

## Job Specification

---

Title: Senior Early Careers Advisor

Department: Human Resources

Reporting to: Senior Recruitment Manager

Working hours: Monday – Friday 9.30am – 5.30pm We currently operate a hybrid working model with flexibility to work from home 2-3 days per week. This is currently not contractual and flexibility is required in order to fulfil the requirements of the role.

## The HR Department

---

This is fantastic opportunity to join a close-knit, friendly and supportive team of HR and Recruitment professionals. Led by the Director of People and Culture, the team currently consists of a Head of HR, Senior Recruitment Manager, two HR Managers, a Senior HR Advisor, a Junior HR Advisor, a HR & Recruitment Administrator and a Payroll Administrator.

As the HR team grows, our aim is to recruit astute, motivated and enthusiastic individuals to provide an excellent level of customer service to internal clients and represent the Fladgate brand externally.

## The Role / Duties & Responsibilities

---

As Senior Early Careers Advisor you will be tasked with the coordination and implementation of our apprenticeship and graduate recruitment programmes, taking a 360 approach from attraction and selection through to induction, on-boarding and L&D initiatives across the life cycle of early careers within Fladgate. At present we recruit 6 apprentices bi-annually and 10 trainees annually.

You will work closely with the Senior Recruitment Manager acting as brand ambassador to increase awareness of our early careers recruitment and retention programme and constantly review and refresh working practices to ensure the continued success of our long term talent strategy. As a firm we are committed to a fair, diverse and socially mobile process and it is essential that the successful candidate take a lead role in driving this forward both internally and externally in line with our strategic goals.

This is a pivotal role to ensure the quality of the firm's talent pipeline and to shape and truly take ownership of our budding early careers programme; offering a fantastic route of progression and professional development for the successful candidate.

## Responsibilities Include:

- Take ownership of the Solicitor Apprenticeship and Trainee recruitment and selection programmes;
  - Coordinate the recruitment and selection process including candidate attraction, sifting applications, designing, arranging and attending assessment days, attending interviews, drafting offer correspondence and presenting offers and feedback to candidates;
  - Organise, attend and facilitate the firm's vacation scheme;
  - Manage the online applicant tracking system;
  - Manage relationships with external legal publications to aid candidate attraction;
  - Build and maintain strong relationships with the internal stakeholders involved in the apprentice and trainee recruitment schemes;
  - Continually review best practice relating to selection criteria and methods of assessment, taking into consideration inclusion & diversity, social mobility and non-discrimination;
  - Take ownership of early careers social media campaigns alongside the Senior Internal Communications Executive;
  - Take an active role in engagement with the firm's paralegals / legal administrators and non-qualified fee earners to encourage and enable progression through our various routes to qualification, including the SQE.
- Solicitor Apprenticeship and Trainee Development;
  - Serve as a first point of contact for current and future cohorts of apprentices and trainees;
  - Integral role in seat rotations and qualification processes;
  - Facilitate the appraisal process including mid and end of seat reviews for trainees;
  - Facilitate monthly progress meetings and quarterly reviews for apprentices in conjunction with apprentice supervisors and university course provider (ULAW);
  - Ensure regular liaison with our partnered universities to keep abreast of changes or developments in course requirements / manage financial arrangements for course fees and or maintenance loans;
  - Managing the newly qualified process by which eligible trainees apply for newly qualified associate positions
  - Continue to develop and implement changes or improvements to the apprenticeship scheme including the creation of course content and training initiatives.



- Other:
  - Ensure the early careers website is kept up to date;
  - Take a lead role working closely with the firm's Senior Internal Communications Executive in the use of social media tools for early careers marketing initiatives;
  - Engage with university and / or other early careers course providers to further enhance awareness of the Fladgate brand;
  - Consistently review best practice and conduct research to keep abreast of market trends and other relevant matters, such as SQE that have an impact on the early careers programme;
  - Assist the Senior Recruitment Manager in the review and maintenance of budgets for early careers initiatives;
  - Assist with projects or assignments as required and directed; and
  - Carry out any other necessary duties as requested.

## Person Specification

---

Our ideal candidate will possess many of the following skills and attributes:

- A minimum of 3 years' experience within early careers, ideally within a law firm but other professional services will also be considered;
- A passion for and demonstrable experience in creating / transforming / implementing early careers programmes in both the apprentice and graduate space;
- A solid understanding of the impact and effects of the SQE on the legal industry;
- A team player with the ability to forge strong relationships across the business and specifically with stakeholders involved in the early careers programme;
- A professional, willing and 'can do' attitude;
- A flexible approach to office based and hybrid working; recognising that at cyclical peak times there may be a need to be physically present in the office up to 5 days per week;
- Highly accurate and with a keen attention to detail in all areas of work;
- Good planning and organisational skills;
- Demonstrates initiative and takes ownership of work;
- A lateral thinker, who can suggest new ideas;
- Good time management skills, and a proven ability to multi-task;
- Calm confident and resilient. Able to offer credible advice;
- Excellent verbal and written communication skills;



- Strong IT skills;
- Good negotiation skills with the ability to influence and persuade; and

## About Us

---

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, international commercial arbitration, insurance, contentious trusts and family, civil fraud and asset protection
- Corporate: including private capital, capital markets, M&A, tax, restructuring and employment
- Real estate: including planning, 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

Fladgate is a nimble 80 partner law firm known for its ability to work on fast moving, complex challenges requiring enterprising and commercial solutions.

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, Russia/CIS, 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.

For more information visit our website at [www.fladgate.com](http://www.fladgate.com)

## Inclusion & Diversity

---



*"As the new Senior Partner 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"*

Sunil Sheth, Senior Partner

I&D - Our focus



We know that to achieve our inclusion and diversity objectives we need to focus on a number of areas:

- Developing a diverse leadership - we have a mix of different ethnicity and genders on our leadership groups. We are working hard to improve the gender balance of our partner team and in the last 18 months 4 out of 9 people joining the partnership were women.
- Attracting a diverse work force. This means adopting a properly personal approach when connecting with those interested in joining our team including: ensuring fairness in our processes; working with those, like recruiters, who help us in this; a commitment that you will always meet male and female talent in our recruitment interviews;
- Engaging with everyone in our team 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. That might be working flexibly or that might be a specific career programme - everyone needs different things at different times.
- Helping all our people in all roles to achieve their full potential. We provide training, coaching, internal mentors and buddies, whatever works for each individual and their own personal development path.

For everyone including our clients we are striving to:

- Ensure that contact with us, including for example at events we organise, is always inclusive and appropriate for all, all preferences will be catered for.
- Endeavour to ensure our teams working on different client matters reflect the right balance of gender and ethnicity.
- Develop and support our client's own inclusivity and diversity objectives by running industry specific workshops and seminars together.
- Have regular open conversations with clients about progress around inclusion and diversity.



Women in Law Pledge



## Benefits

---

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

### On joining:

- Life assurance scheme – 4x annual salary (non-contributory)
- Annual holiday entitlement – 26 days per calendar year (full time)
- Flexible holiday scheme - buy up to five days extra holiday per annum
- New business bonus - calculated as a percentage of work introduced
- 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

### After 2 months:

- 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 3 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 6 months' service and end of probationary period:

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

**Dress for your day policy:** Our intention is to allow our people to choose a dress code suited to their daily schedule in order to maximise comfort while still maintaining a professional image.





## Parental Leave & Maternity Policies

---

Our aim is to create a culture where our people can thrive and feel supported at work. As such, the firm's approach to parental leave is designed to ensure that anyone who is a parent or is expecting to be a parent has a positive experience prior to parental leave, during their parental leave and upon their return to work whichever type of leave they decide to take.

Our parental leave policies\* cover:

1. **Maternity** - We offer both statutory maternity pay (SMP) and enhanced maternity pay (EMP), subject to eligibility\*. If eligible, EMP provides 100% of your salary in weeks 1-12 and 50% of your salary in weeks 13-24. Weeks 25-39 are at the government set rate (or 90% of salary, whichever is lower). In order to receive EMP, you must undertake to remain continuously employed by the Firm and to return to work for a period of at least 6 months from the date of your return to work before providing and notice of resignation\*.
2. **Paternity** – We offer enhanced paternity pay (EPP) as full basic pay for up to 2 weeks\*.
3. **Shared Parental Leave (SPL)** – SPL allows parents to take up to 50 weeks' shared leave in total following the birth or adoption of a child\*.
4. **Adoption and Surrogacy\***
5. **Ordinary Parental Leave** – Allowing up to 18 weeks unpaid leave for employees who have parental responsibility for a child / children\*.

\*Full details can be found in our staff handbook, which will be provided upon offer of employment.

## Flexible working

---

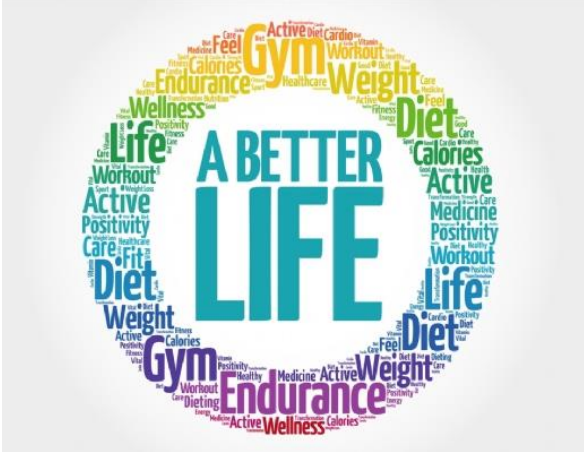
At Fladgate, we recognise the importance of an agile approach, not only in the way we work with our clients, but our employees also. Flexible working allows our people to cut down their commute time (and cost!), organise their own day and ultimately have an improved work / life balance, all of which contributes to an improved experience as well as better wellbeing and engagement.

Flexible working at Fladgate varies depending on your role and responsibilities. As a general rule, for those who can work from home and have roles compatible with home working, we are operating a hybrid pattern of 2-3 days remote and 2-3 days office based. This is subject to change as the role necessitates and not a contractually binding agreement (unless stated otherwise).

Further clarification of this policy will be provided during the recruitment process.



# Wellbeing



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.

**Our Wellbeing programme consists of four key pillars:**

## Physical Health

- 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
- Gym and sports club loans and cycle to work scheme
- Various sports teams and groups across the firm



## Mental 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





## Financial Health

---

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



## Social & CSR

---

- 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
- Flexible working policy
- Loyalty holiday bonus, rewarding long service
- PRIME work experience opportunities
- Student mentoring for LPC and GDL students at the University of Law

