

TRETHOWANS

Training Contracts at Trethowans. More than just a job.



More than just a job. More than any old law firm. Here at Trethowans, we pride ourselves on doing things differently. We are a growing team with big ambitions and small egos.

If you are looking for a challenging, rewarding career, we could be the perfect fit. Recently named as one of the UK's fastest growing firms (The Lawyer), we have ambitious plans for the future. But we are focused on the little things, too –and offer a friendly, supportive, fun and balanced working life.

Trainees at Trethowans get the best of both worlds: a firm with big clients and major ambitions, but also a tight-knit, supportive team who value each new staff member from day one.

Every year, we look for bright, talented individuals to join our team. When you start with us, we strive to develop and advance your career from the outset. In fact, many of our Partners, Team Leaders and Solicitors were once trainees at the firm.

You will be challenged and given responsibility, but also have plenty of opportunities to have fun too.



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Our offices



About

Who are Trethowans?

Trethowans is a leading law firm in the South of England providing a comprehensive range of services for businesses and individual clients.

We see ourselves as trusted advisors for our clients, helping them through their personal and business lives every step of the way.

- UK Top 150 law firm
- We have been in existence for over 150 years and have a team of over 260 people, including 48 partners
- We have handled personal injury claims with a combined value of over £100 million
- The commercial property team has handled transactions with a value of over £400 million
- Our wealth structuring and inheritance tax lawyers provide expertise in the area of inheritance tax and capital gains tax planning and, as a niche specialism, cross border tax for individuals
- We are involved in a number of initiatives within our localities, including sponsoring The Ageas Bowl and Hampshire Cricket, AFC Business, Salisbury Rugby Football Club, St Cross Symondians Cricket Club, Chalke Valley History Festival, Trojans Rugby Club and Poole Speedway; as well as a number of local charities with fundraising and donations.

What do we do?

Our team of experts provide a wide range of services to both businesses and individuals across the South:

For Businesses

- Agriculture and Rural Property
- Banking and Finance
- Charities
- Commercial Contracts
- Commercial Property
- Corporate
- Data Protection
- Debt Recovery
- Dispute Resolution
- Employment
- Healthcare
- Immigration for Employers
- Insurance Disputes
- Licensing
- Mergers and Acquisitions
- Planning
- Regulatory/Health and Safety
- Restructuring and Insolvency

For Individuals

- Accidents and Injury
- Agriculture and Rural Property
- Commercial Property
- Court of Protection, Mental Capacity and Powers of Attorney
- Debt Recovery
- Dispute Resolution
- Employment
- Family
- Insurance Disputes
- Licensing
- Notary Public
- Planning
- Regulatory Crime and Motoring Offences
- Residential Property
- Tax Planning

Our clients



Why choose Trethowans?

Why Choose Trethowans?

There are many factors to consider when choosing the right firm to join and start your training contract. Here are a few reasons why we believe people choose to join us:



The exposure to such a varied caseload across my seats has been an exciting challenge and has significantly helped my development as a junior lawyer.
Daniel, Solicitor (former Trainee)

Experience and professional qualifications

All our lawyers are experts in their field. You wouldn't ask a plumber to do electrical work, so we wouldn't expect a family lawyer to deal with a property transaction! At Trethowans, we have experts covering many areas of law to ensure you get experience of different aspects of the law during your training contract.



The amount of client contact you get as a trainee is second to none. It really helps develop your communication and personable skills and allows you to take on a lot of responsibility as the seat progresses.
Abbie, Trainee Solicitor

Service

We provide a high standard of service. We run a client service initiative which looks at every aspect of the way we do our business with a focus on ensuring we are providing both the best service and value to our clients. This focus on putting our clients first has resulted in us being Lexcel Accredited – this is the Law Society's practice management standard and is only awarded to law firms that demonstrate excellence in areas such as client care, case management and risk management. We will help you to develop your "soft skills", as communication and interpersonal skills are key.



The support and supervision you receive is first class and really aids your professional development.
Kira, Solicitor (former Trainee)

Delivering the best training

Our commitment to you is to provide you with the support and guidance to help you prosper and achieve success in your chosen career.

Recognition

Our teams and leading individuals are widely recommended in the independent directories – Chambers Guide to the Legal Profession and Legal 500. These are two independent directories that rank law firms and lawyers in various legal disciplines and carry weight amongst clients and industry professionals alike. Take a read and see the team you could be joining.

Training with Trethowans



You are encouraged to get fully involved with everything going on within the firm and you are given the opportunity to run cake sales, sports teams and fundraisers. This gives you the chance to get to know as many people within the firm as possible.

Lydia, Trainee Solicitor

The Training Programme

Motivated and ambitious trainees form a key part of our future.

Our objective is to provide trainees with stimulating and challenging work with an emphasis on direct client contact and hands-on experience from an early stage.

Trainees play an active and important role in each team. Their contribution is both recognised and appreciated. Through the combination of a structured training programme and an open and supportive working environment, all trainees are encouraged to reach their full potential. We expect hard work, enthusiasm and commitment, but in return offer high rewards.

Our trainees are encouraged to participate in the firm's many social events and activities outside of the office and often meet as a group to socialise with an allocated budget for nights out.

We have cricket, football and netball teams who regularly play matches against other professional services firms and clients. Newcomers are always welcome and you don't have to be a gifted sports player to participate!

We also have a social committee, made up of various members of staff, who organise events throughout the year such as theatre trips, summer BBQs and Christmas parties.



I felt that by the end of each seat I had developed a real grounding in that area of practice.

Zach, Solicitor
(former Trainee)

Your Training Contract

As a trainee with Trethowans you will receive a comprehensive training programme which provides structured learning across different practice areas of the firm.

The two year programme is usually divided into four 6-month seats. You could be expected to work from at least two of our five offices during your training contract. In addition to the legal work, there are also opportunities to attend relevant formal training courses.

We offer training in the following areas:

- Agriculture and Rural Property
- Banking
- Corporate and Commercial
- Commercial Litigation
- Commercial Property
- Commercial Recoveries
- Employment
- Family
- Insurance & Regulatory
- Personal Injury and Clinical Negligence
- Private Client (Wills, Probate, Trusts and Tax Planning)
- Residential Property
- Secondment to a Corporate Finance Boutique

Career prospects for Trainees

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We are looking for rounded individuals to join our challenging and rewarding environment. We need people who not only understand the law, but who are interested in finding solutions for their clients. We want you to show us your talent, enthusiasm and ambition.

Sarah Humphrey, Training Partner

Career Prospects for Trainees

We understand that you are looking for more than ‘just’ a job; you are looking for a satisfying and rewarding career. We can provide you with this.

There are excellent prospects for career advancement within the firm; many of our Partners, Solicitors and Team Leaders are former trainees.

We are looking for people that want to make a positive contribution to Trethowans; everyone has a part to play and we value everyone’s contribution. The allocation of seats is based on the firm’s growth objectives and the requirements of individual teams; however, we always take our trainees’ preferences into consideration too.

So that you gain experience across different areas of law, engaging with both corporate and individual clients.



Application Process

Applying to Trethowans

Considering applying to join the Trethowans team? Here's our application process.



Life at Trethowans



Without doubt one important ingredient in our success has been our culture. We pride ourselves on not only being professional and providing excellent service, but also providing a supportive, inclusive working environment. The fact is when recruiting we look for good, decent people as much as outstanding legal professionals.

Mike Watson, Managing Partner

Life at Trethowans

What makes Trethowans different? In part it's our clients. The variety and diversity of our projects. The chance to work for household names alongside excellent people. But it is also down to the working culture we've created. We are proud to work for big names such as Ladbrokes, Jewson and Pizza Hut. We also realise that there is more to life than just the law. So, we actively encourage a healthy work-life balance where you can enjoy the benefits of working near the coast and countryside.

A strong culture

Friendly. Proactive. Positive. We have built a strong reputation for being a different – and distinctive – place to work, one that is far removed from the drab and dusty law firm stereotype.

How do we do it? Firstly, it is down to our values. These drive the way we work and the people we hire.

Then there are the small things. Like ice creams on a hot summer's day. An afternoon off to do something fun. After-work drinks or a rounders tournament in the park. Plus, additional discretionary bonuses that recognise hard work.

The social side

"Work hard, play hard" may be something of a cliché (especially out of the mouths of lawyers), but at Trethowans we certainly realise the importance of downtime and getting to know each other beyond the four walls of the office. You will find there are plenty of opportunities to relax – whether it's lunch with colleagues, a drink after work, or one of our firm-wide events.

Our Social Committee organises various events throughout the year, including a family BBQ in the summer, a Partners vs. staff rounders match, and a black-tie Christmas party. You are welcome to get involved as much – or as little – as you choose.

Supporting the community

Since 1866 Trethowans have been central to the communities in which they are based. We take time to get involved in our local communities and support local causes.

We currently support three nominated local charities, chosen by members of staff. These are: Mountbatten Hampshire, Dorset Mind and Salisbury Hospice.

We also provide one-off donations to encourage and assist members of staff in their own charitable work in the community. We have sponsored staff members to undertake marathons, bike races, walks, treks and other challenges in aid of the charities that are most important to them.

Rewards and Benefits

Rewards and Benefits

We offer a wide range of excellent benefits including:

Pay and bonuses

We pay a competitive basic salary by evaluating and matching roles against similar jobs in the market. We also provide a bonus scheme which rewards and motivates people in the best way depending on how they and their team contribute to the Firm.

Holidays

The minimum holiday entitlement is 23 days each year, increasing with length of service and rising to a maximum of 28 days. For the past few years the firm has also given an additional discretionary birthday holiday to staff.

Balancing your work and home life

We actively encourage all staff to get the balance between their work and home life right. To assist with this we have a number of family friendly policies.

Pension Scheme

We provide a quality pension provision at Trethowans. Our pension scheme provides an excellent tax efficient means to save towards a good level of pension.

Additional Benefits

On top of the benefits above, we also offer additional benefits, including:

- Death in service benefit
- Permanent health insurance scheme (salary protection)
- Health cash plan scheme
- Free car parking
- Cycle to work scheme
- Membership fees for Lawyers and other professionals
- Discounted legal advice
- Bonus on the introduction of a new member of staff
- Staff social events
- Online retailer discounts

Day in the life of a Trainee Solicitor

Training Seat: Private Client

8.45am: I like to arrive in the office before 9:00am to settle at my desk with a cup of tea and my breakfast. I check emails which have come in overnight and prioritise anything urgent. I also check my diary for any reminders and meetings I have that day, and whether I need to prepare anything for them.

9.00am: As a trainee, you can be involved with several different matters at different stages. The more experience you get and the more familiar you become, the more you begin to anticipate the next steps and have the confidence to progress the matter on your own. My supervisor and everyone else in the team are always there to ask questions. I do make sure to keep a list of the matters I am currently working on and set out the tasks I am given so I can keep track.

9.30am: My morning flies by as I make some phone calls in relation to the sale of estate assets for one matter, I call HMRC regarding inheritance tax on a different estate and I also draft a Lasting Power of Attorney for Property and Finance for another client. I also contact a beneficiary who is now due to receive an inheritance from a relative's estate which has been in trust for 10 years and then introduce her to a financial advisor who can give her some tax advice regarding her inheritance.

12.00pm: A married couple have come in for a meeting as they are interested in creating wills. The clients generally draft a will questionnaire before an initial meeting, but I also draft an attendance note so that client's instructions are properly recorded. Clients provide you with a lot of information during a meeting, so it is a key skill to identify and clarify the important details you need, giving advice based on their circumstances. As the clients have decided to instruct us, we can open a file and arrange for the necessary money laundering and case inception requirements to be completed before drafting any documents.

1.00pm: At lunch, I sometimes go to the breakout area to chat and catch up with colleagues. I do try and get out and have a short walk too as it is good to get away from your screen and get some fresh air! I usually return to my desk before 2:00pm so I can organise my priorities for the afternoon to be as productive as possible.

2.00pm: I start drafting mirror wills for the clients who came in earlier in the week from my attendance notes. The system we use does have precedents for will documents, however, clauses must be amended to the client's instructions and so it is important to get these details right, along with a letter of wishes if necessary. I also draft a letter to the client setting out any specific issues discussed at the meeting, and a will report which explains each clause in a less complex way to the clients.

4.00pm: A client has come in to sign their will which I drafted last week. In the meeting, I take the client through each clause to make sure it matches their instructions and answer any questions. Once the client confirms they are happy with the document, I arrange for a witness to come into the meeting room so that the will can be properly executed as a deed in the presence of two witnesses. I then arrange for the will to be stored in our archives free of charge at our client's request and arrange for a copy to be sent to the client, along with our final bill.

5.30pm to 6pm: I usually finish my working day anytime between 5.30-6pm, but it is not expected for trainees to work late. I make sure I have completed all the tasks which needed to be completed by the end of my day, and make sure my to-do list is up to date. As a trainee, there are so many opportunities after work to get involved in internal and external networking events. Trethowans have an annual summer staff v partners rounders match and various cricket matches which are great fun to be a part of and a lovely way to get to know colleagues in other offices. I also enjoy meeting other junior lawyers and professionals from different firms at events such as charity quizzes and networking drinks.



Ellie Stanton
Trainee Solicitor

Application FAQs

Application FAQs

How do I apply?

Visit www.trethowans.com

Do you have a minimum A Level requirement?

A levels should be ideally graded A-C.

Is there a minimum degree class?

We do not have an official minimum however a strong academic standard is expected.

Do you offer a vacation scheme?

We currently do not offer a vacation scheme.

Who will interview me?

You will usually be interviewed by the Training Partner and a member of HR. This may be in the form of an online interview.

What will the assessment day involve?

The assessment day will be made up of a variety of tasks including group exercises and an individual presentation. There will be an opportunity for you to meet with current trainees as well as partners, associates, solicitors and other staff; and you will be able to learn more about the firm.

Will there be any psychometric tests during the recruitment process?

No, we do not undertake psychometric testing as part of our application process

Do you provide any interview and assessment day feedback?

Unfortunately, due to the high number of candidates, we are unable to offer any individual feedback at any stage of the recruitment process.

Will I be expected to work in all of the Firm's offices?

Trainees could be expected to work from at least two of our five offices during the training programme.

SQE

We are in the process of considering how we will transition to the new SQE arrangements.

Law. As it should be.

No egos. No nonsense. No bluff or bluster.
Here at Trethowans, every one of our team
is clearly focused on you; your unique challenge
or opportunity; your business or family.

For You

- Agriculture & Rural Property
- Commercial Property
- Court of Protection, Mental Capacity & Powers of Attorney
- Debt Recovery
- Dispute Resolution
- Employment
- Family
- Insurance Disputes
- Licensing
- Notary Public
- Planning
- Regulatory Crime & Motoring Offences
- Residential Property
- Tax Planning

For Business

- Agriculture & Rural Property
- Banking & Finance
- Commercial Contracts
- Commercial Property
- Commercial Recoveries
- Corporate
- Data Protection
- Dispute Resolution
- Employment
- Healthcare
- Immigration for Employers
- Insurance Disputes
- Licensing
- Mergers & Acquisitions
- Planning
- Regulatory/Health & Safety
- Restructuring & Insolvency

For Accidents & Injuries

- Armed Forces
- Asbestos Claims
- Clinical Negligence
- Personal Injury

www.trethowans.com

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