Flynn
O'Driscoll



Real Experience

Develop your career with us

2023/24 Graduate Trainee Programme



Introduction
from our Managing Partner

It can often be a challenge for trainee applicants to differentiate between law firms and to identify a firm whose culture and training programme is the right fit for them.

At Flynn O'Driscoll, our goal is to have a welcoming, positive, and supportive work environment. Our trainees engage with real, ongoing projects from the day they join working as members of Partner Teams supporting our clients.

We seek to provide opportunities for our people and provide a positive environment that enables their growth and development. We devote considerable resources to ensure that we keep up to date with current market practices, trends, and changes in the law. Education is central to Flynn O'Driscoll's Trainee Programme with weekly education sessions dealing with a wide variety of practical topics encountered by trainees throughout the training period. All trainees have access to the Flynn O'Driscoll Academy (FODA), which delivers between 60 to 80 hours annually of comprehensive legal and business skills training, designed to support our people in achieving the highest standard of client care.

The Flynn O'Driscoll Trainee Programme pairs trainees with Partner Teams on a rotational basis and adopts an "open-door" policy, enabling trainees to develop their professional skills in a supported manner. Trainees are encouraged to take a high degree of responsibility and receive practical "on-the-job" training whereby trainees attend meetings with clients, complete first drafts of transaction documents, and consistently interact with the partner teams on files.

The environment in Flynn O'Driscoll is one in which those who display an aptitude and work hard will succeed. The firm is constantly evolving and seeking improvements in how we work. We encourage all staff to put their stamp on this evolution, and in so doing, to shape their own future and the direction of the firm. We would be delighted to receive your application. All of the information you need regarding our trainee programme is contained in this brochure, and on our website fod.ie/careers.

Best of luck with your application!

James Duggan, Managing Partner

Delivering **Success**
Through **Trusted Partnerships**



About Us

Flynn O'Driscoll was established over 20 years ago and is now one of Ireland's leading corporate law firms. With offices in Dublin, Galway and Shannon, the firm operates across the complete range of commercial legal services.

We are trusted legal advisers to a broad client base including public sector bodies, multi-national companies, and owner-managed businesses operating in Ireland and other jurisdictions.

Flynn O'Driscoll are a full-service commercial law firm offering expertise across a range of legal services including Commercial, Corporate and M&A, Aviation & Asset Finance, Litigation & Dispute Resolution, Employment, Commercial Property, Media & Entertainment and Banking & Finance.

2002
ESTABLISHED

100+
STAFF

14
PARTNERS

3
OFFICES

Trainee Programme

Our Trainee Programme provides our trainees with the training and skill sets they need to become successful business lawyers.

It is designed to help you reach your potential and develop both professionally and personally. You will have access to all the support, guidance and training you need to achieve your career goals.

As part of the programme, our Mentorship Scheme is available to you. The purpose of the Scheme is to ensure our colleagues feel supported in their role and to accelerate their career progression at Flynn O'Driscoll.

What does the Trainee Programme look like?

You will join the Firm as a Pre-Trainee while you undertake your professional development to become a solicitor.

Part 1 - FE-1 Examinations

These are the entrance examination to the Law Society of Ireland and consists of eight examinations on core legal subjects (Company Law, Constitutional Law, Law of Contract, Criminal Law, European Union Law, Equity, Law of Property and Law of Tort). There are two sittings of these examinations each year (spring and autumn). Once complete, the next stage is for you to become a Trainee.

Part 2 - Trainee Solicitor

As a Trainee, you will attend Blackhall (either on a full-time or hybrid basis) to complete the Professional Practice Course (PPC).



Flynn O'Driscoll is the ideal firm to join for in-depth legal and practical experience of a variety of areas of work. The team in FOD are supportive, friendly and always willing to provide an explanation or a word of advice. Opportunities to progress and take on responsibility are available to those willing to take them. I would highly recommend FOD to any graduate seeking a training contract.

Paddy Jordan, Trainee Solicitor

Benefits

In addition to a competitive salary, we provide an excellent range of benefits to reward and recognise our team.

- Discretionary Performance Bonus
- 20 days holidays
- Financial and study support for professional qualifications
- Business casual dress code
- Medical Insurance
- Death in Service Benefit
- Access to Pension Scheme
- Gym Membership
- Employee Assistance Programme
- Employee Referral Bonus
- Bike to Work Scheme
- Professional Qualifications
- Tax Saver Commuter Tickets
- Continuous professional, legal and personal education

FODA
Flynn O'Driscoll Academy

Learning & Development

The Flynn O'Driscoll Academy (FODA) is a vital resource for our team of legal professionals, providing them with comprehensive training and development opportunities to support their growth and professional advancement. Our Academy is designed to offer our team members a wide range of legal, business, and personal skills training, enabling them to deliver the highest standards of client service.

Our commitment to continuous learning is exemplified through the delivery of between 60 to 80 hours of Continuing Professional Development (CPD) each year. This training is delivered by both internal and external experts and is focused on ensuring our legal professionals remain informed of any changes in legislation or policy affecting our clients' industries. We understand that the legal landscape is constantly evolving, and we aim to keep our team members up-to-date with the latest developments in the legal profession.

In addition to our CPD programmes, we also provide tutorials and one-to-one study sessions to support our FE1's and PPC trainees in the lead up to their exams. We understand that the preparation for these exams can be challenging, and we strive to provide the necessary support to help our trainees succeed. Moreover, our Academy provides our team members with access to a wealth of online training resources, available through our dedicated FODA platform. These resources allow our legal professionals to learn and grow at their own pace, at a time and place that suits them best.

At FODA, we recognize the importance of investing in our team's development and creating a culture of continuous learning and improvement. Our Academy serves as a vital resource, providing our team members with the skills and knowledge they need to deliver the highest standards of service to our clients. We are committed to supporting our legal professionals throughout their careers and helping them achieve their full potential.

Culture

At our law firm, we believe that creating a positive culture is essential for success. We foster a collaborative environment where our employees work together as a team, sharing knowledge and supporting each other. We believe that by working together, we can achieve more, and we encourage everyone to contribute their ideas and expertise to help us deliver the best possible outcomes for our clients.

We pride ourselves on our hands-on approach to learning, which we believe is essential for growth and development. We provide our trainees with real experience, allowing them to work on live cases and gain practical skills that they can apply throughout their careers. We encourage our trainees to take an active role in their own development, providing them with regular feedback and support to help them reach their full potential.

Our open-door policy reflects our commitment to creating a supportive and inclusive workplace. We believe that communication is key to success, and we encourage our employees to speak openly and honestly with each other. We provide regular opportunities for our employees to share their thoughts and ideas, and we believe that this fosters a culture of innovation and creativity.

Overall, we are proud of the culture we have created at our law firm. We believe that our hands-on approach, combined with our open-door policy and focus on growth and development, make us an excellent place to begin your legal career. If you are looking for a supportive and inclusive workplace where you can gain practical skills and make a real impact, we would love to hear from you.



Diversity & Inclusion

We have established a dedicated Diversity & Inclusion (D&I) programme which operates in conjunction with the Irish Centre for Diversity on an ongoing basis.

It's an exciting journey that is making Flynn O'Driscoll a more dynamic and fulfilling place to work, while also contributing to the quality of service we deliver to our clients.

In 2022, we conducted a D&I survey for all staff. The results of that survey were reviewed and we have begun implementing the recommendations including policies and procedures, training and other action points. We have also celebrated key events with colleagues such as Workplace Wellbeing Day and Pride.

Wellness Initiative

The health and well-being of our people is extremely important to the Firm. As a result, we have implemented a number of initiatives to support our staff and to help protect their physical and mental wellbeing.

The Firm provides an Employee Assistance Programme to employees and their immediate families. The programme provides access to online or face to face support for issues including family and relationships, parenting, work issues, financial and emotional health.

All employees are eligible to join the Firm's Vhi medical insurance. Staff also receive financial support towards gym or other social club memberships.

Community

One of the key aims of our Responsible Business programme is to have a positive impact on the communities that we work in. We achieve this through our charity partnership, volunteering and pro-bono activities.

Charity Partner

Our Charity Partner since 2022 is **ALONE**: a national organisation that enables older people to age at home, safely and securely. We hold a number of fundraising events throughout the year on behalf of ALONE and also engage with their staff and residents through volunteering days in their centres.

Pro-Bono Work / Volunteering

Free Legal Advice Centres (FLAC) is a non-profit human rights organisation that provide pro-bono assistance via a network of legal advice clinics throughout the Republic of Ireland. We actively volunteer with "FLAC Rathmines" which provides us with an opportunity to offer free legal advice to members of the public who may otherwise not have access to such legal expertise. Free legal advice is given at this centre every Wednesday evening from 6.30 pm – 8.30 pm.

"The health and well-being of our people is extremely important to the Firm. As a result, we have implemented a number of initiatives to support our staff and to help protect their physical and mental wellbeing."



We are also involved with the **Irish Rule of Law International (IRLI)**, an organisation which seeks to harness the skills of Irish and Northern Irish lawyers in using the law as a means of tackling global injustice and empowering all people to live in a society free from inequality, corruption and conflict.

We are committed to supporting local charities and are involved with a fantastic local Galway charity, **HopeSpace** which supports children and young people that have been bereaved. The Employment Team from Partner to trainee level have all assisted and provided support to HopeSpace. We hope to expand our pro bono service to other local charities.

Community Programme

St Audoens National School - The Firm has been a long-time supporter of the wonderful work done by staff and volunteers of St. Audoens National School in Cook Street in Dublin 8. Staff get involved by providing a Reading Club for students.

Fundraising / Donations

GT5K Corporate Challenge / Ireland's Fittest Company / Run in the Dark - a number of Flynn O'Driscoll volunteers participate in these events with the proceeds going to Children in Hospital Ireland, National Maternity Hospital Foundation and Collaborative Cures.

Calcutta Run - We enter a team annually and each participant raises a significant amount of money for the selected charities.



The FOD Team at the 25th Calcutta Run, 2023 in Blackhall Place.



Second place finish for Flynn O'Driscoll in 'Ireland's Fittest Company' in Kilruddery House in 2023. The event raised over €60,000 for The National Maternity Hopsital Foundation.



ALONE Housing with Support is age-friendly housing for people over 60 who are homeless or at risk of homelessness. Every ALONE resident gets a lifetime tenancy so they never have to fear homelessness again. As with any home, maintenance is required, and Flynn O'Driscoll staff helped out with some outdoor maintenance and housekeeping while also taking the time to engage with the residents.

Life at Flynn O'Driscoll

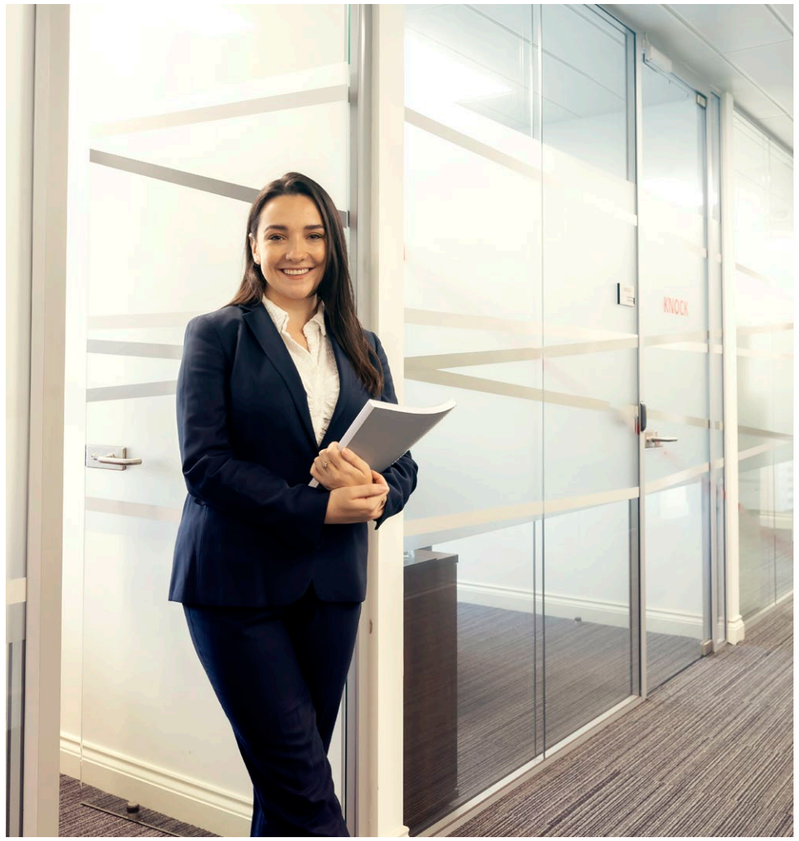


"Since joining the firm as a pre-trainee I have received invaluable experience across a number of areas. The opportunities available throughout my training process have allowed me to gain exposure to high quality work and develop key skills to continue to further my career."

Alastair Baird, Solicitor

"The traineeship in FOD is hands-on from the outset. As a junior, you gain invaluable experience as you work directly with the Partner and senior members of the team and are fully immersed in practical transactional work from the very start of your training contract."

Emily Kearney, Trainee Solicitor





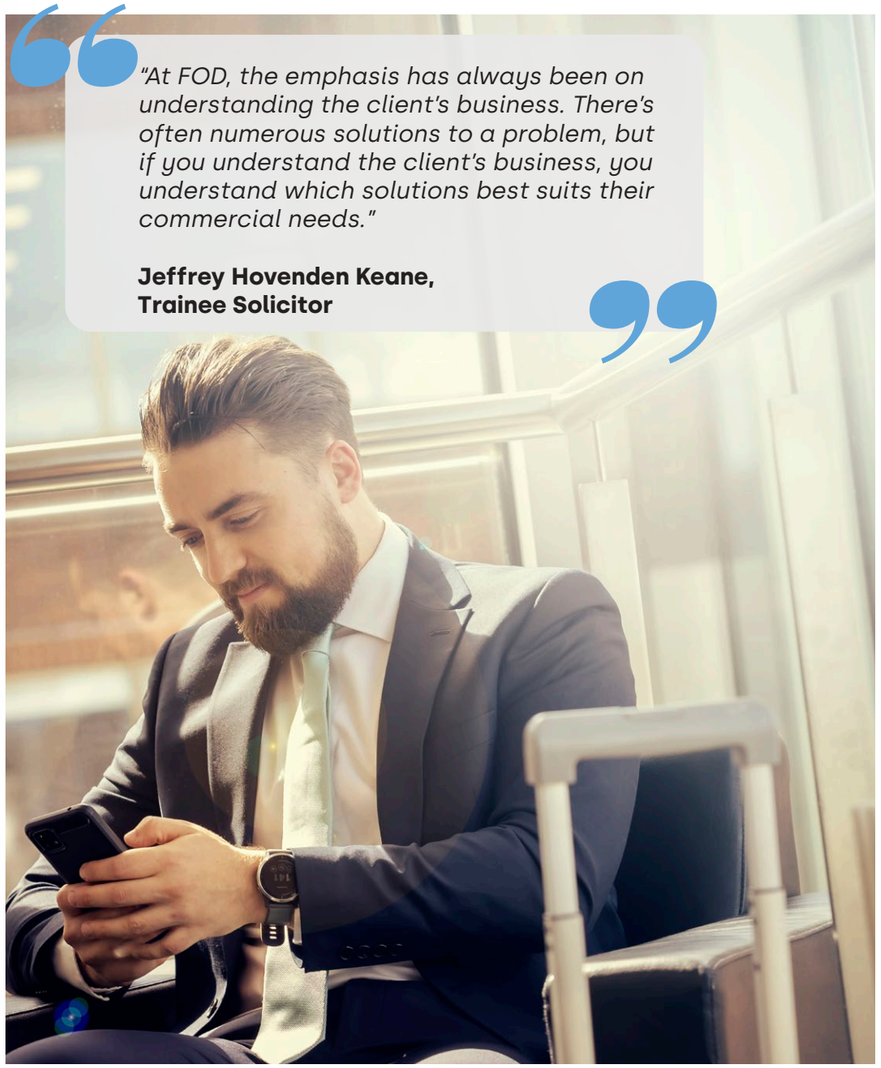
"I was initially drawn towards FOD's progressive and people-focused approach; valuing each individual team member and what they have to offer the Firm.

From day one, FOD made me feel valued as an individual, through their heavy focus on individual attributes, attitude and personality. This is something I really believe sets Flynn O'Driscoll apart from it's competitors; they value people being themselves."

Cliodhna McHugh, Trainee Solicitor

"At FOD, the emphasis has always been on understanding the client's business. There's often numerous solutions to a problem, but if you understand the client's business, you understand which solutions best suits their commercial needs."

Jeffrey Hovenden Keane, Trainee Solicitor



Applications to Flynn O'Driscoll

Who can apply?

We welcome applications from law students from **3rd year onwards**. We assess all applications on more than just academic achievements as we want to get to know the person to find out what sets you apart from other candidates.



What we look for

- Commercial awareness
- Teamwork skills
- Ambition
- Strong writing and research skills
- Great listening skills
- "Can do attitude".

How to apply

We are accepting Trainee Solicitor applications. Applicants should send their details to ***careers@fod.ie***

Attach a cover letter and CV

Your cover letter should include your background (academics, work experience, hobbies and interests), why you have chosen a career in law and outline why you would like to train at Flynn O'Driscoll.

Internship Programme

We are currently accepting applications for our Internship Programme. The purpose of the Programme is to provide university students interested in pursuing a career in law with practical legal experience. Applicants should send their details to ***careers@fod.ie***



info@fod.ie www.**fod**.ie +353 1 642 4220

Dublin: No.1 Grant's Row, Lower Mount Street, Dublin 2, D02HX96, Ireland | **DX 132**

Galway: Unit 2B, Galway Technology Centre, Mervue Business Park, Galway, H91 AHR1, Ireland | **DX 214001**

Shannon: Suite 4232, Building 4000, Westpark Business Centre, Shannon, Co. Clare. V14 YX01, Ireland