



# Trainee Recruitment



**I was looking for a  
local independent firm  
in which I would be  
able to gain hands-on  
experience**



# Trainee Recruitment

We've been based in Nottingham, the centre of the East Midlands ever since the firm was founded, over 200 years ago. But in the midst of all that history, much has changed. We're a modern, progressive, ambitious law firm on a journey. We'd love you to join us to start your legal career!

**If you're ambitious, work hard and want to make a difference, Actons is definitely the place for you.**

## Your training & areas of law

As a trainee solicitor, you'll usually get the opportunity to complete four seats in up to three separate areas of law. The specific seats will always depend on availability and workloads within each team. They can include:

- Corporate & commercial
- Dispute resolution
- Employment law & HR
- Insolvency
- Personal injury
- Private client
- Property.

You'll have regular meetings both formally and informally with the training supervisor and your supervisor in each team. During those meetings you'll plan targets and assess progress in each seat. Working closely with all the members of the team provides practice and learning that is fully supported.

## What you'll get as a trainee solicitor?

- Experience across a broad range of legal services
- Open and friendly working environment
- Opportunity to get 'stuck in' with high-quality client work
- Regular formal and informal meetings with the training supervisor and your team supervisor.

## What do we want from you?

- Commitment and enthusiasm
- Willingness to learn
- Analysis and problem solving skills
- Confident, courteous communication skills
- Attention to detail
- Ability to work as part of a team.

## Training Contracts 2022 & 2023

We are looking for two trainee solicitors to start in 2022 and two to start in 2023 for a two year training contract. As a successful candidate, you'll have a 2:1 or 1st class degree (not necessarily in Law) and successfully completed the LPC before starting the training period. At this stage, we are not looking to recruit trainee solicitors who wish to use the new SQE route to qualification.

## Actons - at a glance:

- A leading independent law firm located centrally in Nottingham
- Over 55 people including 18 Directors, providing the full range of legal services to organisations and individuals locally and right across the UK
- We have very experienced people who are a mix of 'home grown' talent, whilst others have joined us with 'Big Firm' experience gained from working in large national law firms
- Member of LawNet - a network of independent UK law firms
- Member of Eurojuris - an international network of law firms
- Professionally managed with a commitment to quality - recognised by the LawNet Excellence Mark (ISO:9001)
- Ranked in Legal 500 & Chambers & Partners.

### Find out more & apply

To find out more about our trainee recruitment scheme, the selection process, the application form and more from our past and present trainees visit our website at [www.actons.co.uk](http://www.actons.co.uk), or scan the QR code:



## Our core values

We believe Actons is different to a lot of other law firms and we work hard to live up to our four key values:

- **Teamwork**  
Our teams are made up of down-to-earth, talented people who we are all extremely proud of. We work hard to attract and retain like-minded people who have the right personality to fit into our close-knit, friendly team culture. In turn, we're able to offer opportunities to work flexibly, promotions, and a great work-life balance.
- **Client focus**  
We punch well above our weight with the quality of our clients, and we're very proud of that. By carrying out your training contract at Actons, you'll have the chance to get stuck in with great quality work for great clients. We also have a strong focus on marketing and business development, believing that everyone has a role to play in attracting and retaining top quality clients.
- **Innovation**  
Our team structure and management culture makes it easy for you to make an impact on the business. Whether that's through suggesting new ways of doing things, or business development activity that's going to open doors to new opportunities.
- **Integrity**  
No law firm doubts their integrity. But we believe that we go a step further. As well as applying the principles of openness, honesty, reasonableness and constructiveness to our client work, integrity is also a mainstay of our internal culture.

## Celebrating a diverse workforce

In our annual report to the SRA, we have continued to celebrate our diverse workforce. Headlines include:

- Multi-generational workforce, with colleagues in all age brackets including 65+
- Over 2/3 female workforce
- Multi-ethnic and religious workforce
- Over 1/3 act as a primary carer – either for children or someone with health issues.

## Our work in the local community

We have a very active CSR programme which you'll be encouraged to get involved in.

On the charity side, we have developed long-term relationships with Framework, Macmillan, Age UK Nottingham & Nottinghamshire and Reach Learning Disability, amongst others. We're also a sponsor of Nottingham Outlaws, the community rugby league club.

For the last two years we've held a volunteering day at Flower Pod, the horticultural base of Reach Learning Disability. It gives 10 people the opportunity to spend the day giving back to the community, learning new skills and interacting with clients of Flower Pod.

Protecting the environment is a key concern for us and something that is regularly looked at by our CSR committee. Recently we've taken the decision to stop using one-use plastic cups for water, and know there is more to do.

## We're also fun!

In normal times, we run a number of firm social events throughout the year. On top of events to mark the end of each financial quarter, our CSR committee also organise other social events which have recently included crazy golf, quiz nights, pizza making etc. And our social calendar wouldn't be complete without the annual Christmas party!

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I'm really proud that Actons is such a diverse and inclusive place to work. For a long time, we've celebrated the diverse nature of our workforce, including enjoying our multi-generational workplace and the high number of female colleagues. Our teams are made up of people from a broad range of backgrounds, sexual orientations, ethnicities and religious beliefs, which all adds to the great culture we've got at Actons.

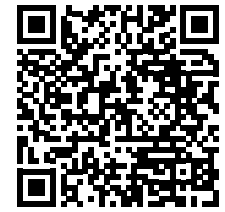
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Simon Dakin,  
Chairman

# But don't just take our word for it

Here's what some of our past and present trainees have said. Their full interviews are available on our website.

[www.actons.co.uk](http://www.actons.co.uk)



## **Waleed Tariq** **Trainee Solicitor**

Waleed started his training contract in 2019.

### **Why did you apply for a training contract with Actons?**

I was keen to pursue a career with Actons as it is a well-established, independent law firm in Nottinghamshire. Actons represents a wide-ranging and diverse client base, which trainees are exposed to very early on in the training contract. Moreover, Actons is ranked in the Legal 500 for corporate and commercial work. This is an area of practice which I was particularly interested in. When I spoke to former Actons trainees, I discovered that the firm promotes a friendly and inclusive culture within the workplace. I felt that working in such an environment would allow me to excel and also offer an unrivalled learning experience.



## **Neelam Khaleel** **Trainee Solicitor**

Neelam started her training contract in 2019.

### **Describe your experience as a trainee at Actons?**

So far I have spent my time as a Paralegal and Trainee Solicitor within the Property team which I am really enjoying. Working directly with specialist property lawyers I have had the opportunity to get involved in a variety of transactions both in residential and commercial property. Due to my previous property experience, I have been involved in a higher level of interesting work. I am beginning to run my own files under supervision, draft complex documents and attend client meetings. My progress is regularly reviewed and I am set tasks to build on my skills and develop my knowledge. I am constantly being challenged and learning new things, which makes each day very different.

I have recently joined the firm's CSR committee and will be involved in organising events to raise money for a number of charities.



## **Harry Georgiou** **Solicitor - Dispute Resolution & Insolvency**

Harry completed his training contract and qualified as a solicitor in 2019.

### **How did the training at Actons help you prepare for life as a qualified solicitor?**

The fact I was able to spend time in various departments and experience a good variety of work within those departments mean that I was well prepared for qualification. Directors and other supervisors within the departments during my training provided an excellent balance of being supportive but also allowing me to take responsibility in my work for the benefit of my development. This has continued upon my qualification as a solicitor.



**Jessica Park**  
**Trainee Solicitor**

Jess started her training contract in 2019.

**What advice can you offer applicants for training contracts at Actons?**

Actons value anyone that works hard, are eager to learn and show willingness. Be confident in your abilities and let your personality shine through. In the meantime, any additional hands-on experience is invaluable, whether that be work experience, vacation schemes or volunteering with your university's pro-bono team.



**Tom Butcher**  
**Solicitor - Corporate & Commercial**

Tom completed his training contract and qualified as a solicitor in 2018.

**How did the training at Actons help you prepare for life as a qualified solicitor?**

Ultimately, qualifying into the Corporate and Commercial team, I feel that my training contract ensured that I was as prepared for qualification as I could possibly have been. The variety and exposure to work and clients ensured that my transition to a qualified solicitor was smooth, although the expectations have of course increased.

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