

# Paralegal and Trainee Programme

Hunt & Coombs LLP is an SRA-authorised training provider and can offer traineeships to suitable candidates.

The Firm places great importance on training future solicitors and understands that whilst this can be both rewarding and generates a long-term benefit for the Firm and the profession in general, it also takes time and resources to provide adequate training.

Therefore, the Firm sees its training provision as a future investment and, on that basis, seeks to recruit good candidates into paralegal positions with a view to a future traineeship. The Firm seeks hard-working, conscientious and talented individuals for these paralegal and trainee positions, who can gain practical experience in a legal environment and, if they do well, the prospect of future employment by the Firm.

## Routes to Qualification

There are currently two SRA recognised training routes to qualification as a solicitor. These are the Legal Practice Course (LPC) route and the recently introduced Solicitors Qualification Exam (SQE) route, which the SRA introduced on 1 September 2021.

The Firm has traditionally structured its training provision around the LPC route, which offers a two-year period of recognised training (known as a training contract) and intends to continue this model during the SRA's transitional arrangement period. However, the Firm will closely monitor the recently introduced SQE route and invites applications from candidates intending to qualify under either route, subject to the following requirements.

## Paralegal Entry Requirements

The Firm seeks internal and external applications from candidates for a paralegal role to be undertaken within one practice area of the Firm. The relevant practice area could be anywhere across the Firm and will be driven by the relevant business needs at the time, together with the individual applicant's knowledge, experience or particular desire to join a certain practice area.

The paralegal role will last for a minimum period of two years with a view to an onward traineeship for those candidates who have performed well during their time as paralegals. The offer of a traineeship is not guaranteed and paralegals will be required to apply for their traineeship, further details of the application process are set out below.

Generally, at paralegal level, the Firm will require candidates to be graduates holding either a minimum 2:1 qualifying law degree (QLD) or a degree in any subject plus the Graduate Diploma in Law (GDL). Those candidates intending to qualify under the SQE route will be required to hold a minimum 2:1 degree in any subject or equivalent Level 6 qualification.

The Firm recognises that many candidates applying for a paralegal position with a view to a traineeship will be undertaking their LPC or SQE studies whilst employed as a paralegal with the Firm and, therefore, completion of either of these courses/exams is not an entry requirement at paralegal stage. The Firm supports the career progression of its paralegals and offers study leave and exam leave entitlement.

## Trainee Entry Requirements

The Firm seeks internal and external applications from candidates for a traineeship who have undertaken a minimum of two years' previous paralegal work experience, or from direct entry candidates who demonstrate exceptional ability or aptitude such that the Firm considers it would be appropriate to fast-track that candidate.

The traineeship will last for a period of two years and will give individuals the opportunity to develop key legal skills and gain valuable practical experience across four core practice areas (including contentious and non-contentious areas). The traineeship will provide good quality, hands-on work with an opportunity for close supervision by the Firm's leading practitioners.

At traineeship level, the Firm will require candidates to have completed (in full) and passed the LPC or SQE prior to the commencement of their traineeship. It is the candidate's responsibility to ensure that this requirement is met in time for the start of their traineeship and failure to have done so could result in the offer of a traineeship being delayed or withdrawn.

## Application Process

Hunt & Coombs invites written applications, including CV and covering letter, from internal and external candidates for:

- A two-year paralegal role (with a view to a traineeship) commencing in April or October of each year; and
- A traineeship to commence in April or October of each year.

Written applications should be submitted to Tracey Caple at [recruitment@hcsolicitors.co.uk](mailto:recruitment@hcsolicitors.co.uk).

All applications will be reviewed and a shortlist will be prepared. Shortlisted candidates will be invited to attend.

The assessment morning will involve:

- Panel interview with the Training Principal, HR Manager and the Training Buddy;
- Written in-tray exercise; and
- Short presentation on a legal topic of your choice which you consider to be relevant to the Firm.

Candidates will be notified of the outcome of their application following the assessment morning.

# Hunt & Coombs Solicitors is an established law firm offering a full range of company and personal legal services.

From our offices in Peterborough, Oundle and Huntingdon, we serve our local communities with a refreshingly modern and personal touch, backed up by professionalism and legal expertise.

With impressive accreditations across numerous professional bodies and a transparent fees structure, our culture and standards make us the ideal place for you to come whenever you need legal advice or support.

For further information on the legal services we provide please contact a member of the team on 01733 882800, email [info@hcsolicitors.co.uk](mailto:info@hcsolicitors.co.uk) or visit our website at [www.hcsolicitors.co.uk](http://www.hcsolicitors.co.uk).



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24/03/2025