



## Swinburne Maddison LLP

<https://www.swinburnemaddison.co.uk/>

<https://twitter.com/swinburnemadd>

<https://www.linkedin.com/company/swinburne-maddison-llp>

Describe your organisation in a few sentences:

**We are a leading commercial law firm in the North East region, with a focus on excellent client service and a desire to promote our staff development at all levels. We offer a broad spectrum of legal services, assisting a client base comprising a mixture of individuals through to multi national companies. We are ambitious about the future development of our firm and the contribution we can make to Durham City and the wider North East region. We are extremely proud to have been named Northern Law Firm of the Year (6 plus Partners) at the Northern Law Awards 2017.**

How many internships do you plan to offer? **One**

Where will the internship(s) be based? **Venture House, Aykley Heads Business Centre, Durham, DH1 5TS**

Duration of internship: **Two weeks**

Dates of internship, if fixed: **29<sup>th</sup> June 2020 to 10<sup>th</sup> July 2020 inclusive**

Working hours / hours per week: **9.30am to 4.30pm, Monday to Friday.**

Brief description of internship opportunity (for example, what team will the intern be working with; core responsibilities or areas of work; particularly project work, etc).

**The internship will involve working across all of our legal service departments including property, private client, dispute resolution and corporate law. There will be opportunities to work on a single project alongside solicitors or assisting with a number of tasks across each department. The role will involve legal research, legal drafting, shadowing solicitors and other tasks typical of a solicitor's role.**

Do applicants have to be studying a particular subject or in a particular Faculty, or would a particular subject be preferable? If so, please specify: **No - as long as the applicant has an interest in a career in law, applications will be accepted.**

Do applicants have to have any specific skills or existing knowledge? **No specific skills are required.**

Do applicants have to be DBS checked? **No**

Describe your ideal intern in five words: **Positive, proactive, independent, enthusiastic, and tenacious.**

Will you be offering a paid internship / expenses only / no remuneration? **(The College has committed to providing free room-only accommodation in Durham City to all students undertaking internships, and limited travel subsidies to students undertaking unpaid placements during the summer vacation 2020): We will offer a fixed contribution towards living expenses of £400 for the two-week period.**

How would you like students to apply for this opportunity?

**Applications should be made to Carolyn Beal, ([cb@swinburnemaddison.co.uk](mailto:cb@swinburnemaddison.co.uk)) by way of a covering letter with an up to date CV. Applications must be received no later than 31<sup>st</sup> March 2020. Shortlisted applicants will then have to prepare a written response to a question posed by us.**

If our students have any questions prior to submitting their applications, who should they contact? Please give name and email and / or telephone contact details:

**Carolyn Beal, Email: [cb@swinburnemaddison.co.uk](mailto:cb@swinburnemaddison.co.uk), Tel: 0191 384 2441**

Why has your organisation chosen to support the Intern:NE initiative, and why do you feel that our students should consider staying in the NE after graduation?

**As a Durham based firm, but with a regional reach and focus we are passionate about supporting regional businesses and attracting the best talent to the area. The existing achievements and the potential in our region are enormous and we believe by supporting the Intern:NE programme, we can support the continued development of the North East.**