift
- Financial management workshops inc. mortgage and pension management



## FINANCIAL HEALTH

- Sports and social events, organised by our Sports & Social Committee throughout the year inc. summer and winter parties, bowling nights and quizzes
- CSR committee and fundraising activities
- Loyalty holiday bonus, rewarding long service
- Student mentoring for LPC and GDL students at the University of Law



## SOCIAL & CSR



Corporate Social Responsibility is extremely important to the firm, and representatives from all corners of the firm ensure that we run and participate in a number of fundraising initiatives each year - such as the London Legal Walk, sponsored cycles and the occasional abseiling!

Each year we choose two charities, by firm-wide vote, to support, one local and one national. We are always looking for new CSR Committee members to come up with new ideas and initiatives to raise money.

This year, we will be partnering with St Christopher's Hospice and Macmillan Cancer Support.



## A FINAL WORD



**CLAIRE CHERRINGTON**  
DIRECTOR OF PEOPLE & CULTURE

I'm Claire Cherrington, Director of People & Culture at Fladgate. My role is to ensure that everyone who works at Fladgate is successful and feels supported in their growth and development. A big part of that is ensuring we recruit people who will thrive and grow in our environment.

We are part of a great firm; we do high quality work and we focus on involving and mentoring our trainees from a very early stage in their training contract.

I am extremely keen to recruit people who we feel will have a long-term career at Fladgate, and I am delighted that over the last few years many of our trainees have chosen to stay with us as associates and now senior associates.

We pride ourselves on being an inclusive, friendly and collaborative firm, and I hope that has come across in our brochure.

Why don't you apply? Hopefully, when you meet us, you will be able to judge for yourself.

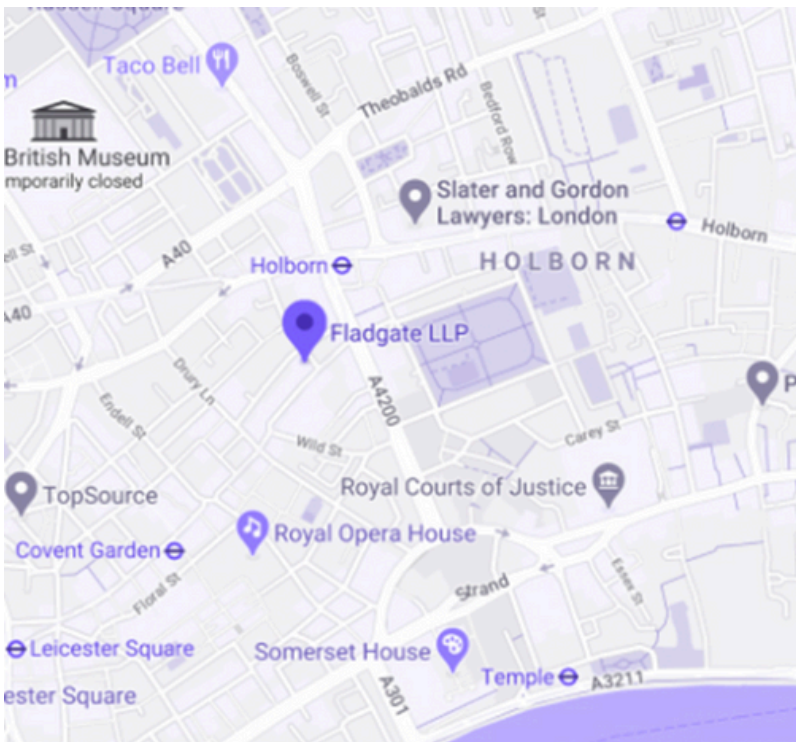
# KEY CONTACTS

## CONTACT US FOR MORE INFORMATION



**NICOLA THOMAS**

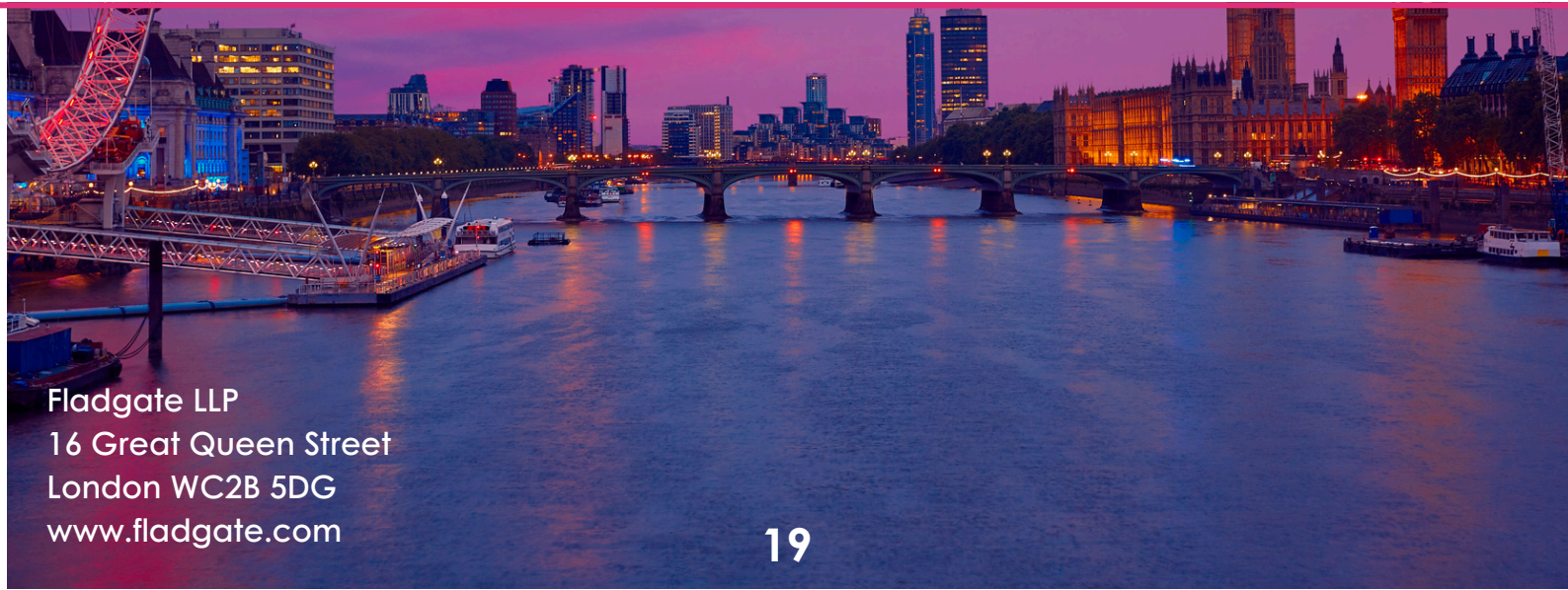
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