

Work Experience role profile

Role Title	Legal trainee
Department	Legal
Business Unit	Support Services
Location	London, EC1A 9DD

Everything we do contributes to achieving our purpose: Helping people, organisations and economies develop their skills for growth. This purpose drives everything we do.

Our values

Our values **Imagination**, **Integrity** and **Leadership** are core to everything we do, and makes us who we are. They underpin the way we work, from how we treat our people right through to how we design our products. Living these values in everything you do at the City & Guilds Group will not only make this a great place to work, but ensure you thrive and are successful in your role.

Role purpose

To provide general support to the Legal team and undertake tasks, including administration, research and preparation of basic documentation and agreements for companies within City & Guilds Group (including the international business).

What you'll be doing

1. Developing an understanding of the role of the Legal team
2. Advising the business and contract preparation
3. Researching and reporting
4. Providing administrative support for the Legal team

What you'll learn

1. Developing an understanding of the role of the Legal team
 - The procedures around attending weekly legal team meetings and how to prepare the minutes of 1 meeting for circulation to the Legal team before the next meeting so all team members are up to date.
 - The procedures around attending the Contract Process training to staff and how to prepare report of conclusions (if running).

2. Advising the business and contract preparation

- How to prepare notes of advice on issues arising and to produce two of your own in line with the organisations policies.
- How to create a basic standard contract, such as confidentiality agreement and to produce one of your own in line with the organisations policies.

3. Researching and reporting

- Ways in which to conduct effective research using legal know-how resources (including on-line materials).
- How to prepare reports on any new legal developments researched and how to deliver a short brief on two developments to the Legal team.

4. Providing administrative support for the Legal team

- How to work on Legal's databases, including accurately recording matters received by Legal (Legal Dept inbox) and how to allocate these to team members.
- The procedure on how to take accurate records of phone calls, queries received and sending to relevant team member so they can processed appropriately.

What we're looking for

We can't live without you being...

- Curious (Imagination)
 - A creative problem solver who brings new ideas and finds new ways of overcoming obstacles
 - Keen to learn
- Collaborative (Integrity)
 - A team player who enjoys being part of the team, supporting and leading as needed
 - Shares knowledge and expertise
- Compassionate (Integrity)
 - Thoughtful, compassionate and human in their dealings with people
 - Self-aware and aware of their impact on others - emotional intelligence
- Resilient (Leadership)
 - Confident in the face of push back and challenge from others
 - Doesn't lose sight of delivering to high standards even when under pressure
- Confident (Leadership)
 - Motivated to get things done and make them better
 - Pro-active in taking on what needs to be done and using their initiative
- Trusted (Integrity)
 - Goes the extra mile for internal and external customers
 - Takes ownership and accountability

We would love you to have...

- Experience using Excel, Word, Outlook

- Attention to detail and good organisational skills
- Strong communication (verbal and written)
- Experience of working to deadlines
- Ability to work independently and as part of a team