

A man in a grey suit and white shirt stands in a modern office with large windows, gesturing with his right hand while speaking to a group of people seated around a table. A woman with blonde hair is visible on the right, looking towards the speaker. The scene is brightly lit with natural light from the windows.

Forward thinking
Straight talking

Corporate Paralegal

JOB SPECIFICATION

Gateley / LEGAL

POSITION:	Corporate Paralegal
LOCATION:	Nottingham
CONTRACT TYPE:	Permanent

The *role*

As a paralegal in our busy corporate team, you will be based at our Nottingham office working closely with our East Midlands Partners. The successful candidate will gain exposure and be given the opportunity to assist Partners, Senior Associates, and the wider national team on a variety of M&A, capital markets and private equity (to name a few) corporate transactions and undertake company secretarial and management company work for corporates. Working within the team, there is the opportunity to broaden expertise and learning and develop skills with a view to assuming greater levels of responsibility.

The *team*

Our Corporate team continues to thrive and with an impressive client list it is the perfect home for ambitious corporate lawyers to develop their career. With a team of 70 corporate lawyers nationally, we advise clients on all types of corporate activity across the UK.

- Our Corporate team has been recognised nationally including: Nominated at East Midlands Dealmakers 2025 for Deal of the Year (up to £10million), Dealmaker of the Year -Victoria Elliott (shortlisted) and Corporate Law Firm of the Year (Shortlisted)
- The Business Desk's East Midlands Rainmaker Awards 2024, winning awards for Private Equity Exit of the Year, International Deal of the Year and Large Deal of the Year (over £50million)
- Private Company deal of the year 2023
- Insider's Midlands Dealmakers Awards 2022 in Corporate Law Firm of the Year and SME Deal of the Year. The structure of our highly accomplished national team enables us to offer a partner lead approach on every transaction. Locally in the Birmingham team, you will join a team of Partners, Senior Associates, Associates and Solicitors that all work collaboratively across the Corporate Unit.
- The corporate team provide a nurturing and supportive environment and has opportunity for genuine long term partnership progression prospects. Several of our successfully promoted partners either completed their training with Gateley or joined at various levels of their career. There is a clear progression path paved for all levels of lawyers to succeed and become a part of our business.

We consistently act as trusted advisers for clients in sectors as diverse as manufacturing and retail, recruitment, and education. Some of our key clients that we have recently worked with include:

- LDC
- Aquavista Watersides
- Peppermint Technology

- 23.5Degrees Limited
- Palatine
- Serif Group
- Watches of Switzerland
- Crown Crest Group
- Cooper Parry
- Franchise Brands PLC

Further detail on the corporate team's deal insights can be found here: <https://gateleyplc.com/insight/deal-alerts/>

The *person*

Our successful candidate will ideally have a degree in law or will have completed the GDL and will ideally have passed the LPC or be working towards a post-graduate legal qualification. This would be a perfect opportunity for an ambitious candidate who wishes to progress long term with the firm. Alternatively, you may be a career paralegal who wishes to progress your career, assist senior level lawyers, and develop your skillset within a highly successful corporate legal environment. You will have the ability to work as part of a team whilst also being able to manage your own workload.

The successful candidate should also be able to demonstrate the following attributes:

- Excellent communication skills both written and verbal
- Sound legal knowledge
- Ability and willingness to learn
- Attention to detail
- Organised with time and documents
- Good IT skills
- Discretion and professionalism
- Commitment to being part of a hard-working team and the flexibility to support transactional activity.
- Experience with DocuSign would be desirable but is not essential.

The *benefits*

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent).

Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

Diversity, inclusion and well being

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.



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