



## Job Specification – Legal Intern



ING is a global bank with a strong European base. Our over 57,000 employees serve around 38 million customers, corporate clients and financial institutions in over 40 countries. Our purpose is to empower people to stay a step ahead in life and in business. This purpose guides us in everything we do.

Wholesale Banking has a sector-focused client business in lending. Capital structuring and advisory, transaction services, sustainable finance solutions and financial markets.

'Do your thing' is our brand direction and our global tagline. It articulates our purpose and our promise to make banking frictionless. It's about encouraging people to do more of the things that move them and their business. 'Do your thing' is not about irresponsible behaviour but about people being free to live the life they want to live, knowing that they will make their world a little better for it.

<b>Job Title:</b>	Legal Intern
<b>Business/Function:</b>	Wholesale Banking, Legal
<b>Line Manager:</b>	Jacqueline Park
<b>Core Hours of Work:</b>	Full Time – 9.00 am – 5.00 pm
<b>Duration</b>	9 month paid internship programme running from October 2022 to July 2023
<b>Status:</b>	Temporary
<b>Required start date</b>	October 2022

### Job Description

The ING London Internship Programme: A structured programme aimed at university students and recent graduates. The programme will offer first-hand experience of what a career at ING is like by giving you an opportunity to observe and get involved in the day to day running of the business. An internship at ING will allow you to explore your interests and develop your professional skills and capabilities.

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.

### Job Responsibilities

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 the 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.

### In addition

- Working with the rest of the interns to put together "meet the manager" sessions amongst the managers, networking

events and product sessions.

- Actively participate in volunteering opportunities available through ING's charity partnership initiatives.
- Think of ideas for charity events for the London office and take them on and making them happen!

### Your Work Environment

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.

ING operates a hybrid and flexible way of working. However, you will be expected to spend a significant part of the working week based in the office.

### 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.

### Who Are We Looking For?

#### Required Skills

##### Essential

A recent graduate or looking to do a university placement year.

Must have the right to work in the UK for the whole duration of the proposed internship.

A candidate who is interested in making a career in the law and who:

- Is studying towards or has achieved an undergraduate law degree or masters in law;
- has achieved a non-law undergraduate degree and can demonstrate an interest in a career in law e.g. legal work experience, paralegal job;
- has applied for or is studying towards or has achieved a graduate diploma in law (GDL);
- has applied for or is studying towards the Solicitors Qualifying Exam (SQE) route to qualification;
- has applied for or is studying towards or has achieved a legal practice certificate (LPC); and/or
- has secured or is in the process of applying for a training contract.

No experience necessary – training to be provided.

##### Skills

Someone who can work well as part of a team as well as on their own initiative, good time keeper and well organised.

Good communication and interpersonal skills are required both for interaction between team members and clients.

Good PC skills, including a working knowledge of Word, Excel, Powerpoint & Outlook.

Someone with a professional and confident manner.

Good verbal and written communication skills.

Approachable and friendly.

An organised and details orientated individual.

A team player who has the ability to develop strong relationships with clients, candidates and colleagues.

Someone who will also play a big part in the intern team and represent the department well.

Proactive.

Professionalism.

Ability to execute tasks independently and manage/prioritize workload.

Willingness to learn.

### What Type Of People Are We Looking For

Creating a differentiating experience starts with ING's culture: entrepreneurial, open, collaborative, innovative and energetic. Who we are and how we work are set out in our Orange Code. Our values are the non-negotiable promises we make to the world. The principles we stick to no matter what are: we are honest, we are prudent, and we are responsible. Our behaviours are the commitments we make to each other and the standards by which we measure performance. These behaviours are what set us apart. We are looking for people who apply these behaviours: you take it on and make it happen, you help others to be successful and you are always a step ahead.

With integrity above all, the Orange Code is our manifesto describing the values and behaviours that define us and what it means to be ING.

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