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# PERFECTION

WITH AN ENVIABLE REPUTATION FOR THE QUALITY OF ITS WORK, MANCHES TAKES ON AROUND TEN TRAINEES EVERY YEAR. TAKE A LOOK INSIDE FOR MORE GRADUATE INFORMATION.

### 3 REPUTATION

With an enviable reputation for the quality of its work, Manches takes on around ten trainees every year.

### 4 LOCATION

Manches operates from prestigious offices in the centres of London and Oxford.

### 6 DIRECTION

Our trainees benefit from deepening their academic knowledge, honing their inter-personal skills and extending their understanding of the everyday legal practicalities.

### 8 AMBITION

At Manches, choice and flexibility ensure that you have the maximum opportunity to satisfy your individual ambitions and preferences.

### 10 INDUCTION

Our induction course is followed by firm-wide presentations, group seminars and individual supervision and appraisal throughout your two years of training.

### 12 SUPERVISION

Formal appraisals have a vital role to play alongside day-to-day supervision and client contact.

### 14 DEDICATION

Trainees at Manches are expected to work hard but they are also encouraged to maintain a sensible balance between work and play.

### 16 EXPECTATION

We try to manage expectations on both sides from recruitment through to qualification.


### 18 PERFECTION

From our trainees, we are looking for ambition and dedication. In return we will give you the direction, induction and supervision you need to contribute to our future success.

### 20 APPLICATION

With a wide range of departments to choose from, training at Manches offers a broad insight into many areas of the law.

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**Matthew Martin – Partner**

Matthew Martin joined Manches in 1990, and was made Partner in 1999. He is also Training Principal.

“I really enjoyed my traineeship at Manches. When I met up with friends, I was always conscious that I had good stories about interesting deals or cases that I’d been working on. And how nice the people were and how much people seemed to be enjoying themselves.”

**A full service practice**

Manches is an energetic and highly successful commercial law firm with offices in London and Oxford. In London, it focuses particularly on such industry sectors as Corporate and Technology, Property and Construction, as well as having one of the leading Matrimonial practices. The Oxford office also specialises in Biotechnology, reflecting the new enterprises established in that area and along the Thames Valley. The firm’s strengths extend across Intellectual Property, Information Technology, Employment, Commercial Litigation and Family law and it maintains a successful full service practice in both offices.

**Dedicated people**

Manches has approximately 150 legal staff of whom 50 are partners in the firm. Our two offices have a combined support staff of around 150. There are usually about 20 trainee solicitors undergoing their training at any one time.

“Manches always felt right to me, not just because of the friendly culture but also the size. I didn’t want to be part of a big machine, which was the sense I got when I interviewed with some of the Magic Circle firms. The stories I hear of life in the big corporate firms can be a bit depressing.”

Robert Twohy

**Outstanding individuals**

We recruit around 10 outstanding graduates a year who are looking for high quality training with a people-orientated firm that intends to stay at the forefront of legal practice. Those we appoint have a record of academic excellence and are focused, articulate and hard working. We seek individuals who have the potential to thrive in our dynamic working environment, enhance the service to our clients and contribute to the continuing success of the firm. And in doing so, we help them to become commercially astute, effective communicators and determined negotiators.

**A stimulating environment**

Manches provides a dynamic and stimulating environment and many of the partners are working at the cutting edge of their specialities, participating in legal committees and law reforms at the highest level. This energetic and hard-working atmosphere is also friendly and supportive, providing an ideal start to your legal career.

# REPUTATION

WITH AN ENVIABLE REPUTATION FOR THE QUALITY OF ITS WORK, MANCHES TAKES ON AROUND TEN TRAINEES EVERY YEAR.

### Attractive locations

The London office occupies two floors of a prestigious building conveniently close to the capital's chambers and law courts. It is also near bustling Covent Garden, the student life of the LSE and UCL and a wealth of theatres, cinemas and restaurants.

Manches Oxford offers the opportunity to work in the environs of one of England's most attractive University cities. Situated in a contemporary building on the Oxford Business Park, Manches Oxford has extensive parking, an in-house restaurant and a gym next door.

"It's obviously a smaller operation than London, but I love being able to come into the office each day and know everyone by name. As for Oxford, it hardly needs to be said that it's a great city. Aside from everything else, the university makes it a very youthful and vibrant place, which suits me down to the ground!" Charlotte Tyler

### Cutting-edge technology

We have an outstanding reputation for our expertise in legal issues relating to new technology and that is reflected in the way we conduct our business. Manches embraces all the benefits of information technology and the latest communication systems. Our London and Oxford offices are linked by a wide area network and are fully interfaced. Our work processes are backed by access to CD-Rom libraries, on-line sources of data and high speed Internet access. Remote access facilities enable people to work from home as though they are in the office. In addition, we employ the Keystone practice management system, which includes on-screen time-keeping and state-of-the-art billing and marketing modules.

"I'm enjoying the city, and I'm lucky to have family, plus friends from law school living here – as well as my work friends – so I'm pretty busy." Steven Farmer

# LOCATION

MANCHES OPERATES FROM PRESTIGIOUS OFFICES IN LONDON AND OXFORD.



### Rehana Begum – Trainee

"It was my first time in court, up in the visitors' gallery, watching the unravelling of a particularly gruesome murder case – and I was totally hooked."

Rehana Begum can still remember the day when she decided a life in the law was for her. Since then, her journey has taken in everything from president of the university Law Society, to a stint of employment law at John Lewis, to paralegal work with Clifford Chance, to a training contract at boutique firm Marshall Ross & Prevezer... to her arrival, following a merger last year, at Manches.

All this and she's still only a first year trainee. "You could definitely say I've squeezed in quite a bit of experience," she laughs, "but that's the only way to build up your confidence."

But while every company says it has a friendly and amiable culture, Rehana claims it really is true at Manches.

"FROM THE START I WAS MADE TO FEEL VERY WELCOME, WHICH IS SO IMPORTANT"

REHANA BEGUM



#### A substantial commitment

Becoming a trainee solicitor with Manches is an important step. Most trainees stay on after they qualify and some proceed to become partners. As a result, we are prepared to invest heavily in your initial training and subsequent progress. Because we expect our commitment to be matched by yours, we believe it is vital that you become a part of the team at Manches as quickly as possible.

**“At Manches, we make a substantial investment in terms of selecting our trainees and involving partners. That’s because our intention is to take our trainees through so that they can grow with the firm.”** Matthew Martin

#### Practical experience

As an integral part of the firm, you will have direct dealings with clients from the very first day of your two-year training period. We believe that to be the most effective way for you to gain real, practical experience of what it means to be a working lawyer. And that will benefit you, our clients and the firm.

One of Steven Farmer's first experiences of the big time came representing a major airline in court. **“The usher nearly fell over when I told him I was representing the client on my own.”**

As a first-year trainee in only his first seat, Steven was quite surprised himself. The story had a happy ending, however:

**“We got the result we wanted – and on a general level it was the type of experience that totally validated my decision to join Manches.”**

#### Direct contact

Manches provides a direct point of contact so that you can easily seek advice or express a concern before joining – and during your two-year training period. If you have a problem simply talk to the Manches Director of Training or the Training Principal.

# DIRECTION

OUR TRAINEES BENEFIT FROM DEEPENING THEIR ACADEMIC KNOWLEDGE, HONING THEIR INTER-PERSONAL SKILLS AND EXTENDING THEIR UNDERSTANDING OF THE EVERY DAY LEGAL PRACTICALITIES.

### A variety of 'seats'

As a trainee, you will have to assimilate many different aspects of the law before you qualify. Consequently, we usually divide your training into four periods of six months each, while trying to be as flexible as possible in meeting your particular preferences. Each period is spent in a different department or 'seat', where you will sit with a partner or senior assistant. They will help you to familiarise yourself with each new discipline. We also try to ensure that you gain experience in at least one niche area. This will enable you to acquire more specialist skills with teams working in such areas as Intellectual Property, Construction, Biotechnology or IT law.

Having spent six months apiece in Property and Construction, Robert Towhy is now on his third seat, Tech/IP. "It's real cutting edge stuff and so diverse. I'm working on everything from business consultancy agreements for video games companies to contentious work for high net-worth celebrities!"

"To be honest I don't really know where I'll specialise but that's the beauty of the trainee system – it enables you to get the experience before making a decision."

Robert Towhy

### Handling responsibility

We will encourage you to take as much responsibility as you can handle and will expect you to play a full part in meetings and briefings with senior colleagues. This will help you to develop the confidence and skills to become a fully rounded and well qualified solicitor.

"It's great to be given so much responsibility so early, but one of the things that has impressed me most about Manches is the fact that even on projects where I've had a minimal input, my senior colleagues have taken the time to keep me posted on progress and even invited me along to hearings. I actually feel like they care."

Steven Farmer

# AMBITION

AT MANCHES, CHOICE AND FLEXIBILITY ENSURE THAT YOU HAVE THE MAXIMUM OPPORTUNITY TO SATISFY YOUR INDIVIDUAL AMBITIONS AND PREFERENCES.



### Robert Towhy – Trainee

Before deciding on a career in law it makes sense to test-drive the experience. And that's precisely what Robert Towhy did by taking part in Manches' Vacation Scheme.

"When you're a student you don't realise the gulf between the theory and practice of law, and the only way to really find out is to try it for real."

The fact that Robert had completed what was effectively a one-week job interview, stood him in good stead with Manches, who offered him a training contract, subject to passing his final exams. "I knew pretty much after that week that this was the career for me."

Having spent six months apiece in Property and Construction, Robert is now on his third seat, Tech/IP.

"I WAS IN MY SECOND YEAR AT UNIVERSITY AND THE PLACEMENT WAS JUST A WEEK, BUT I HAD A FANTASTIC TIME"

ROBERT TWOHY



#### Induction

Each training period commences with a formal induction programme. This is designed to smooth your introduction into the firm and our methods of working. It includes training in the use of IT systems including document management, email, on-line data sources, CD-Rom libraries, diaries and access to the Internet.

**“To be honest I’m still reeling from the progress I’ve made. Sometimes it’s just simple things like getting what you want out of a phone call, but even a skill like that requires a commercial awareness that you simply don’t have as a student.”**  
Charlotte Tyler

#### Investing in you

We work hard to ensure that your training is effective, appropriate and of the highest quality. You will not only benefit from individual attention and continuous assessment throughout your two-year training period, but you will also receive the expert professional guidance of the partners or senior assistants you will be sitting alongside in the various departments.

**“The extra responsibility that one takes on when becoming partner can best be equated to ‘doing it without a net’. Aside from being, literally, the face of the firm, responsibility increases for other activities, like winning new business, as well as coaching and mentoring the company’s next generation of lawyers.”** Magnus Mill

**“From the start I was made to feel very welcome, which is so important. I’m currently in my first seat, Property, where there are four trainees, which has really helped me to feel at home.”**  
Rehana Begum

# INDUCTION

OUR INDUCTION COURSE IS FOLLOWED BY FIRM-WIDE PRESENTATIONS, GROUP SEMINARS AND INDIVIDUAL SUPERVISION AND APPRAISAL THROUGHOUT YOUR TWO YEARS OF TRAINING.

### Assessment

We believe that training and assessment should be continuous so that you are never in doubt as to your progress. You are encouraged to attend in-house lectures and seminars and your learning and performance are assessed daily by the partners and assistants who are supervising you.

“The work has stretched me hugely, and I have worked alongside some top people. Sure, there’s been the odd day spent doing filing, but on the whole it’s been a great balance of interesting, billable work and a variety of research tasks, which help you to recharge your batteries somewhat!”

Charlotte Tyler

At Manches trainees are made to feel valued from the start, “there is a greater level of involvement in the working of the firm so there’s a greater level of responsibility given to trainees. We only take on a limited number, so they do become an integral part of the firm from day one.” Matthew Martin

### Appraisal

You will be invited to attend a formal appraisal every six months and an informal appraisal every three months. The use of frank but sensitively conducted appraisals is invaluable in ensuring that your training is appropriate, effective and successful. You will also be given the opportunity to speak freely about your own progress, perceptions and ambitions – and to voice any possible criticisms.

“I wanted to join a medium-sized firm in order to have a more intimate relationship with clients and the people who were supervising my training. I knew I’d get more practical experience than with a big firm.”

Matthew Martin

# SUPERVISION

FORMAL APPRAISALS HAVE A VITAL ROLE TO PLAY ALONGSIDE DAY-TO-DAY SUPERVISION AND CLIENT CONTACT.



### Steven Farmer – Trainee

Steven Farmer did what most good candidates do when the time came to start thinking about life beyond study. He researched firms, pressed his suit, did the usual round of panel interviews and assessment tests, and then made his mind up.

“When I came to Manches it was the incumbent trainees that gave me my tour of the building rather than partners or qualified solicitors – and that really set me at ease and gave me a chance to find out what life for a trainee was really like. The people we met seemed genuinely interested in me...I suppose you could say they delivered on that glossy recruitment brochure!”

“On projects where I’ve had a minimal input, my senior colleagues have taken the time to keep me posted on progress and even invited me along to hearings. I actually feel like they care.”

“I SUPPOSE YOU COULD SAY THEY DELIVERED ON THAT GLOSSY RECRUITMENT BROCHURE!”

STEVEN FARMER



#### A vibrant social life

We hold regular social activities to stimulate communication and community. There are also informal gatherings to which all trainee solicitors are welcome.

“There were seven trainees when I joined Manches seven years ago, and none of them work for Manches anymore – although most of us went out for dinner only the other night, which perhaps shows how close those early bonds are.” Magnus Mill

“There’s no doubt the hours can be long but the culture here is that if there is no work to do, don’t stay late... I’m enjoying the city, and I’m lucky to have family, plus friends from law school living here – as well as my work friends – so I’m pretty busy.” Steven Farmer

#### Active sports

Manches has a successful football team as well as providing opportunities for sailing, cricket, softball and other sports. There is also an annual firm-sponsored regatta at Cowes.

“We play soccer against other law firms, firms of accountants and clients. It can all get quite animated but they’re still friendly games.” Matthew Martin

Rehana Begum has taken to life at Manches so wholeheartedly that she’s about to initiate the company’s first netball team. “I love being involved in teams and societies and I actually think it’s helped my career,” she says.

# DEDICATION

TRAINEES AT MANCHES ARE EXPECTED TO WORK HARD BUT THEY ARE ALSO ENCOURAGED TO MAINTAIN A SENSIBLE BALANCE BETWEEN WORK AND PLAY.

### The qualities we are looking for

If you have a strong academic background and a 2:1 degree or above, we would like to hear from you. You will be expected to have an awareness of business issues and an enthusiasm for the commercial world because an important part of your role will be to contribute to the firm's growth and development as well as the achievement of its business goals.

**"There's no doubt that when you're in a work environment the pressure is on to impress, and all the public speaking and debating I did in my university days gave me the confidence to deal with the unfamiliar situations that working life throws at you."**  
Rehana Begum

### Summer vacation scheme

We offer 24 places on a summer vacation scheme. This lets you sample the working life at Manches whilst enabling us to assess your suitability as a prospective trainee. We usually operate with groups of six. Each placement lasts for one week in the period June to August. Participants are placed in the department of their choice, subject to availability, and usually sit with either a partner or an assistant solicitor.

You will follow a structured programme which primarily involves 'real work' similar to that which a trainee undertakes. In addition, you will be required to take part in some formal assessment exercises and will be invited to participate in various social events with everyone from partners to trainees. Your application form should be received at the London offices of Manches by 31 January in the year for which you are applying.

**"Straight away I got involved in drafting a shareholder's agreement for a new company and even attended client meetings."** Robert Twohy

# EXPECTATION

**WE TRY TO MANAGE EXPECTATIONS ON BOTH SIDES FROM RECRUITMENT THROUGH TO QUALIFICATION.**



### Charlotte Tyler – Trainee

For Charlotte Tyler, family is important. Her own family comes from the relative tranquility of North Somerset. Her working family is Manches in Oxford; and when it comes to professional matters, family law is without doubt her great passion.

**"I just love the fact that you're playing a crucial part in people's lives, and the client relationship is that bit closer."**

As a second-year trainee, Charlotte says it's not so much a case of needing different skills for different seats, but more a case of sometimes needing a different balance of those skills.

**"All lawyers need a good eye for detail and the ability to build client relationships, but in family law for example, the onus is of course on the emotional side of things, which is a line we have to tread with some skill."**

**"EVER SINCE I DID MY WORK EXPERIENCE AT A HIGH STREET SOLICITORS, I'VE WANTED TO PRACTICE FAMILY LAW"**

**CHARLOTTE TYLER**



### Magnus Mill – Partner

When it comes to the law, there's only one promotion that really matters once you've qualified, says Magnus Mill. After joining Manches as a Trainee seven years ago, Magnus has just made Partner.

So what does it feel like to make partner? "Well, my mum's very proud," he smiles, "but in many ways it's the start of a whole new challenge. When you're a student all you're really concerned about is the law. Then as a trainee you begin to develop a business sense that fits hand-in-hand with the law."

And as a partner? "In the simplest terms, client contact takes on a new level of importance. From now on I'll be the front man – which is a bit scary but also really exhilarating."

"CLIENT CONTACT  
TAKES ON A NEW LEVEL  
OF IMPORTANCE"

MAGNUS MILL

### Sound advice

Having climbed the summit to partner, Magnus has some practical advice for trainees just starting out.

"In interview situations, take a deep breath when you're asked a question, and don't be frightened to take your time answering. For me, that's always a sign of confidence and maturity in a candidate."

And what qualities will interviewees actually need to make it as successful lawyers?

"You need to be energetic; you need to be focused but in a human way; and you need excellent attention to detail. But as with most elements of law, the practice is always tougher than the theory!"

### Star quality

To be considered as one of our graduate recruits, you must strive to be the best. You will be focussed, hard working and have consistently strong educational achievements.

### Two way

In return we will give you the exposure, support and training required to give you the best possible start to your legal career.

# PERFECTION

FROM OUR TRAINEES, WE ARE LOOKING FOR AMBITION AND DEDICATION. IN RETURN WE WILL GIVE YOU THE DIRECTION, INDUCTION AND SUPERVISION YOU NEED TO CONTRIBUTE TO OUR FUTURE SUCCESS.

### Applying for a training contract

If you decide to apply for a training contract, you need to ensure that your completed application form reaches our London office by 31 July, two years before your intended starting date. The interviews will take place at our offices in August and September. You will be met and shown around the premises by some of our current trainees. Your first interview will be with the personnel director and graduate recruitment manager; following this there will then be an interview, which usually lasts for around an hour, conducted by two partners. This may be accompanied by additional selection methods.

### Tuition fees

Manches will pay, where appropriate, tuition fees for the Common Professional Examination (CPE) or Post-graduate Diploma in Law (GDL) for non-law graduates, and for the Legal Practice Course (LPC). The firm will also make annual maintenance payments during your studies.

### Before you join

You will be kept in touch with developments both in the law and at the firm before you arrive. You will also receive copies of the brochures and publications produced by Manches, and will be invited for informal lunches and drinks with members of the firm three times per year.

### Further information and to apply

For further details on our trainees, or clients, practice areas and to fill in our online application form, please visit our website at [www.manches.com](http://www.manches.com)

Departments	London	Oxford
Commercial Property	○	○
Construction	○	
Technology and Media	○	○
Family	○	○
Corporate	○	○
Employment	○	○
Commercial Litigation	○	○
Trusts and Estate Planning	○	○

# APPLICATION

WITH A WIDE RANGE OF DEPARTMENTS TO CHOOSE FROM, TRAINING AT MANCHES OFFERS A BROAD INSIGHT INTO MANY AREAS OF THE LAW.

[WWW.MANCHES.COM](http://WWW.MANCHES.COM)