

Turley*

**JOB INFORMATION PACK
TRAINEE SOLICITOR
(UNIVERSITY OF ULSTER APPRENTICESHIP SCHEME)**



Who is Turley Legal?

Turley Legal is a next generation commercial law firm whose aim is to become a primary partner and resource for our clients, enabling them to deliver on their aspirations for both business and personal growth. We pride ourselves on delivering efficient, practical, cost effective legal services and solutions – every lawyer, every time.

The powerful combination of our innovative business model, cutting edge legal services technology and the expertise and reputation of both our own lawyers and the senior lawyers in our network enables us to provide one of the leading corporate and commercial advisory services in the United Kingdom.

We take the time to understand our clients commercial and legal requirements, and are highly responsive and accessible when it matters most. The depth and strength of the network we have developed at Turley Legal means we have the full spectrum of any legal services requirement covered by those whom we consider to be 'best in class' in their respective disciplines.

The success of our clients is a matter of personal pride for our lawyers – put simply, we care. Whether their needs relate to start-up seed investment, next stage growth capital or defining an exit or succession strategy for business, we have all bases covered.

We advise on all facets of company law: private mergers and acquisitions, joint ventures, shareholder and investor issues, reorganisations and restructures, corporate governance, regulatory compliance and more across all industry sectors. We pride ourselves on our ability to provide clear, direct, timely and complete advice on the most complicated of legal issues. Less jargon – more understanding.

We have worked with clients across many sectors including retail, construction, hotel management, manufacturing, sports tech, media, fintech, recruitment, agri,-food and drink, events management, e-commerce and more.

Our multi-sectoral experience means we are fully equipped to understand our clients' commercial objectives, and to provide optimal legal solutions on both the issues to be aware of and any opportunities to be maximised.

Turley Legal's head office is situated on the North Coast in Coleraine and we have offices in Belfast City Centre. We operate in an ambitious, motivated, supportive team environment with a driven but relaxed and inclusive working culture. Our investment in cutting-edge legal technology and infrastructure has resulted in streamlined workflows and processes. We have an excellent client portfolio with high quality work.



Role: Trainee Solicitor

You will work alongside our legal team while undertaking your degree studies, gaining experience in various practice areas including corporate, commercial, litigation, property, employment and private estate. This role provides hands-on experience, legal skill development and direct client exposure in a supportive, professional environment.

Responsibilities include:

Transaction Support

- Provide general support to solicitors across a range of legal matters, including corporate, commercial, litigation, property, employment, private estate and other areas as needed.
- Assist with the opening of new files, including preparing client care documentation, completing AML procedures, and conducting initial risk assessments.
- Carry out relevant searches and investigations using online systems and assist with gathering supporting documentation for transactions.
- Support due diligence processes by collating and reviewing information to help ensure the smooth and timely progression of matters.
- Upload and manage documents on third-party portals and online systems as required.
- Assist with post-completion processes, such as filing returns, submitting registrations, and updating internal systems.
- Help maintain accurate records of deeds and other important documents, including schedules and registers.

Document Preparation

- Assist in the drafting, formatting, and reviewing of legal documents, correspondence, and forms across various types of matters.
- Support the preparation of letters, memos, and reports under the guidance of solicitors.
- Maintain well-organised electronic and physical filing systems to ensure efficient access to documents.
- Prepare document bundles or packs for meetings, transactions, or hearings as required.

Client Communication

- Communicate with clients and other parties to schedule appointments, gather information, and relay messages to solicitors.
- Maintain professional and courteous communication with clients and external parties.
- Assist in drafting and reviewing client correspondence and legal documents as needed.



Administrative Support

- Provide administrative support to solicitors, including managing diaries, scheduling appointments, and coordinating meetings.
- Answer phone calls, take messages, and handle general inquiries in a professional manner.
- Assist in managing incoming and outgoing correspondence, including mail and email.

Business Development

- Participate in business development activities, including supporting client pitches, networking events, and identifying opportunities to expand the firm's client base.

Marketing

- Supporting and input into the delivery of the marketing strategy, which might include attending events, networking and contributing to website and social media content.

Legal Ethics and Compliance

- Adhering to ethical standards, maintaining client confidentiality, and ensuring compliance with relevant laws, regulations, and professional guidelines.

Training and Development

- Undertaking training and personal development activity as agreed with the Managing Director.

Other Duties

- Undertaking any other duties whenever reasonably required by the Managing Director.

Specification

- Eligible for the Law Degree Apprenticeship Scheme.
- Enthusiastic and committed to a career in law.
- Excellent written and verbal communication skills.
- Strong attention to detail and organisational skills.
- Professional, punctual and reliable.
- Confident using technology.
- Willing to take initiative, work collaboratively and learn from feedback.