

TRAINING CONTRACTS AT MARRIOTT HARRISON



marriottharrison.co.uk

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19 PARTNERS

4 CONSULTANTS

18 ASSOCIATES & PARALEGALS

5 TRAINEE SOLICITORS

1 OFFICE IN CENTRAL LONDON

**41 COUNTRIES COVERED BY FIRMS
IN THE PRIMERUS NETWORK**

**24 PLACES ON OUR
SUMMER VACATION SCHEME**

**2-3 TRAINING CONTRACT
VACANCIES FOR 2021**

**RANKED IN CHAMBERS AND LEGAL 500
IN OUR CORE PRACTICE AREAS**

Message from our Training Principal

Welcome to Marriott Harrison!

It doesn't seem that long ago that I made the decision to join Marriott Harrison as a trainee, and now I'm a partner at the firm with responsibility for overseeing the trainee experience here.

Working here is a fantastic experience. Being a firm with our headcount and in one office helps us to maintain a supportive, fun and aspirational culture. You get hands-on experience in complex transactions with high quality clients, while enjoying working with excellent lawyers. We firmly believe in developing our trainees, who are seen as a long term asset of the firm who we want to stay throughout their careers.

I'm here to ensure that our future trainees get to enjoy exactly the same career trajectory as I did. This involves direct participation in client facing, CSR and integral social events right from day one. It's an exciting time to begin a career as a solicitor and if our approach, scale and culture resonates with you, I don't believe there's a better firm to join than Marriott Harrison.

I look forward to meeting you soon.

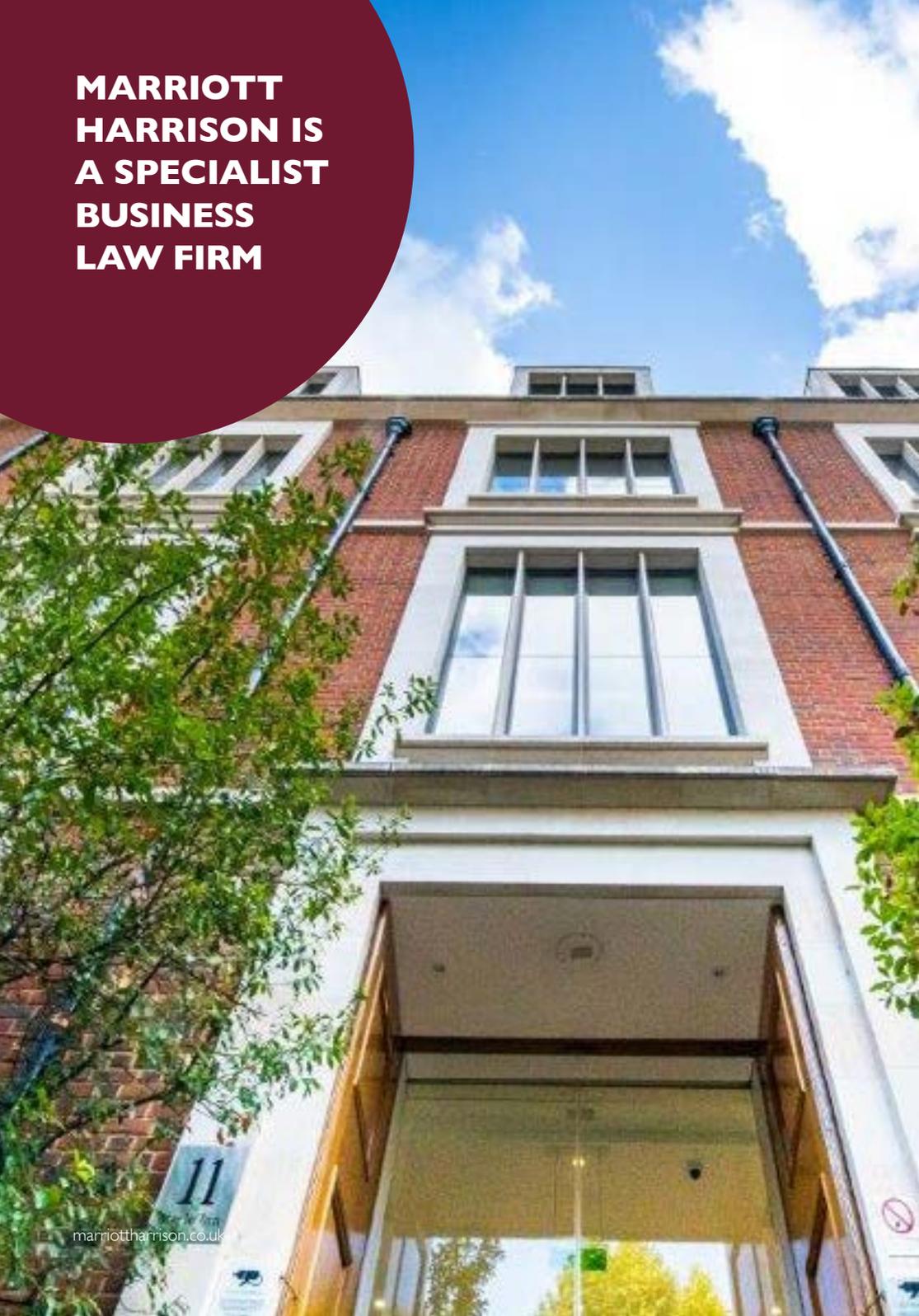
David Strong

Partner, head of the Venture Capital team and training principal



**OUR TRAINING
PRINCIPAL
TRAINED AT
THE FIRM**





**MARRIOTT
HARRISON IS
A SPECIALIST
BUSINESS
LAW FIRM**

All about us

Marriott Harrison is a specialist, multi-practice, business law firm, designed to provide insightful, practical and responsive advice. We are not encumbered by traditional firm protocols and processes. Instead, we define ourselves entirely by outcomes. That means getting straight to the point, fast, and always focusing on what matters most to clients - valuable, high quality, technical and practical advice. We apply the same enthusiasm and attitude towards finding and training our future talent. At Marriott Harrison, we don't see it as a two year contract. We see it as the first steps in a successful long-term career with us.

Like a lot of firms, in order to give our trainees a taste of life across the firm, our programme for trainees typically comprises four seats within corporate, dispute resolution, employment, commercial/data protection/IP and IT, real estate and banking/restructuring.

Whichever seat you're in, we offer trainees interesting, high quality and varied work, increasing in complexity as they progress through their training contract.

Trainees almost always sit with a partner in each seat, ensuring that they receive direct guidance from experienced practitioners throughout their training contract. Our partners and associates are always on hand to offer support and guidance when needed.

When we talk about a culture that is friendly, supportive and meritocratic, that applies across the whole organisation, not just to our trainees. The interesting, high quality work that trainees get directly involved in, whilst learning from colleagues who are experts in their fields, is something that endures however long you stay here. We know that if our people reach their potential, then our firm does too.

Trainees here can look forward to structured career progression, a supportive environment and a genuine sense of community.

This document will tell you more about us and how to join our team. We hope you enjoy it and we hope it encourages you to apply.

All about you

We are looking for highly motivated individuals with both a strong academic record and a common sense, pragmatic approach. An ability to work well in a team is particularly important given the firm's size and structure.

What motivates our people is being key to our business and making a positive contribution to our clients' and the firm's business.

We support our people's career potential and develop their leadership skills to the highest level. In turn, we look to our people to help our clients realise their ambitions to grow successful businesses. Our people are a diverse group with many and varied interests, but they have these characteristics in common:

- A strong academic background (2:1 degree or above)
- A common sense approach
- An ability to work well in closely-knit teams
- Ambition and self-motivation
- An international outlook

As a trainee you will be supported in completing your Professional Skills Course throughout your training contract and encouraged to attend additional seminars, presentations and client marketing events to broaden the scope of your development.

In addition, you'll have the support of colleagues all across the firm, both formally and informally, in a variety of work and non-work related activities.

**WE LOOK FOR
A STRONG
ACADEMIC
RECORD AND
COMMON
SENSE**

Our work and clients

Corporate law is at the heart of our practice, from fundraising, governance and restructuring to M&A and buyouts, supported by all of the practices every dynamic organisation needs to unlock its commercial potential.

Our strength comes from having a team of lawyers who consistently deliver in transactions of all sizes up to and including the mid-market. Work this year included a range of values and complexity, with almost all of our highlighted deals being reported.

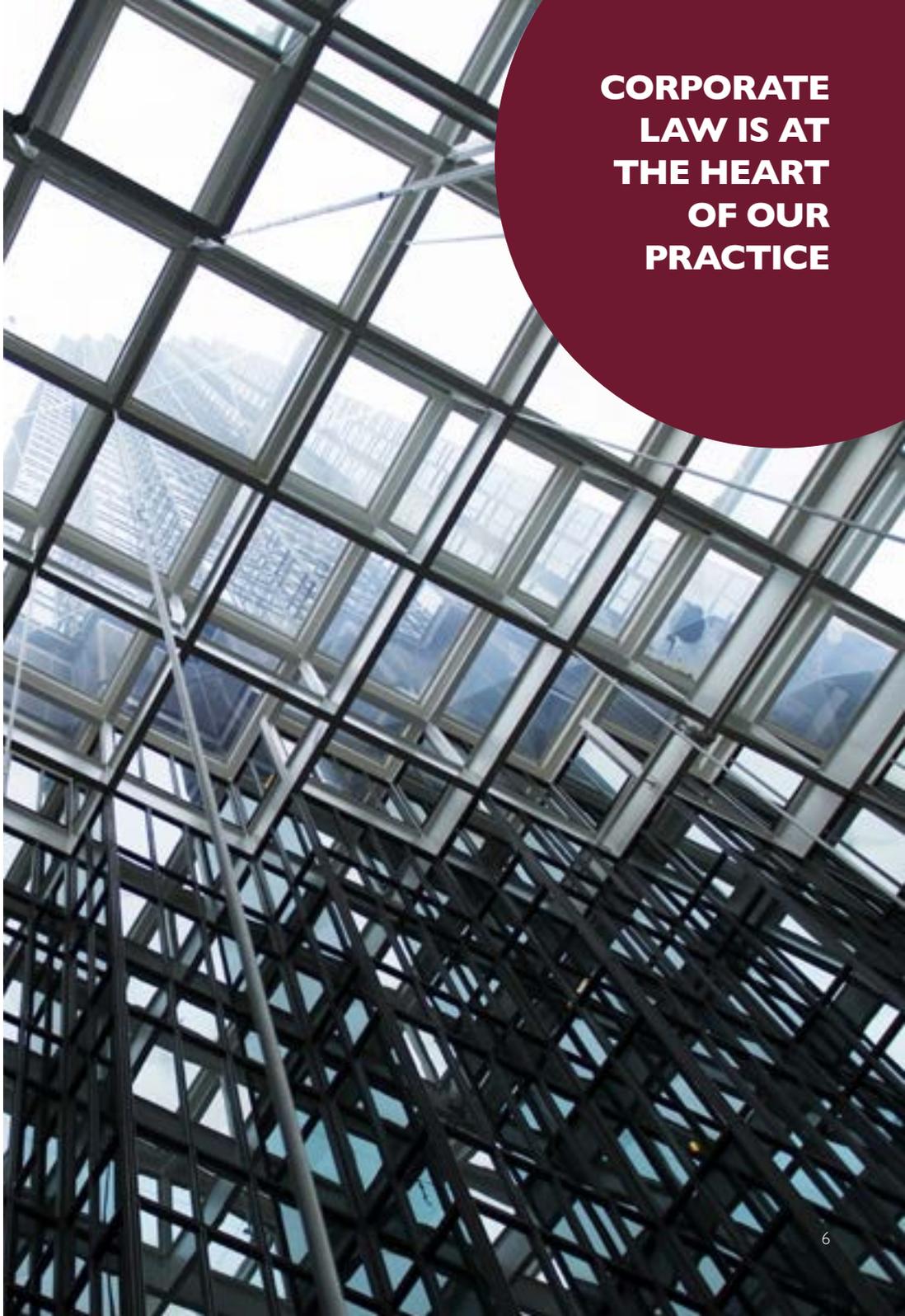
As well as partnering with early stage tech accelerators to support growth stage companies, our highly ranked Venture Capital practice continues to act for some of the best known global VC firms in relation to high profile investments.

We're taking a fresh look at legal service delivery, regularly working with clients on bespoke documentation training so that transactions can be streamlined and to ensure that we are always working effectively and efficiently.

Above all, we see ourselves as a partner for growth. That means proactively accessing capital, driving success and building commercial value, from fundraising and seed investments right through to development capital investment transactions and management-backed buyouts.

Plus, our client's international ambitions are supported by our membership of Primerus, a network of 200 independent law firms in more than 40 countries. That means we can access trusted legal expertise wherever our clients do business.

While corporate law is central to our business, we also thrive in our other departments, with lawyers in our Commercial, Real Estate, Employment and Dispute Resolution teams regularly providing invaluable advice to some of the leading entrepreneurs and businesses in the UK.



**CORPORATE
LAW IS AT
THE HEART
OF OUR
PRACTICE**

Our practice areas

Corporate

- Full range of corporate finance and capital markets work, private equity, venture capital, M&A, debt and equity public markets, listed and unlisted funds, as well as bank lending work.
- Active deal flow of national and international corporate acquisitions, disposals and investment work.
- Regular instructions for corporates institutions, management teams, directors, NOMADs, brokers and banks.
- UK company incorporation and business set-up services for international corporates and institutions.

Commercial and IP

- Our Licensing, Technology, IP & IT teams handle a wide range of matters for clients ranging from start-ups and early-stage businesses to significant global brands.
- Work regularly forms part of a wider corporate transaction where we advise buyers, sellers and investors.
- Provide specialist advice to both technology businesses and businesses using technology solutions and understand the challenges and issues faced by both.

Debt and Restructuring

- Extensive experience across corporate lending spectrum.
- Specialist skillsets in restructuring and insolvency, finance and asset-based lending.
- Broad lender and borrower client base, active across multiple industry sectors.

Real Estate

- Clients include investors, owner occupiers and tenants. The team acts for a number of companies in relation to their leasehold requirements.
- Full range of real estate transactions including developments, joint ventures, planning and environmental matters.
- The team closely works with the corporate practice in relation to M&A, private equity and financing transactions.

Employment

- Clients include corporate employers and individuals in all sectors.
- Full range of employment law (including share options, incentives, redundancy, tribunal and TUPE matters).
- The team works closely with the corporate practice to provide specialist advice on M&A and private equity transactions.

Dispute Resolution

- Active in arbitration, ADR and emergency court applications.
- Full range of litigation work, including enforcing leaver provisions, insolvency, corporate, arbitration, employment, IP disputes, domain name and internet issues, fraud, asset tracing and all aspects of injunctions.
- International and off-shore capability.

A day in the life of a trainee in the real estate team

Mariya Uzunova is a trainee solicitor at Marriott Harrison. She was recruited from our Summer Vacation Scheme. Here she describes a typical day in the office from the time that she spent in the firm's Real Estate Department.



8:30-9:30: I commute into the City and grab a croissant and coffee on the way to work.

9:30-10:00: The first thing I do once I get to the office is check my emails, my outstanding tasks from the previous day, and make a to-do list. I think about how to best structure my day and optimise my time, as the Real Estate Department tends to get quite busy and staying on top of tasks and deadlines is very important.

10:00-12:30: The first part of the day is usually quite busy as I am drafting applications to be sent to the Land Registry to complete various property deals, responding to requisitions from the Land Registry, sometimes even giving them a call to clarify certain points. One of the partners has given me the responsibility to draft a Rent Deposit Deed to be sent out to the client.

12:30-13:30: I visit the office of a new client. We are helping the client transfer from their existing office to a new building. This is very interesting as it puts my work into perspective and allows me to visualise the work I am doing. I take the necessary documentation from the client and take it back to the office in order to open a new client matter, and explain my experience to my colleagues.

13.30-14.30: I usually head out for lunch with my fellow trainees, based on who is available on the day. When we all have time, we arrange a booking beforehand and pick a nice place to go to. It is always fun to catch-up.

14.30-17.30: In the afternoon, I try to cross off as many tasks as possible. I am usually given additional interesting tasks to do by the associates or the partners in the department. That keeps me busy until the evening when I write out everything that is still outstanding and make a plan for the morning. I record the time spent working on different matters throughout the day and start filling out my trainee record.

17:30-21:00: After work, we attended the MH Connect event organised every year by the newest trainee intake for the Associates and Trainees, as well as our clients. This year it was organised by my fellow trainees James and Ben. I must say it was a huge success – everyone loved the magician!

A day in the life of a trainee in the employment team

Sofia Gottgens is a trainee solicitor at Marriott Harrison. Sofia was recruited following our Summer Vacation Scheme. Find out about a typical day in the firm's employment department.



8:30-9:10: I have a quick check of my diary before commuting into the City.

9:10-9:15: I arrive at the office then head to the kitchen to make a cup of coffee and I bump into a fellow trainee. We make a plan to go and get lunch with the other trainees that afternoon. Once back at my desk, I take some time to review my emails and go over my to-do list for the day.

9:15-9:30: I review a draft employment due diligence report I had finished the day before. As part of the due diligence exercise, I had reviewed various employment contracts and consultancy agreements, employee spreadsheets, and the employee handbook of the company one of our clients wanted to invest in. I give the report a once over before forwarding it on to the Associate on the matter for review.

9:30-13:00: I head out with a Partner to one of our client's offices to take witness statements for an Employment Tribunal hearing. The previous day I had prepared a mock-up of the hearing bundle and a list of issues we needed to cover with each witness, and we take these with us to the client. We meet with the witnesses one by one, and the Partner asks them a series of questions whilst I take notes.

13:00-14:00: I meet with the other trainees outside the front of the office and we head to Leather Lane market to grab some food. We are spoilt for choice, and in the end, we all decide to go for different things.

14:00-16:00: Once back at my desk, I start writing up a first draft of one of the witness statements using the notes I had taken that morning. I am careful to make sure that I do not miss any details, and I try to use the exact words the witnesses used when we took their statements.

16:00-17:00: I have a discussion with a Partner about a client who wants to set up a new business and needs help with a new template employment contract. The Partner tells me that they are happy for me to have the responsibility of dealing directly with the client on the matter, and to take control of the drafting of the contract, though they tell me they are happy to review any aspects I am unsure of.

17:00-17:20: The Partner has got back to me with the witness statement I drafted. I make a few minor tweaks and email it to the witness.

17:20-19:00: The firm holds drinks every first Thursday of the month, and as it is close to Halloween, the drinks this month are Halloween themed. The firm had organised an "alternative fruit and vegetable" carving competition. Me and an Associate in the Employment team expertly carved a butternut squash into a Halloween skull, although unfortunately we narrowly lost out to a melon!

A typical corporate deal from a trainee's perspective

Kimberley Lam's Descamps is a trainee solicitor at Marriott Harrison. Find out how Kimberley played her part as a trainee on a typical corporate deal.



We have been instructed by a new client for the sale of a company. A **partner** assembles a team of one **associate** and me as a **trainee**. We need to conduct KYC searches (Know Your Customer) before we can set them up as a new client and start acting for them. I have a look at the Anti-Money Laundering regulations and our internal handbook and draft an email to the prospective client asking for the relevant documents and information.

I begin by making a list of the documents we will need to draft to complete the transaction and send it to the **associate** to review. Once the associate has reviewed my draft, I send it to the other side's solicitors.

As the **trainee** on this transaction, I am expected to manage the ancillary documents such as Board Minutes, Stock Transfer Forms and Shareholders' Resolutions.

I prepare initial drafts of the ancillary documents and send them to the **associate** to review. Once the associate has reviewed the documents and sent me amendments to make, I send the documents to the other side's solicitors. If they send me any comments, I review their changes and let the associate know whether I am happy with them.

If not, I amend the relevant document, send it to the **associate** to review and send a new version to the other side; we will send the documents back-and-forth until we can agree on a version. The **partner** organises a follow-up call meeting to discuss progress and negotiate a clause in the share purchase agreement. I sit in on the call in case any of the ancillaries are discussed, and also to learn a bit more about how the main documents are negotiated.

We need to draft new service agreements for the directors who will remain at the company after the sale. I have a chat with our employment team and give them details of the transaction.

The company is heavily reliant on intellectual property and our Commercial and Intellectual Property (IP) team have flagged an IP breach. I set up a meeting with our Commercial and IP team to talk about the transaction and discuss next steps to resolve the breach. Once we have come up with different options, they contact our client and set out the different options available for the firm to proceed and resolve the issue before the sale completes.

All the documents have now been agreed with the other side and the IP breach resolved. I prepare for 'completion' and prepare the documents that our client will come and sign. Often documents are now signed by email, but this time the client comes in and I get to meet her and witness her signature. Once all the documents have been counter-signed by all the parties, we have a completion call: the documents are dated and the deal has finally completed!

CSR at Marriott Harrison

We take our responsibility for the world around us very seriously. Since we established our current Corporate Social Responsibility (CSR) programme in 2015, our aim has been to focus on genuine engagement in the community near to our office in Central London, as well as supporting well-known national charities with our fundraising initiatives.

Charities we support include Age UK Camden, Friends of Essex and London Homeless and the London Legal Walk.

We also take part in various mentoring schemes, including mentoring children through the charity GRIT which focuses on mental health issues in teenagers - and law students from the College of Law and the University of Leicester.

We also get involved with charity fundraising. Amongst many other activities, we wore jeans and Christmas jumpers, baked cakes, ran marathons and half marathons and cut our hair to raise money for various charities including MacMillan Cancer Support, British Heart Foundation, Saint Francis Hospice and Save the Children.

We have also spent our mornings at "gadget workshops" and coffee mornings organised by Age UK.

As a firm we have decided to support The Trussell Trust - www.trusselltrust.org - which is an NGO and charity working to end UK hunger and poverty by providing emergency food and support to people in crisis.



How we recruit trainees



The Marriott Harrison Summer Vacation Scheme runs from June to August, with each candidate spending a week with the firm.

There are 24 places on the Summer Vacation Scheme and it takes place over an eight week period.

A selection of those candidates will be invited back for an interview for a training contract. The deadline for applications is 24th March each year.

Our Summer Vacation Scheme is an excellent way to discover whether working for a specialist business law firm is for you. You will be involved in real project work from all of our departments and get to see what it is like to make a genuine contribution to live transactions.

You'll have enough to do over the week, but there will also be enough time to talk with our current trainees about their experience of life as a trainee at Marriott Harrison.

The Scheme is not only your chance to gain valuable work experience and see whether Marriott Harrison might be for you, but it is also our chance to gauge whether you may have the character and ability to be a successful trainee solicitor here.

At present we recruit all our trainees from participants in our Summer Vacation Scheme.

**YOU MUST
TAKE PART IN
OUR VACATION
SCHEME TO
APPLY FOR A
TRAINING
CONTRACT**



**THE CLOSING
DATE FOR
APPLICATIONS
IS 24TH MARCH**



HOLBORN
Chancery Lane e

The details

The closing date for application this year is 24 March 2020.

Your application should state your reasons for applying together with any other information you feel is useful to help us to assess your application.

The application form is your first chance to impress us. We want to understand why you want to work for Marriott Harrison and why you think you should be selected.

Shortlisted applicants will be contacted in April for a short video interview. Successful applicants will be notified by email during April or May. Following your placement, a shortlist of candidates will be selected for a final partner-led interview.

Trainee recruitment is generally one year in advance so we are recruiting for trainees to start in 2021.

We look for a 2:1 at degree level but don't have a rigid minimum academic criteria for applicants. If you have particular special circumstances you want us to take into account, please tell us on your application form.

Applicants should note that Scheme participation is unpaid, however we will cover all reasonable travel costs.

Marriott Harrison will pay future LPC fees for successful applicants about to start the LPC course.

The first year trainee salary in 2021 will be £36,000.

Unfortunately, due to the volume of applications received and the number of participants involved in the Vacation Scheme, we are unable to provide individual feedback or references.

Apply here:

apply4law.com/marriottharrison



MARRIOTTHARRISON.CO.UK