Forward thinking
Straight talking

Starting your journey
Early careers at Gateley Legal

Legal consultancies

Gateley

hello

A world of opportunity

We offer our people opportunities they won't find easily elsewhere. We are not only a great place to work – with great people – but we provide a career path that's rewarding and allows your strengths and ambitions to shine.

Meet the *Early Careers Team*

Stuart Evans

Training Principal

I am the Training Principal at Gateley, where I play a key role in recruiting and shaping the future careers of our aspiring solicitors. I work alongside the team to oversee the comprehensive training programs at Gateley, ensuring that trainees receive well-rounded and robust training. My approach combines rigorous legal training with practical, hands-on experience, allowing trainees to develop both their technical knowledge and professional skills.

In addition to my role as Training Principal, I am a Pensions Partner at Gateley Legal and the CEO of Entrust, our leading independent pension trustee company. I am also the joint head of our Manchester office.

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Emma O'Rourke

Early Careers Senior Advisor

As an Early Careers Senior Advisor, I manage a diverse array of responsibilities, including overseeing the recruitment process for graduate and apprentice legal programmes. I ensure that each step of the recruitment journey reflects our commitment to excellence, aligns with the company's employer brand, and provides a seamless experience for both candidates and hiring managers.

I am based in the Manchester office but support across all our locations, I have a background in Early Careers recruitment and development and have a keen eye for detail and a passion for early careers.

My passion lies in supporting graduates and apprentices through their journey to becoming qualified. Being part of their journey from the start is what I truly enjoy about this role. I assist prospective trainees and apprentices by ensuring a smooth and enriching experience towards qualification, providing support when needed, and answering any queries they may have.

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Jodie Ingall

Early Careers Assistant Advisor

As an Early Careers Assistant Advisor at Gateley, I support graduates, apprentices, future trainees and early careers talent across both our legal and consultancy businesses. From their first interaction with the firm through to qualification and career development, I help create a positive and engaging experience, supporting individuals at every stage of their journey. My role spans attraction, recruitment, onboarding and development, giving me the opportunity to work closely with candidates, colleagues and stakeholders across the business. Whether I'm supporting recruitment campaigns, building relationships with universities, or helping future trainees prepare for their next stage, I enjoy creating opportunities that enable individuals to succeed.

Having previously worked in recruitment, I understand the importance of feeling supported throughout a career journey. That experience has shaped my approach to Early Careers, ensuring every candidate receives a positive, professional and engaging experience. Seeing individuals develop in confidence, achieve their goals and progress into successful careers is what I find most rewarding about my role.

Based in Leeds, I am particularly passionate about widening access to the legal profession and helping talented individuals from all backgrounds realise their potential.

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Hannah Palombella

Early Careers Administrator

As an Early Careers Administrator at Gateley, I support the recruitment and onboarding of graduates and apprentices across our legal, consultancy, and business support teams. I work closely with candidates throughout the application process, helping to ensure a smooth, positive, and engaging experience from application through to joining the business. As one of the first points of contact within the Early Careers team, I provide guidance and support to prospective applicants, apprentices, graduates and trainees, answering queries and helping them navigate each stage of their early careers journey. I'm passionate about creating a welcoming experience for future talent and helping individuals build strong foundations for a successful career at Gateley. If you have a question, feel free to reach out directly, I'm always happy to help.

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Gateley *at a glance*

We are a professional services group trusted by our clients for our deep regional knowledge and sector insight, supported by international capability where needed.

A responsible business, powered by our people, we deliver results that delight our ***clients***, inspire our ***people*** and support our ***communities***.

First
law firm to list

We were the first commercial law firm to list on AIM in 2015, delivering growth year-on-year since listing.

210+
years in the UK

Launched in Birmingham in 1808 and advising clients across the UK for over 200 years.

5700+
clients

We support more than 5,700 active clients ranging from FTSE 100 companies to private individuals, in the UK and beyond.

180+
specialist practices

A professional services business which combines the services of a full-service law firm with the consultancy expertise of our built environment, patent & trade mark, leadership & culture, and market expansion colleagues.

12
strategic locations

With offices in key commercial hubs across the UK and the Middle East, we offer clients the best of both worlds: deep local market knowledge and relationships, backed by the scale, expertise and resources of a national professional services group.

1500+
colleagues

Over 1500 colleagues, including 1000 professional advisers, collaborate to deliver to our clients, providing regional expertise in the UK and Middle East.

15
acquisitions

Entrepreneurial in spirit, we have integrated 15 complementary businesses into Gateley since 2015.

140+
awards

We have won 45 awards and been shortlisted for over 140 awards over the last five years.

Law firm
of the year

Winner of Law Firm of the Year at The British Legal Awards 2022, The Birmingham Law Society Awards 2025, the Insider Midlands Dealmakers Awards 2025, and the Insider Midlands Residential Property Awards 2026.

Our *group*

Business Services Platform	***Corporate*** Platform	***People*** Platform	***Property*** Platform
Gateley Legal	Gateley Legal	Gateley Legal	Gateley Legal
Gateley IP	Gateley Global	Entrust	Gateley Built Environment
Austen Hays (part of Gateley)	Gateley Capitus	Kiddy & Partners (part of Gateley)	
		T-Three	

"Gateley combines the depth, skills and resources of a large listed law firm, with deep local knowledge and empathy for the marketplace in which the client operates"

Chambers UK 2026

Gateley: Our Story in a Snapshot

We've come a long way since our beginnings in Victorian Birmingham. Here's how we've grown into the forward-thinking, straight-talking legal and professional services group we are today.

1800s

We began life as Stephen Gateley & Sons, a small legal practice with big ambitions.

1970s

Merged with Bernard Wareing to become Gateley Wareing & Co, setting the stage for future growth.

2015

A landmark year: we became the first UK commercial law firm to list on the London Stock Exchange's AIM, breaking the mould of traditional partnerships.

2015 onwards

We expanded our offer beyond law, welcoming a range of consultancies into the Gateley family: Capitus Ltd, Hamer Associates, GCL Solicitors LLP, Kiddy & Partners, International Investment Services, Persona Associates, t-three, Tweed Law, The Vinden Partnership Limited, Tozer Gallagher LLP, Adamson Jones Holdings Limited, Smithers Purslow Limited, Symbiosis IP and RJA Consultants Limited.

2019

Gateley named UK Law Firm of the Year: We proudly accepted the coveted UK Law Firm of the Year award at the British Legal Awards.

2021

Named Professional Services Firm of the Year at the Birmingham Business Post Awards.

2024

Established our class actions practice, Austen Hays, and launched our first claim in February 2024.

2025

Gateley Middle East: Based in Dubai, UAE, Gateley Middle East specialise in advising on M&A, corporate restructuring, corporate real estate and dispute resolution across the region.

We've never stood still. We've always looked ahead.
And we'll keep building a business that's bold, diverse and built for the future.

What's it like to train *at Gateley Legal?*

Pre-Induction

From the point you are offered a training contract with us, you'll be invited to a series of events prior to you joining the business, where you can meet up with your fellow cohort, our current trainees and Early Careers team.

Whether you are studying or working in the two-year period between being offered and starting your training contract, you will receive communication throughout and will be offered the opportunity to speak with key people within the business to support and offer assistance to you during this time.

Your Induction

The week-long induction where you will meet the rest of your graduate cohort, incorporating both our legal and consultancy businesses and begin to build a network of contacts across Gateley.

Our induction includes various presentations, training sessions and social events, and you'll also take part in our Gateley Graduate Getaway at Patterdale Hall in the Lake District. The getaway involves a variety of fun activities focused on team building and developing a growth mindset. There is plenty of time for socialising too, all in the beautiful setting of Ullswater.

Your Training Contract

You will complete four six-month seats during your training contract or graduate solicitor apprenticeship.

From day one in your first seat, you will be given as much responsibility as possible and will play a crucial role in your team. You will have opportunities to work directly with clients allowing you to build your client-care and communication skills.

You will receive supervision and mentoring from highly experienced solicitors, complemented by soft skills development training and quarterly coaching sessions from our talent development team. Our team professional support lawyers will also provide regular technical training.

Your progress and performance will be discussed regularly with you as as more formally at your mid- and end-of-seat reviews.

You will be assigned a buddy at the start of your training contract, be a point of contact for you for the duration. In addition to this, if you would like to be a buddy to a future trainee who will have been offered the role and who is yet to join Gateley, your will be invaluable to them!

> ***"The residential trip was a fantastic opportunity to connect with fellow trainees outside of the usual work environment. It helped build trust, strengthen communication, and foster a real sense of teamwork."***
>
> Luca Hoffman, Graduate Solicitor Apprentice, Birmingham

Trainee Initiatives

Our trainee solicitors and graduate solicitor apprentices are integral to our Gateley Gives initiatives. Across Gateley, we've raised more than one million pounds over the past decade for our chosen charities and community projects, as well as donating many hours to support these very deserving causes.

Meet the Talent Development Team

Emma Bean

Senior Talent Development Advisor

Laura Seeney

Talent Development Advisor

Matt Tweedale

Talent Development Advisor

Routes to Qualification *at Gateley Legal?*

At Gateley we offer a number of pathways to qualification, depending on your educational background.

We are still able to offer the traditional route to qualifying for those who have studied, or who are still eligible to study, the LPC. For anyone who did not commit to a law-related (undergraduate or postgraduate) degree prior to September 2021, we will ask that you qualify via the SQE either by studying the full or part-time LLM course prior to joining us or by following the Graduate Level Solicitor Apprenticeship route.

A summary of our pathways can be found below:

Solicitor Routes

Legal Practice Course (LPC) Pathway

1. Qualifying Law Degree or Degree + Graduate Diploma in Law (GDL)
2. LPC (1 year)
3. Training Contract (2 years)

Solicitors Qualifying Exam (SQE) Pathway

1. Degree
2. Optional GDL equivalent (1 year)
3. SQE 1 & 2
4. Qualifying Work Experience (2 years)

Graduate Level Solicitor Apprenticeship Pathway

1. Degree
2. Law Essentials (if required)
3. Graduate Level Solicitor Apprenticeship (with SQE 1 & 2 Exams) (25 months)

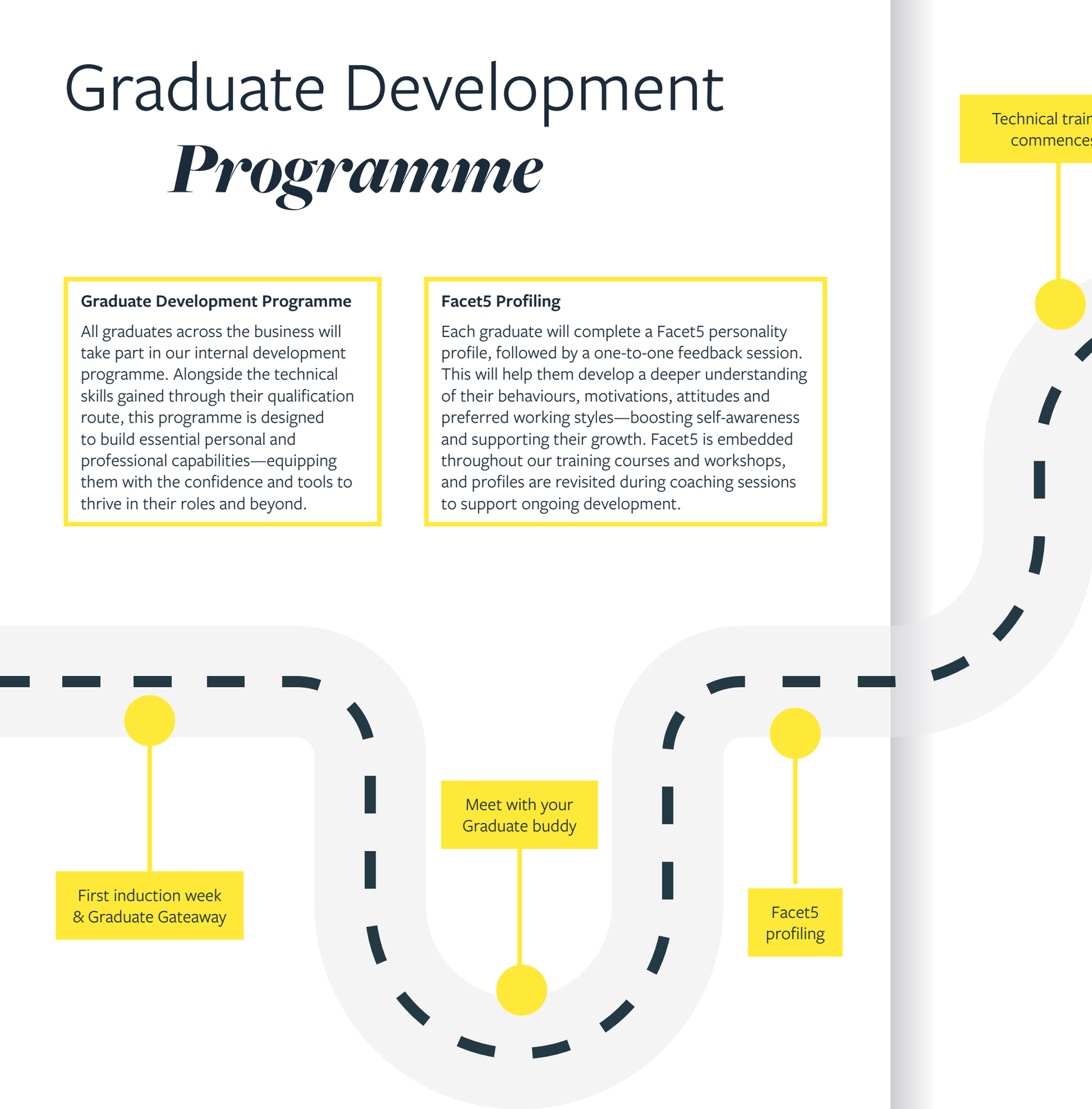
Graduate Development *Programme*

Graduate Development Programme

All graduates across the business will take part in our internal development programme. Alongside the technical skills gained through their qualification route, this programme is designed to build essential personal and professional capabilities—equipping them with the confidence and tools to thrive in their roles and beyond.

Facet5 Profiling

Each graduate will complete a Facet5 personality profile, followed by a one-to-one feedback session. This will help them develop a deeper understanding of their behaviours, motivations, attitudes and preferred working styles—boosting self-awareness and supporting their growth. Facet5 is embedded throughout our training courses and workshops, and profiles are revisited during coaching sessions to support ongoing development.



All development sessions in a particular way to indicate they are coaching sessions: these are

- Communication Skills and Adaptability
- Time Management
- Assertiveness, Confidence and Accountability
- Emotional Intelligence and Managing Conflict
- Brand ‘You’
- Peer Coaching

Coaching sessions

- 1 to 1 session focused on your individual development (every 4 months)

Apprenticeship routes to qualification *as a Solicitor*

If you're joining Gateley as an apprentice, there are several different paths of study or routes to further qualification that you may undertake depending on which part of the Group you are in.

Below we have out the different routes that you can follow as an apprentice within Gateley.

We are ambitious for the success of our people and invest in the development of our apprentices in order to support them to be the very best that they can be. We've created an Apprentice Development Programme that will build skills and confidence in the areas of self-management, team-work, communication, business development, business acumen, project management and problem solving. The programme overarches the individual apprenticeship and on the job learning.

All apprentices from across the Group will come together to undertake the Development Programme together thus building networks and sharing experiences with people at a similar level and stage in their career.

Solicitor Routes

Paralegal Apprenticeship + CILEx Pathway	***Paralegal + Solicitor Apprenticeship Pathway***
Entry Requirement: A-Level or equivalent	
1 Paralegal Apprenticeship - CILEx Level 3 Certificate (2 years)	***1*** Paralegal Apprenticeship - CILEx Level 3 Certificate (2 years)
2 CILEx Level 3 Diploma (18 months)	***2*** Solicitor Apprenticeship – LLB + SQE 1 & 2 (4 years)
3 CILEx Level 6 Diploma (39 months)	
4 Chartered Legal Executive 'CILEx Fellow'	
5 LPC (1 year)	

Apprentice Development *Programme*

All apprentices (including those in support roles that are not following any of the qualification routes above) will be part of an internal development programme, which alongside the skills that they will develop as part of their qualification route, will support the development of essential personal and professional skills.

We've set out below what our Apprentice Development Programme includes:

- Coaching sessions, focused on discussing development needs and application of learning to their role. The Talent Development team will work individually with apprentices and their managers to identify specific development areas to focus on and set objectives around as they move through their apprenticeship.
- Training sessions and workshops in various topics, including:
  - Time management and Prioritisation
  - Working Collaboratively and Managing Conflict
  - Improving Accountability and Engagement
  - Problem Solving and Decision Making
  - Assertiveness and Confidence
  - Impact and Influence
  - Adaptability and Resilience
  - Building a Personal Brand
  - Peer Coaching

The training sessions workshops are a valuable space for building relationships and connections with other apprentices and graduates across the business, working in a range of different positions. Sessions are very interactive, with activities and break out rooms utilised to encourage discussion and collaboration, as well as sharing of experiences and techniques. Workshops are delivered virtually and range between 1.5 to 3 hours. Apprentices are offered multiple dates to book onto each workshop to allow for flexibility.

Facet5

Each apprentice will complete a Facet5 profile, which will be discussed with them in an individual feedback session. This should give them a good understanding of their personality, in order to improve self-awareness of their behaviours, motivations, attitudes and preferred ways of working. Facet5 is used throughout many of the training courses and workshops and profiles will also be discussed at coaching sessions.

> ***I wanted to qualify without attending university, having already completed one year in practice before joining Gateley. The learning opportunities, both academic and practical, provide me with the knowledge needed to succeed within both my apprenticeship and career.***
>
> ***My favourite aspect of the apprenticeship is the opportunities available such as managing my own clients and taking part in seat rotations to gain practical on-the-job knowledge in various areas of law."***
>
> Laura Atkinson, Solicitor Apprentice

Application *timeline*

(Training Contract and Graduate Solicitor Apprenticeship)

November 2026	Join us at one of our Insight Evenings to come and find out more about training with Gateley and gain hints and tips which will assist you in your application to us.
2 November 2026	Applications open for our Training Contract and Graduate Solicitor Apprenticeships starting September 2029.
4 January 2027	Closing date for our applications. All applicants sent a link to complete our online assessment.
January 2027	Online assessments reviewed, shortlisted candidates will be invited to the simulate which includes competency-based questions and a video assessment.
February 2027	Video assessments screened, highest scoring candidates invited to assessment centre.
March 2027	Assessment Centres to take place.
June 2027	Summer Vacation Placements to take place. Our summer vacation placements take place in our Birmingham, Leeds, Manchester, Nottingham and Reading offices. We advise candidates to apply for a summer vacation placement at the same location in which they would like to start their training as it offers a great snapshot into what life is like in that Gateley office.
July 2027	Offers made, unsuccessful applicants given feedback.
September 2027 – September 2029	In the 2 years before you start your training contract or Apprenticeship, you will be in contact with Gateley right from the start. You will be invited to various social events and will be offered the opportunity to have a Buddy from our current trainee cohort, so you have a point of contact here to ask any questions you may have before joining.
September 2029	Your first week with us will start with our Induction and Graduate Getaway.

How to apply for a *Training Contract at Gateley*

At Gateley we recruit all of our Trainees from our Summer Vacation Placement.

The first step is to complete our online form once applications open. Our applications are open for both our Training Contract and Graduate Solicitor Apprenticeship.

You can apply for a summer vacation placement if:

- You are in your penultimate or final year of a law degree, or have graduated after completing a law degree
- You are in your final year of a non-law degree, or have graduated after completing a non-law degree.

After we have received your application, all applicants will be invited to complete an interactive assessment.

All applications and interactive assessments will be reviewed after the closing date so don't be concerned if you do not hear from us straightaway.

If you are shortlisted, you will be invited to attend an assessment centre which includes an opportunity to meet some of our trainees and Early Careers team.

If you are successful at the assessment centre, you will be invited to join one of our summer vacation placements which usually take place in June and July.

Training contract offers are made within two weeks of completion of the placement. If you are unsuccessful, we will let you know what you could have done differently or better, to support you with future applications at Gateley or elsewhere.

On occasion we may have Paralegal opportunities open up in the 2-year period before you start your training contract and we will ask you right at the start if you would be interested in hearing about these so we can get in contact with you to see if you'd like to join the business at an earlier date.

We also welcome applications from our internal paralegals.

> ***"From the start of my journey at Gateley, it was clear to me that employees' career development goals were supported by the firm, so it was a no-brainer for me to apply for the training contract here! When I outlined my intentions to apply for the training contract, the Early Careers Team, my manager and supervising partners answered any questions I had about the application process and life as a trainee junior solicitor at Gateley which really helped with the application. Working at Gateley helped me get a unique perspective into the firm that I would not have had, had I applied as an external applicant and the variety of tasks I worked on served to bolster my application further. The assessment centre was stimulating and exposed me to the different training areas I may be involved in as a future trainee. I am thrilled to have gained a training contract at Gateley, and I am grateful for the excellent support from my team and supervisors".***
>
> Nicole Zahra – future trainee

Tips for applying to *Gateley*

We understand how tough it is when it comes to making training contract applications and we appreciate the time and effort put into every one of them that we receive. We've put below some of our top tips to help you ace your application and help ensure you are successful in the initial stages of the process.

Research

We acknowledge that it takes a lot of time to apply for training contracts so make it clear when you make an application to us, so make it clear what research you've done into our business and just why you want to work with us. Think about what motivates you and what you want from your future career, then think about Gateley can fulfil your ambitions. Tell us if there is a particular area of law you're interested in wherever possible and give reasons for your choice.

Take your time

We know you will likely make applications to a number of law firms, however it's really important that you take your time with each and every one of them and tailor them to each firm. Make sure you understand what is required of you throughout the recruitment process and what is being asked of you, don't be afraid to ask anyone in the Early Careers team or your university careers service if you are unsure on any part.

All experience counts

You may not feel like you have much, or any, legal work experience, but what matters to us is how you use any experience you have and translate that to the role of a trainee solicitor. Think about anything you've done up to the point of applying and think about the transferable skills you can let us know of, it will all count, including volunteering! Also don't just list your experience, tell us what you've learnt from it and how it will help you in the future in a trainee position.

Make us aware of adjustments required

If there are any parts of the application process you feel you need reasonable adjustments for, please let one of the Early Careers team know as soon as possible so it gives you enough time to get your application in before the deadline

> ***First and foremost, be authentic. Show your true self in your application and during interviews. Gateley appreciate genuine candidates who are sincere about their motivations and passions. Additionally, research is key. Take the time to thoroughly understand Gateley, our values, culture, and the specific areas of law we specialise in. This will not only help you tailor your application but also demonstrate your genuine interest in the firm."***
>
> Emma O'Rourke, Early careers Senior Advisor

Talk to us!

We're always out and about at various careers/ law fairs across the country so come and speak to us about applying to Gateley! We always try to have current trainees with us who can share their tips on applying, having been there themselves, and so ask as many questions as you'd like about the application process.

Sell yourself

It's hard to talk yourself up sometimes, we get it, but in this case you will definitely need to shine a spotlight on yourself and tell us why you deserve a training contract with us. We want to know all about you, what makes you stand out and be totally honest about who you are.

Double and triple check your spelling and grammar

Ensure you double, triple check your application before submitting to us, small mistakes could be the difference between getting through to the next stage and being informed you've been unsuccessful. Where possible get someone else to check it over.

How to prepare for Assessment Centres and *advice to be successful*

Do your research!

Much the same as when you first applied, it's so important to research Gateley PLC and what we do before going into your assessment (consider that it may have been some time since you made your initial application). Think about researching the areas of law we specialise in, our structure, our values and any recent notable work the firm may have been involved in.

Arrive in plenty of time

If it's an in-person assessment centre, ensure you arrive at least 10-15 minutes before the scheduled start time, set off in plenty of time so that you're not in a hurry and needing to rush. If it's a virtual assessment centre, make sure you're logged on and ready to go around 5-10 minutes before the first session and test your IT equipment before the day.

Read read read!

Make sure you read all the information given to you in advance of the day, but not only this, it's really important to know any current news or updates from the firm so your knowledge can be as relevant and timely as possible. Commercial awareness is paramount!

Rehearse

There are so many resources available to you on the internet and we'd advice that you perhaps look at some practice questions and exercises before the day so that you feel as prepared as you can Naturally you won't know what will be asked of you during the day itself, however the internet/careers services/early careers teams etc can help you to prepare as much as possible and may give you a better idea of what to expect. Think about what a law firm may be looking for in terms of skills and competencies and this will help you to think about what may be asked during your assessments.

Prepare questions

On the day you'll have access to our current trainees, Partners and Early Careers team and so please come armed with any questions you may have. Certainly as part of your interview at the end of the day, we will expect you to be asking the interviewers relevant questions.

Remember not to get too discouraged if things don't go your way

If one element of the day hasn't gone as well as you'd hoped, please try not to worry too much and remember, there are a number of assessments across the day where you can make this up. Try not to let it affect your performance in other exercises, everyone has their own strengths and some parts just may not be yours.

Enjoy!

It may sound silly to say, but do try to enjoy yourself and get as much out of the day as you can. This is not only a chance for us to get to know you as an individual, but is an opportunity for you to get to know Gateley and what we're about. Be yourself, be unique and be honest.

"Assessment centres are your opportunity to show us who you really are. Be yourself, be prepared, and be proud of your journey so far!

At Gateley, we're looking for people who are forward thinking and straight talking — so don't be afraid to let your personality shine through."

Jodie Ingall,
Early Careers Assistant Advisor

How to ace our *Summer Vacation Placement*

So, you've got yourself through the recruitment process and find yourself at the point of the Summer Vacation Placement, which may seem like a daunting prospect. We want to make the experience as enjoyable as it can be for you so that you can really get the most out of your time with us.

In advance of the week, you will be given a schedule for your time with us which will incorporate not only day-to-day working within your allocated department, but also some sessions which will give you key information about life at Gateley and what to expect should you go on to train with us. We hope that the sessions will give you just a taster of what would be to come and the people who work with us.

So how can you make the most out of your placement and increase your chances of getting a training contract offer with us?

Research

It sounds simple to say, but read up on what you're coming into and what Gateley do as a business. Familiarise yourself with the department you're working in and the key people within the team, whilst you don't need to know every single aspect, it's good to have a foundation of knowledge you can build on. Take a look at our social media pages and any news articles Gateley may have published in the weeks before you join, try to take steps to increase your commercial awareness and what's going on in the world that may affect our business.

Be open-minded

Even if the department you've been placed in wouldn't have been your first choice, be open-minded with an eagerness to learn and think of the skills, experiences and knowledge you can get from that team. Don't forget also that during the week you'll have the opportunity to get to know all the other departments within the business, so don't worry that you're being pigeon-holed into that area of law. You never know you may just surprise yourself with something you may not have ever considered!

Seniority doesn't matter

All of our staff in every office are approachable, we are not hierarchical, and anyone will be more than happy to speak to you and answers any questions you may have. With this in mind however, be conscious of other people's time, everyone is very busy! From our fantastic admin and secretarial teams right up to the CEO himself, never be afraid to speak with them if there's something you want to know! The kitchen is also a great place to get chatting to people...

Be inquisitive

Working within the firm for the week gives you the best possible opportunity to find out what it's like to work with us. Ask questions to the people around you and network as much as possible, whether that be with your buddy, the wider team, Early Careers team, the Training Principal or HR, everyone will be happy to give their time to you. Never be afraid to ask questions, even if they may seem silly to you, there's no such thing as a stupid question!

Be proactive

Think about what information you want to know and how you can get it, whether that is around working at Gateley or something relating to a specific piece of work you've been given. There may be occasions where you're not as busy as others, however, think about whether you could be doing something productive in that time which will increase your knowledge.

Be aware of the skills that are being assessed

Naturally there are a number of skills we're going to be looking for from you whilst we assess your potential as a future trainee and it's important to be aware of these day-to-day so that you're able to ensure you stay on track and impress those around you. Make sure you're managing your time effectively, producing accurate written work (be aware of grammar, spelling and punctuation!), meeting deadlines, working as a team, using your own initiative and demonstrating your potential to be a future trainee at all times.

Be professional

The Summer Vacation Placement does involve a number of social activities, but please remember that there will also be senior stakeholders in the business in attendance and you will still need to maintain a level of professionalism at all times. These social events will give you the opportunity to chat and network with others around you on a more casual basis and your conduct will be reviewed on the basis that the role of a Trainee/Lawyer will incorporate many social opportunities. This also goes for your day-to-day role, think about professional standards within a law firm and how you can meet them, when in doubt, ask your buddy about what is expected.

Be available and enthusiastic

Make yourself available and do everything with motivation and enthusiasm. Be kind and be friendly to everyone you meet and make sure to network as much as possible with your fellow cohort, you could be training alongside them one day!

Speak up if you don't understand!

We get it, this is all new and probably a bit scary... the work that is given to you will be entirely appropriate for your level, but we appreciate there may be times when you don't understand and need further help or explanation. Your buddy, and indeed the team around you, will always be there to help if this is the case, however we'd recommend always trying to come up with answers/solutions to put to them first, rather than having the expectation you will be given the answer.

Keep a learning log

This is not essential, however it will allow you to look back on the experience and remember how much you've learnt. Keeping a log of what you've been doing each day will also help massively when it comes to your final interview...

The interview

As part of the placement, you will have an interview with 2 of the firm's Partners. The interview will in-part cover what you have learnt as part of your placement and give you the chance to reflect upon your experience. Think about what you've got out of the placement and perhaps what you feel you could've done better and improvements you could've made, we love honesty! This is also a great opportunity for you to ask our Partners directly any questions you may have.

This is a two-way assessment

We have to impress you too!! Don't see this is as us solely assessing you, you need to make sure that Gateley is the firm you want to train and advance your career with.

Lastly, enjoy!

Be yourself, be a sponge, take in as much information as you possibly can so that you come out of this with the best idea of what it's like to work at Gateley. Once the placement is over, we'd love to know your thoughts and so feel free to get in touch with your feedback!

My top tip for an SVP would be:

"My top tip? Be approachable and genuinely curious in how you tackle the week. Gateley really values how you engage with tasks, ask questions, and show that you're thinking things through, not how much legal knowledge you have. Being open to learning and willing to ask for help made a big difference for me.

It's also important not to fall into the trap of trying to 'perform' your way through the placement. You're not there to be the most impressive person in the room. You're there for Gateley to figure out if you're the right fit — and for you to figure out if Gateley is the right fit for you too. I realised early on that I felt comfortable and happy being myself here, which told me a lot.

And finally, don't burn yourself out trying too hard to network. It's great to take the initiative and set up meetings, including with partners, and I'd definitely encourage that. But there's no need to overdo it. Some of the most valuable moments for me came from relaxed conversations with trainees and other colleagues I met naturally. That's when I got a real sense of what life at Gateley could be like and that I'd actually enjoy it".

Alex Marlowe – trainee solicitor - Nottingham

Maximising *Work Experience Placements*

When you make your application to Gateley, we will want to know all about you and your experience to date. No matter what work experience you come with, there are pretty much always transferable skills there which you can link to those required of a trainee solicitor, so we want to know about it!

Some tips on maximising any work placement you carry out prior to applying to us:

- **Be Proactive** – seek out work from those around you and be willing to throw yourself into any tasks you are given.
- **Take initiative and show enthusiasm in all assignments** – you may not enjoy every task which is given to you, but with everything you are responsible for, make sure you put your all into it
- **Ask Questions** – be inquisitive, show you are interested and gain as much knowledge as you can.
- **Gain insights** – by asking about tasks, processes, and firm culture. This shows your interest and willingness to learn.
- **Network** – different people can teach you different things and from different perspectives, so build connections and relationships wherever you can. Networking within the firm can lead to future opportunities.
- **Reflect and Learn** – take note of all that you're doing, especially if you feel it will enhance your future applications to law firms, add everything to your CV and look at how the experience can translate to a trainee solicitor role. Regularly reflect on your experiences and identify areas for growth. Use feedback to improve continuously
- **All work experience counts!**

Why *Gateley?*

Working for a listed business

Gateley started as a traditional LLP law firm, but since our listing on AIM in 2015 we've diversified into a professional services group. What does this mean for you and your career?

Having an equity stake in the business

Unlike a traditional LLP, Gateley offers all employees the opportunity to build share ownership throughout their careers, including a share save scheme and a new share incentive scheme which awards £50,000 worth of Gateley shares to those being promoted to Partner within Gateley.

Platform offering

Since listing, Gateley has acquired several complementary legal and professional services businesses as part of our diversification strategy. Our platform offering brings together specialist advisers delivering joined-up commercial solutions for our clients. Within the group, we have legal and business professionals working side by side to support the needs of our clients whether this is an employment lawyer working alongside a management consultant, a real estate lawyer working alongside a chartered surveyor, or a patent attorney working alongside the legal team on a due diligence exercise.

Be *supported*

At Gateley we have a culture of continuous learning, whether that's on-the-job, self-directed or formal training courses.

Our investment in your development begins on day one with our comprehensive onboarding programme and will continue throughout your Gateley career, supporting you every step of the way. Our career development programme is designed so that you have the knowledge, skills, tools and techniques you need to thrive in your role, feel engaged with your learning and maximise your potential to succeed. From virtual learning that you can access at any time to meet a training need, to tailored face-to-face development programmes, including one to one coaching that will support you on the run up to and past a promotion, we're committed to ensuring that we set you up for success.

initiate

Initiate is for colleagues at the start of their careers, including apprentices, graduates and those in their first professional roles across our legal, consulting businesses and business support teams.

ignite

Ignite is for those post qualification up to and including associates and equivalent roles across consulting businesses and business support who are looking to embark on the next stage of their career.

influence

Influence is for senior managers (legal directors, senior associates and equivalent roles across consulting businesses and business support).

> ***I really enjoy doing outreach work with university students that are considering becoming solicitors, and I've really enjoyed attending careers fairs on behalf of Gateley and helping out during the summer vacation scheme placements this year. As part of my volunteering hours, which is one of Gateley's CSR initiatives, I've been able to join the "Ask Trainees" team which is a social media page aimed at those considering a career in law. The team works to make law more accessible by debunking some of the "myths" associated with legal careers and giving top tips for applications. Gateley's CSR initiative allows me to give back to the community in a unique way which is personal to my goals."***
>
> Chloe Skipp, Solicitor

Be *rewarded*

As a listed company, free from the usual constraints of a professional services partnership, our people are all a part of the business.

We therefore reward those who help our business to grow. This includes a bonus scheme as well as a share save scheme. The share save scheme gives everyone the opportunity to participate in the future success of the business. Employees also have access to a huge range of benefits including:

- Annual discretionary bonuses of up to 20% of base salary, dependent on your job family
- Health cover
- Competitive pension
- A minimum of 25 days' holiday plus bank holidays (for full time employees)
- Option to buy up to 5 days' additional annual leave each year
- Enhanced maternity and paternity leave
- An electric and plug-in hybrid car scheme
- Access to YuLife - life insurance, a 24/7 virtual GP, an Employee Assistance Programme and a wellbeing app

However, we recognise too that reward isn't just about money. This is why we've introduced enriching programmes and networks which ensure our people excel.

belong...

Creating an inclusive culture where everyone can bring their whole selves to work requires focus and energy. We do this through our five network groups which create a safe place for debate where people can share experiences, raise awareness, and celebrate our uniqueness.

It's not just us saying this. We are regularly recognised by external organisations for the culture and workplace that we have created. Take a look at our reviews on Glassdoor: 93% of reviewers would recommend us to a friend and we achieve a rating of 4.6. In 2022, Glassdoor also identified the top 25 UK companies for senior leadership, and we were proud that Gateley was recognised as the only legal and professional services business within this Glassdoor have also recognised the quality of our leadership.

glassdoor

ability

Supporting employees with disabilities and raising awareness around neurodiversity

pride

Supporting our LGBTQ+ community, raising awareness across our business and collaborating with related external charities, groups and networks.

unity

Recognising, celebrating and supporting people from different cultures, religions and backgrounds

Responsible Business

Being a responsible business is important to Gateley, with a focus on the wellbeing of our people as well as being a force for good in society and within the communities in which we operate.

Each year, we publish an annual Responsible Business report which sets out new internal targets aligned to the UN SDG's to move the business forward and keep us aligned with our Responsible Business priorities that support our clients, people, communities and the environment.

Supporting our communities

Some of the ways we support our communities include:

Partnerships – One of our approaches to community support sees us forge strategic partnerships that tackle critical areas in society such as ED&I, education, environment and health.

Volunteering - Volunteering plays an important role for our people as they support good causes that are important to them. Since introducing our volunteering policy, which grants our people 15 hours annually, we've worked hard to embed this policy across our business.

Gateley Gives - We have Gateley Gives teams in all our offices to coordinate fundraising activities throughout the year. They are the driving force behind local initiatives that align to our Responsible Business ethos.

School outreach – We commit to ongoing collaboration with educational institutions which are multifaceted to support a range of students of various ages, locations and educational/ social needs. We encourage our people to get involved with school outreach programmes such as mentoring, providing guidance to young people or hosting workshops.

The Purpose Pod – We have a Responsible Business Podcast called The Purpose Pod. Aligned to our purpose, it looks at how we delight our clients, inspire our people and support our communities. Each episode shares insight from the forward thinkers we engage with as a business as we look at how our social values bring us together to improve society.

YOUNGMINDS · BIG BLUE · REGENERATION BRAINERY · MAIDEN CRICKET · Saheli · KALEIDOSCOPE INTERNATIONAL TRUST

Sustainability

At Gateley, we are committed to minimising our environmental impact and fostering sustainability throughout our operations.

We have pledged to achieve Net Zero by 2040 and are working towards this through the development of a Carbon Reduction Plan to ensure we stay on track with our sustainability goals.

Initiatives include;

- Working with a leading carbon accounting and sustainability solutions provider to ensure we align our efforts with industry best practice driven by our own data to support in our net zero journey.
- Relaunched our website to be fully carbon neutral.
- Offset carbon emissions from all business travel.
- Our Birmingham, Manchester and London offices are on a 100% green energy tariff.
- Our Sustainability Champions act as local advocates and change-makers to foster a culture of environmental responsibility across the Group.
- Hotels that we hold a corporate rate with have been selected based on their clear commitment to environmental sustainability.
- All waste generated across our operations is either reused, recycled or recovered for energy.

"Our focus remains on building a business that not only delivers excellent results for our clients and our people but also contributes positively to society. Our commitment to responsible business is not about reaching an endpoint but about embracing growth, development and continuous improvement."

Gateley