

## Job Specification – Legal Intern



ING's purpose is 'Empowering people to stay a step ahead in life and in business'. Every ING colleague is given the opportunity to contribute to that vision. We champion self-reliance and foster a collaborative and innovative culture. The Orange Code is our global manifesto for how we stay true to our purpose and our tradition of reinvention and empowerment. It is made up of **ING Values** (we are honest; we are prudent; we are responsible) and **ING Behaviours**: (you take it on and make it happen; you help others to be successful; you are always a step ahead). For us, success will only be achieved if we act with **Integrity**.

Some companies see diversity as a box to be ticked. We see it as fundamental to our success and we encourage a proper work/life balance. At ING, you'll only be judged on your performance in line with the Orange Code. And that's a promise.

### Core Information

<b>Job Title:</b>	Legal Intern
<b>Business/Function:</b>	Wholesale Banking
<b>Department:</b>	Legal
<b>Line Manager:</b>	Delphine Joly
<b>Core Hours of Work:</b>	Full Time 9.00 am - 5.00pm
<b>Internship Programme</b>	9 month paid internship programme running from September 2020 to June 2021
<b>Status:</b>	Temporary
<b>Required start date:</b>	September 2020

### Job Specification

#### Overview:

This is not just a role in the Legal Department, this is an internship programme. As well as participating as a member of the Legal Department, you will be required to participate in organising charity and social events taking place in the bank as part of a team. You will also get a lot of support in learning about wholesale banking and laying the foundations for a professional future career. We are looking for an enthusiastic team player to get stuck into all of the intern tasks.

The Legal Department currently consists of 13 people providing general English legal advice and support for ING's business in London and globally, focusing on transactional support for the Wholesale Banking and Structured Finance, Financial Markets and Corporate Finance, businesses.

#### Main Duties and Responsibilities of Role:

The role will be fully integrated into the legal team and will carry out activities such as:

- Reviewing documentation.
- Assisting with the preparation of powers of attorney and other internal legal documents.
- Assisting with the organisation of events for the Legal Department.
- Assisting with the preparation of training and other presentations.
- Assisting with the updating of legal page on the intranet.
- Dealing with and resolving general queries.
- Carrying out legal and other research.
- Attending meetings and writing up board minutes.
- Attending internal and external courses.
- Participating in team meetings and conference calls.
- Providing general assistance to the legal team as and when required.

- Submitting ideas and organising charity events for the London office and taking them on and making them happen!
- Working with the rest of the interns to put together 'meet the manager' sessions amongst the managers, networking events and product sessions.

### Career Potential

This role provides an excellent opportunity to gain an introduction to working within a legal environment. The internship is designed to give an insight into what life is like as a trainee working in a law firm by replicating the rotational structure adopted by most law firms. The legal intern will rotate around different departments throughout ING by supporting the lawyers working in those departments.

### Candidate Profile

#### Qualification/Education

**Essential:** A candidate who is interested in making a career in the law and who is either studying towards or has achieved an undergraduate law degree or who has achieved a non-law undergraduate degree and is studying towards or has achieved a graduate diploma in law (GDL).

#### Experience/Knowledge

**Essential:** No experience necessary – training to be provided

#### Personal Competencies

**Essential:** Enthusiastic.  
A self-starter.  
Professional and confident manner.  
Good verbal and written communication skills.  
Approachable and friendly.  
Organised and detail orientated.  
A team player who has the ability to develop strong relationships with clients and colleagues.  
Someone who will also play a big part in the intern team and represent the Legal Department well.

Click [here](#) to find out further information on this intern programme and how to apply