

Barcan+Kirby

Your career with
Barcan+Kirby

You have our best – every time

Our values.

At the heart of everything we do.



EXCELLENCE

To excel in the level of service we provide. Taking appropriate time to understand clients' priorities and providing a personal and tailored service.



PEOPLE CENTRED

Relationships based on mutual respect where every individual matters.



INTEGRITY

Always striving to do the right thing whilst being honest and fair.



COMMERCIAL

Ensuring our business is stable, secure and profitable for our employees and our clients.



COMMUNITY

Socially responsible in the work we do for our clients, each other and our local networks.

“ Alicia goes **above and beyond** on a daily basis. She has been offering all clients an **excellent service**, being patient, understanding, efficient and thorough.

- Values Award nomination for Trainee Solicitor, Alicia Perry-Watts



About us.

Welcome to Barcan+Kirby.

We're a Bristol based law firm with a reputation for providing high quality, professional legal advice.

Regardless of where you are on your career path, we can help you develop the personal and professional skills you need to fulfil your long-term potential.

For students and graduates, our Summer Vacation Programme provides valuable insight into what we do and how we do it.

Or, if you've decided that a law career is for you, we have a number of routes to becoming a fully qualified lawyer, including our two-year Trainee Solicitor Programme.

In addition, our Staff Development Programme is available at every stage of your career, where we provide training and fund courses.

We can give you a supportive environment with challenging and interesting work where you will be able to develop and thrive.

We're well respected in the Bristol area for the quality of our work and excellent client service.

In fact, we believe that we offer just the right combination of expertise, culture and structure.

At Barcan+Kirby we match ambition with opportunity.

So, whether you're starting out, mid-career or looking for a firm where you can really make a difference, get in touch. We'd love to talk to you!



It's an exciting time for Barcan+Kirby as we continue to grow and expand.

At Barcan+Kirby, **we put our people and our clients first.** We strive to attract and retain good quality staff through support development and opportunity; and we provide an excellent quality of service for our clients at all times.

We're always on the look out for talented paralegals, solicitors, trainees and support staff.

So, if you're looking to start or progress your legal career at a firm which **encourages development and rewards hard work**, please get in touch.

- Anna Wilson, Executive Partner





We're award winning

Law Firm of the Year (> 20 Partners)
| Bristol Law Society Awards 2021

HR Team of the Year | People In Law
Awards 2019

Legal Winner | Bristol Life Awards 2019

Solicitor Firm of the Year | The British
Wills and Probate Awards 2019

Business Award for Gender | Bristol
Diversity Awards 2019

Local Law Firm of the Year | Symphony
Legal's Source Conference 2019

CSR Firm of the Year | Bristol Law
Society Awards 2017

At a glance.

Why join Barcan+Kirby?

5

Offices around Bristol and South Gloucestershire



Supportive of flexible and hybrid working



Competitive benefits package for all staff



A gender-balanced partnership



Training and development opportunities for all



A focus on wellbeing and mental health

25

Days of annual leave as standard, going up to 28

13

Local and national awards won in the last five years

“ I joined Barcan+Kirby as a Trainee Solicitor in 2008 and I haven't looked back.

I am now an Associate in our Family team, and **I feel lucky to have been given as much experience as I did** during my training contract, and that once I qualified, I had obtained the necessary skills to **hit the ground running** in whatever area of law I chose to practice in.

- Charmaine Moger, Associate



Forward thinking.

“As someone with a long commute, Barcan+Kirby's hybrid working policy has made a world of difference to me.

It's more than just the time and money saved; it's the **additional focus I can bring to my clients and casework** without having to worry about train delays or cancellations.

It means I can have conferences with clients when it most suits them and not have to worry about running out of time. Plus, I have a **much-improved work/life balance**.

- Jay Nathwani, Senior Associate



Agile working

We are committed to ensuring all our staff achieve a healthy work-life balance and are supportive of **flexible working hours**.

All staff are able to apply for **hybrid working**.

75% of our staff work flexible hours.

53% of employees work part-time

A gender-balanced partnership

We're also proud that our partnership is gender-balanced and has been for several years.

The partnership is committed to making the firm an **inclusive, diverse and equal** place to work.



Our expertise.

We offer a range of legal services for individuals and businesses. Our departments are well regarded in the Bristol area, with many of our solicitors holding Law Society panel membership.

Personal Injury and Medical Negligence

Our **Medical Negligence** solicitors are well known for their expertise in managing complex and high value cases. They are the only medical negligence department in the South West to hold a Band 1 ranking in legal directory, Chambers and Partners UK.

The **Personal Injury** team are also highly ranked in Chambers and the two departments work side by side.

Wills, Trusts and Probate

Our **Wills, Trusts and Probate** department benefits from a loyal base of clients around each of our offices, many of whom we have relationships with stretching back many years.

The team advise individuals on Lasting Powers of Attorney, Wills, Probate, Estate Administration and Trusts.

Family matters

Our **family** department is the largest in the South West. It has specialists in multiple areas of law, including divorce, separation, civil partnership dissolution, finances and domestic abuse.

Several of our lawyers are experienced and trained in **collaborative law**.

Litigation

Our **litigation** team handles **employment matters, contentious probate and commercial disputes**, as well as other types of dispute resolution, including boundary and property disputes.

We advise both **employees** and **employers** on issues including redundancy and grievances.

Buying and selling

Our **conveyancers** are an established force in the Bristol property market and have strong links with local developers and estate agents.

Our **New Build** team regularly advises on new developments in the South West.

Commercial property is also a growing area thanks to our links with local property developers and businesses.

Court of Protection

The **Court of Protection** team has been established to build up work in what we anticipate will be a growth area for our firm in the coming years.

The department specialises in a variety of Court of Protection matters, including Deputyships, Deprivation of Liberty and Misuse of Power.

Children

Our child law solicitors specialise in surrogacy and fertility law, childcare arrangements, child contact and residence disputes, child abduction, grandparents' rights and care proceedings.

Five of the team's lawyers are on the Law Society's Children Panel.

Corporate + Commercial

Our **Corporate and Commercial** lawyers have been supporting a wide range of businesses across the South West with their legal needs for years.

We can help you from services such as acquiring a business, exiting a business and shareholder and partnership arrangements.

Life at Barcan+Kirby.

We're committed to making Barcan+Kirby a positive and inclusive place to work.

You'll be actively encouraged to participate in **marketing and business development** activities and we provide structured **training and development opportunities**, such as our Associates Academy for senior fee earners.

Achieving a **healthy work-life balance** is also important, so you'll have the chance to get involved in activities outside of your day job, such as fundraising for our designated charity or by joining one of our committees.

We ensure that **our staff feel listened to**. We encourage feedback and ideas through regular staff surveys and a firm-wide suggestions box, all of which is reviewed and considered by the Board.

Charity and social events

We're actively involved in charitable fundraising and give our staff the autonomy to decide how our charity and social budgets should be spent.

Over the years we've supported a range of local and national charities and groups, raising money through fundraising and providing pro-bono legal services.

We've baked cakes, trekked miles across countryside and cycled from Lands End to Bristol to raise funds for our nominated charities. Our staff, led by our volunteer Charity and Social Committee, raise funds every year and we're immensely proud of our fundraising achievements.

We've worked with a number of Bristol charities including BRACE, The Grand Appeal, Bristol MIND and 1625 Independent People. At the end of each year all staff get to vote on which charity they would like to support for the next year.

Our Charity and Social Committee also helps organise our staff Christmas parties, Summer and Winter conferences, and charity events. We regularly host pub quizzes, bingo, art competitions and office parties.



Bringing everyone together.

Our committees.

We have a number of committees that staff are able to join:

- + Charity and Social Committee
- + Personal Development Review Committee
- + Values Committee
- + Equality, Diversity and Inclusion Committee
- + Work Experience Committee
- + Wellbeing and Mental Health Committee

“ Barcan+Kirby is a great place to work. **You have your voice heard.** ”

As part of the PDR process, a member of the Board will read your comments and suggestions, and will support your manager with development and progress.

- Support staff member

Wellbeing and mental health support

We have two Wellbeing and Mental Health First Aiders (WMHFAs) in each office who support staff with issues such as workplace stress, anxiety and the understanding of common mental health issues. Our WMHFAs are readily available during working hours to **listen**, as well as **signpost** staff to support networks.

Every year, we take part in a variety of mental health initiatives, including Mental Health Awareness Week where our WMHFAs organise activities such as running clubs, picnics and, in the past, we even held a sunflower growing competition. They host coffee mornings and lunchtime walks, as well as sharing useful tips.

We also have an **Employee Assistance Programme** which is available for all staff on a confidential basis, and includes in-person and telephone counselling sessions, 24/7 GP support and a second medical opinion.



Our Wellbeing and Mental Health First Aiders are professionally trained by Mental Health First Aid England.

Support staff roles.

Business services.

We're a law firm, but we need people with a range of different talents for us to be successful.

HR

We have an award-winning HR team with forward-thinking specialists who deal with standard HR requirements, projects and initiatives, with a clear focus on our employees' needs and development.

Marketing and Business Development

We have our own in-house team, responsible for marketing our services and brand, which includes digital, PR, events, advertising, editorial and networking. They also work with HR on employee engagement and branding.

Accounts

Our Accounts department manages all financial transactions within the firm and oversees the firm's compliance with the Solicitors Accounts Rules (SRA).

Compliance

We have a Compliance team that works closely with our Managing Partner, and assists the Board with Lexcel and all SRA regulations.

Client Relationship Team (CRT)

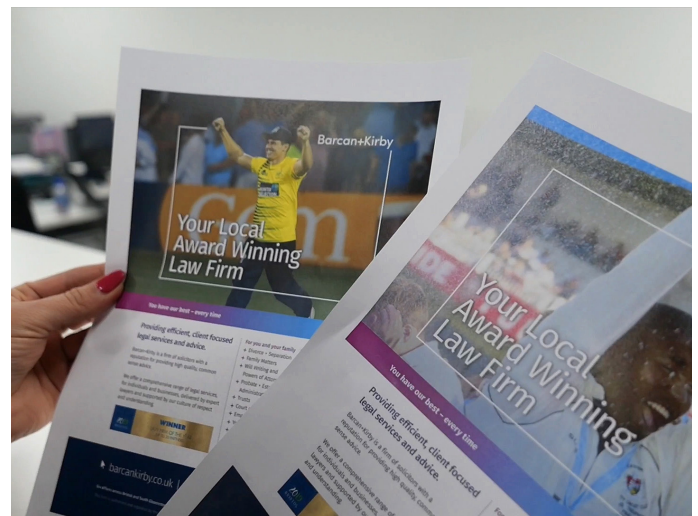
CRT deal with the majority of incoming new enquires, and book appointments for clients as well providing advice on costs.

Facilities and Reception

Our Facilities Manager and Coordinator are in charge of all the firm's equipment and oversee the management of our friendly team of Receptionists across our six offices.

“ [Barcan+Kirby] has thrown down the gauntlet to larger London firms with wide-ranging HR initiatives encompassing employee engagement and internal communications driven by the specific needs of their workforce.

- People in Law Awards, 2020



Support staff roles.

Administrative, Legal Secretaries and Paralegals.

As with our business support staff, the firm cannot run efficiently without the work of our brilliant administration staff, Legal Secretaries and Paralegals, who assist our fee earners.

Our support staff are at the heart of our firm's success. This is why we're committed to making them feel appreciated, respected and empowered to progress.

As a member of our support team, we'll encourage you to spread your wings and develop your skill set in ways that will further your career, both with us and in the future. As well as regular appraisals and feedback, we'll support your personal development, including paying for or providing finance to cover the cost of qualifications and memberships.

Our support staff roles include:

- + Administration Assistant
- + Legal Secretary
- + Senior Legal Secretary
- + Paralegal
- + Senior Paralegal

“ Since I started at Barcan+Kirby I've had their full support in allowing me to **progress further with my career** and supporting my CILEx studies.

- Abi Harrison, Senior Paralegal

Staff training and development

We offer a range of apprenticeships for our staff, including:

- + **Customer Service** apprenticeship for Reception staff.
- + **Legal Administration Level 3** for Administration Assistants and Legal Secretaries, consisting of three Level 2 CILEx units embedded within the Business Administration Level 3 standard.
- + **Paralegal apprenticeship:** upon completion, staff achieve the CILEX Level 3 Certificate.
- + **ILM level 3 qualification** for supervisors and managers.



Early legal careers.

For future lawyers.

Summer Vacation Scheme

Our Summer Vacation Scheme is available for those in their second or final year of a law degree, or studying for the SQE or LPC.

Our virtual one-day event allows budding lawyers the opportunity to spend time with every department across the firm, meet the Board members and receive hints and tips from our past and present trainees.



“The Summer Vacation Day was a great opportunity to find out more about the firm and whether it would be the right fit for me. There were opportunities to work with the different legal teams and learn more about the work they complete, which I found very interesting. There was a Q+A with staff members of all levels, which gave a real insight into the way the firm works. After completing the Summer Vacation Day, I applied for a job knowing that Barcan+Kirby was right for me. I would recommend all who are interested in Barcan+Kirby to apply for this fantastic opportunity.

- Caoimhe Edwards, Senior Paralegal

“The Summer Vacation Day was a brilliant way for me to get to know Barcan+Kirby and confirmed my decision to apply for a Paralegal role at the firm. Experiencing the firm's many departments throughout the day also allowed me to narrow down which area I wanted to apply for and, following the scheme, I started my role in the Commercial Property team. I would highly recommend this scheme to anyone interested in applying to Barcan+Kirby!

- Sacha Jones, Paralegal



Work experience

Our work experience offering is suitable for those aged 15 to 17 who are considering a career in law. During the one-week placement with us, students gain experience in all our areas of expertise, from family law to commercial property, providing a real taste of life at Barcan+Kirby.

“It has opened up areas of law I hadn't considered.

- Work experience student

➡ Visit the 'Early Careers' section of our website for details and application dates.

Trainees and ILEx.

Becoming a Trainee Solicitor

Each year, the firm offers four candidates the role of Trainee Solicitor. Trainees are supported and supervised by experienced lawyers throughout their training contract, many of whom are leading practitioners in their field.

We also have a Training Academy, whereby Trainees are invited to a quarterly forum to receive training on a range of topics, from marketing and business development, to finances, as well as wellbeing issues such as how to manage stress and anxiety in the workplace.

Our training contracts consist of four seats, rotating every six months. We will discuss your interests and preferences and, where possible, we will do our best to accommodate this alongside the needs of the business.

Our law training contracts include seats in the following areas:

- + Family
- + Residential Conveyancing
- + Private Client
- + Litigation
- + Personal Injury and Medical Negligence
- + Corporate + Commercial
- + Commercial Property

Find out more on our [website](#).



Our 2022 Trainee Solicitors



“Despite only being here for a few months, I have visited all five offices and have always been met with friendly faces.

Colleagues at all levels are encouraged to contribute to the wider firm, allowing everyone to feel valued and part of the team. Because of this, I have already presented at the Insight Evening, joined a committee, represented the firm at a university law fair and taken on a project with the Training Academy.

I feel very lucky to be part of a firm that is invested in my both my personal and professional development.

- Courtenay Salway, First year Trainee Solicitor

ILEx qualifications

Not all lawyers have degrees. Another possible choice is training as a CILEx Lawyer with CILEx.

The CILEx route to qualification lets you learn on the job. You'll gain real-world, practical experience in your chosen area of law, with guidance from experienced lawyers within the team.

At the same time, you'll pursue a structured, targeted programme of study and exams to qualify as a CILEx Lawyer, which allows you to practice in your chosen area of law.

“ Having enjoyed working as a secretary for many years, it was great to have the opportunity to do the Paralegal Apprenticeship and to study CILEx units.

The course was **rewarding** and it helped to **build on my existing skills**. It felt like such an achievement to pass and obtain the CILEx qualification in Conveyancing.

- Victoria Stone, Paralegal

Graduate Solicitor Apprenticeship Programme

In 2023, we launched our Graduate Solicitor Apprenticeship Programme.

We have partnered with the University of Law to provide this 27-month Programme, specifically designed for applicants who have already completed a Bachelors degree in law.

The Programme will prepare apprentices for the Solicitors Qualifying Exams (SQE 1 and SQE 2) which were introduced in September 2021 as the new route to qualifying as a Solicitor.

Throughout the apprenticeship, you will gain experience on a wide range of practice areas and receive 121 mentoring from senior colleagues.

“ We pride ourselves on delivering innovative and practical teaching to prepare the next generation of legal minds for the working world. The Graduate Solicitor Apprenticeship scheme matches industry knowledge with proven teaching methods to ensure that our apprentices can fulfil their potential in the legal sector.

- Professor Andrea Nollent, Vice Chancellor and CEO at The University of Law

Our Graduate Solicitor Apprenticeship Programme is provided by The University of Law, and consists of 80% work, with 20% study and training. In addition, you will receive a visit every 10-12 weeks from a Solicitor Skills Coach, who will guide you to build a work-based portfolio.

You will also receive help and support to prepare you for the Solicitors Qualifying Exams (SQE) 1 and 2. Upon successful completion and subject to SRA Character and Suitability Test, Apprentices will become qualified Lawyers, fully equipped to start their first day as a Solicitor.

Find out more [here](#).

Path to progression.

Solicitors, Associates and beyond.

For experienced solicitors, working at Barcan+Kirby presents truly exciting opportunities for you to play a part in our success, make an impact and enjoy the recognition you deserve.

Every lawyer has the chance to apply for promotion on a yearly basis, subject to a business need and matching criteria. We **champion staff to continually strive for more**, and encourage all managers to work with their team to progress them further.

Our fee-earning roles include:

- + Solicitor
- + Associate
- + Senior Associate
- + Partner (Salaried)

“Through the Associates Academy, I was given the opportunity to create and implement a staff rewards scheme across the whole firm. It feels good to know that I can be involved in projects which **make a difference to the entire firm**.

- Associate in our Associates Academy

Associates Academy

Our Associates Academy offers an internal pathway for progression for ambitious Associates and Senior Associates by helping them to develop the skills necessary to become **future business leaders**.

Academy members work openly and collaboratively to deliver a wide range of firm and departmental projects that shape our vision, values and long-term business strategy. The level of responsibility we give our Associates is high; but we'll also give you the tools, opportunities and autonomy you need to deliver, as well as the encouragement you need to succeed.

In return, you'll have support from an allocated mentor, as well as receiving open and constructive feedback, clear career progression and involvement in projects that develop both you and the firm.



“The course was engaging and informative. I learnt many new skills and techniques which helped me understand and manage my team more effectively.

- Laura Roberts,
Partner

Management training

We offer all management staff the opportunity to enrol onto our bespoke management training programme where they develop core leadership skills, understanding and behaviours, whilst gaining valuable management and operational knowledge.

Staff work towards the Institute of Leadership & Management (ILM) Level 3 qualification and the Apprentice Framework Standard.

The 18-month programme includes regular contact with a personal tutor.

What our staff say.

“ Since joining Barcan+Kirby in 2006, I have **progressed my career** and **became a Partner** whilst on maternity leave with my first child.

I've seen a lot of changes since I first joined, but I've stayed with the firm as I have **felt supported, listened to** and for me, crucially, there has been the **opportunity for development** and progression.

- Samantha Castle, Partner



“ Prior to joining the firm I had been working as a musician, so **my route into law has been an unconventional one.**

The support I have received in my first few months has been incredible, and the time and energy that colleagues have given me has allowed me to **quickly build confidence in my first legal role.**

- Stephen Biggs, Trainee Solicitor



“ **I feel valued here.** I've found a place where I am able to be a mum, and also work to achieve my ambition. The fact that 75% of our management team are female is amazing, especially in the legal world.

I feel like I am a part of a really good firm that has good roots, an **inclusive culture** and which looks after its employees and the community that we come from."

- Salma Maqsood, Partner



A photograph of the Clifton Suspension Bridge in Bristol, England, taken from a low angle looking up at the bridge's massive stone towers and suspension cables. The bridge is set against a warm, orange-hued sunset sky. The bridge's deck and walkways are visible, and the surrounding greenery and rocky cliffs are illuminated by the low sun.

Barcan+Kirby

This firm is authorised and regulated by the
Solicitors Regulation Authority. No: 568743.

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