

We are looking for a motivated law graduate to join our firm as a **Graduate Trainee Solicitor**.

This opportunity would suit someone who has completed, or is currently completing, the Solicitors Qualifying Examination (SQE). However, we will also consider graduates who have not yet undertaken the SQE, with the potential to complete the relevant qualifications through an apprenticeship route supported by the Firm.

The role

You will gain practical experience across our Private Client, Conveyancing and Litigation departments, working alongside experienced solicitors and partners. Your responsibilities will develop as your knowledge and confidence grow and may include:

- Assisting with a varied caseload and day-to-day file management.
- Drafting correspondence and legal documents.
- Undertaking legal research.
- Communicating with clients and other professionals.
- Attending meetings, hearings and appointments where appropriate.
- Supporting solicitors with the progression of matters.
- Maintaining accurate and compliant files.
- Completing the training, assessments and professional development required for qualification.

The role will provide qualifying work experience and structured supervision to support your development towards qualification as a solicitor.

About you

We are looking for someone who:

- A completed law degree, or a non-law degree together with an appropriate legal conversion qualification, before starting the role.
- Has completed, or is currently undertaking, SQE1 and/or SQE2.
- Alternatively, is interested in completing the SQE through an apprenticeship programme.
- Communicates clearly and professionally, both verbally and in writing.
- Is organised, accurate and able to manage competing priorities.
- Demonstrates good judgement, initiative and attention to detail.
- Understands the importance of client care, confidentiality and professional standards.
- Is willing to learn and responds positively to feedback.

Previous experience in a legal environment would be helpful but is not essential. We are more interested in finding someone with the right attitude, ability and commitment to develop.

What we offer

- A structured and supportive route towards qualification.
- Regular supervision, feedback and development meetings.
- Support with the SQE and apprenticeship route, where applicable.
- A friendly and professional working environment with opportunities for long-term career development.

The precise training and qualification route will be agreed with the successful candidate, taking account of any SQE assessments already completed and their eligibility for the apprenticeship programme.

To apply, please send your CV and a covering letter explaining your interest in the role and your current stage of study or qualification to careers@hallettandco.co.uk.