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# TRAINEE LAW COSTS DRAFTSPERSON CANDIDATE BRIEFING DOCUMENT

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# JOB DESCRIPTION

## Overview

### **Job Title:**

Trainee Law Costs Draftsperson

We are offering a professional legal job, with full training, which has an interesting and diverse caseload. We invest in great people, great training and great systems. We offer excellent uncapped earning potential after your year of training. Having a degree is not essential as a full training programme will be provided. You will go through the training programme completing all of the sessions on our training platform and then you are tasked with completing mock files before moving on to live files. All live files will go through a checking process until you are, something that we call, signed off.

The job involves preparing accurate legal documents, drafting statements, meeting deadlines, predicting future work, researching and providing advice. This is a virtual or office-based job without face to face meetings or the need to attend court. It would suit someone keen to undertake legal work and provide written advice without being client facing. Progression opportunities will be available for the right candidate at this award-winning and expanding firm.

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## Key Responsibilities

- Preparing legal forms and detailed bills of solicitors legal costs
- Manage a caseload of work
- Prepare documents
- Analysing files and preparing advice on compliance with Legal Aid Agency regulations and guidance
- Update case management software
- Swiftly deal with client queries
- Maintain and promote relationships with clients
- Ability to prioritise urgent work and meet deadlines



# PERSON SPECIFICATION

We are looking for someone who has a passion for learning and a keen eye for detail. You will be a proactive problem solver who thrives in high pressure situations. You will have a flair for efficiency and be open to new ideas and techniques to help you upskill. You will need to be proficient with computers and have good keyboard skills. You must be able to work both independently and as part of a team, which also requires you to have excellent communication skills both written and verbal. We want you to flourish in the role and will support you with any further training or support you may need.

## Skills and Experience

(to be assessed through application and interview)

### Essential:

- GCSE grades C (or equivalent) and above in English and Maths
- Excellent IT skills
- Motivated team player who can work use their own initiative when required
- Ability to regularly check your own work and provide a high standard of accuracy and precision
- Great organisation skills
- Good Keyboard and communication skills







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# OUR HISTORY

## **Bidwell Henderson Costs Consultants Ltd**

Bidwell Henderson was established in 2014 by Rebecca Bidwell, Ann Henderson, and Mark Bidwell.

In 2018 David Smith, Training Manager, joined Bidwell Henderson intending to curate the Legal Aid Costs Drafting Training Programme. Since then it has only developed and grown creating new opportunities in legal aid costs drafting.

In August 2021 we joined the Frenkel Topping Group, which has enabled Bidwell Henderson to expand its efforts in the legal costs industry.

In a short space of time, the company has grown exponentially, with over 60 team members, 3 offices, and over 180 clients.

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**2014**

Bidwell Henderson Costs Consultants Ltd was established.

**2020**

At the Modern Law Awards we were Highly Commended for our Outstanding Commitment to Training.

**2021**

Bidwell Henderson were acquired by the Frenkel Topping Group.

**2022**

In September, we hosted our first Trainee Graduation Day and Samantha Wright was promoted to Training Coordinator.

**2023**

Another cohort of trainees were recruited for the Trainee Law Costs Draftsperson Training Programme.

**2018**

David Smith, Training Manager, joins the team and starts to develop our training programme.

**2021**

We recruited our first two cohorts of trainees for our Trainee Law Costs Draftsperson programme

**2022**

In April our training programme won the 'Best Employee Development Programme (In-House)' at the UK Company Culture Awards.

**2022**

Throughout 2022 we were able to recruit a further three cohorts of trainees.

**2023**

Our training programme was shortlisted in the Modern Law Awards 2023.

# OUR VALUES

V

VISION

To always be the market leading legal aid costs company providing our clients with the highest level of service, enabling them to get paid quickly first time.

I

INTEGRITY

Always doing what's right for our clients and colleagues.

P

PERSEVERANCE

Taking responsibility, adapting and persevering when faced with challenges.

R

RESILIENCE

We are resilient and turn every challenge in to a learning opportunity.

R

RESOURCEFUL

We do our research, use our resources and we are committed to ongoing professional development.



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# MEET THE TRAINING TEAM



**David Smith | Training Manager**



**Ann Henderson | Director & Head of Legal Aid**



**Samantha Wright | Training Coordinator**



**Heather Shipley | Senior Costs Draftsman & Efficiency Trainer**



**Beth Brayshaw | Court of Protection Trainer**



**Liam Fernihough | Housing & Judicial Review Trainer**

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# OUR LEGAL AID COSTS DRAFTING TRAINING PROGRAMME

## What's included?



Regular one to ones



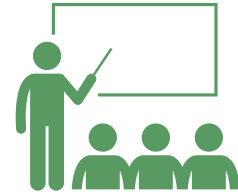
Weekly Video Calls



Online Learning Modules & Quizzes



Practice on Mock Files



Advanced Tutorials by Senior Team Members

## Key Information

Our bespoke Bidwell Henderson Trainee Law Costs Draftsperson Programme has been a work in progress since 2018 by 5 senior members of our team which includes our Managing Director, Rebecca Bidwell, and Training Manager, David Smith.

The programme has been designed to take trainees through a comprehensive course and provide them with all the tools and skills they need to become a proficient Legal Aid Law Costs Draftsperson with a year. Our focus is on quality of work allowing them to be the best they can be.

The training has been created to include various elements which support all types of learning styles. This includes written text, videos, audio, PowerPoint presentations, quizzes and mock files. They are supplemented by group tutorials and twice weekly one to ones over Microsoft Teams. Beyond this we have set up fun days and both group and individual fun challenges to help solidify knowledge but be enjoyable at the same time.

We have successfully recruited 20 trainees throughout 2021 to 2023, with plans to recruit a further 18 trainees in 2024. This has been made possible by continual investments in additional modules and the reporting functions which are incorporated into the modules online.

# TRAINEE PROGRESS TIMELINE



## DURING YOUR TRAINING YOU WILL RECEIVE:

- 1-2-1 Support
- Group Training Sessions
- Fun Days
- Questions & Queries Support
- Efficiency Training



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# THE BIDWELL HENDERSON WAY

## Our Team

We are exceptionally lucky to have an incredible team, they are the key to our success as a business.

Our team work hard, they are resilient, professional, kind, proactive, approachable, have a can-do attitude, communicate well, problem solve, and they take on additional projects and responsibilities to help the business and their colleagues. They have a team spirit, and they are incredibly supportive of each other.

## What We Do?

We want our team members to progress in their career at BH. We provide thorough training, and we upskill our team to ensure that everyone has an opportunity to excel in their job.


We manage by encouragement and celebrate the wins. If we face a problem, we share it and our team offer solutions we then implement to avoid it happening again.

We are a growing company who are committed to promoting from within when we can identify individuals who impress.

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# OUR SERVICES

- Legal Aid Costs Drafting - We have a dedicated team of Costs Lawyers and Law Costs Draftspeople who specialise in all areas of Legal Aid costs. This includes preparing Fixed Fee E-bills, Hourly Rate E-bills, Bill of Costs or High Costs Case Plans. The majority of our work is Family, Care, Court of Protection, Judicial Review and Housing.
- Inter Partes Costs Drafting - We have a dedicated team of Costs Lawyers and Costs Draftspeople who specialise in the preparation and recovery of Inter Partes costs. We specialise in all inter partes matters including clinical negligence, complex RTA and employers' liability matters, immigration, judicial review, commercial disputes, professional negligence and insolvency cases. Our team are able to assist at all stages of the matter including costs budgeting & costs management during the lifetime of the claim and preparation of bills of costs for detailed assessment at the conclusion. Our team are regularly instructed on behalf of both paying and receiving parties and are able to offer a cradle to grave service including preparation of all costs pleadings, negotiations and attendances at detailed assessment hearings.
- High Costs Case Drafting - We have a dedicated High Costs Team who deal with all Family and Civil matters. They can prepare the bills using either CCFS case plans or Hourly Rates. They will also help with the registration of the Cases. Gemma Vallance manages the High Costs Management Service where we progress the cases through to payment from the LAA.
- Processing - We cover all processing services after a costs draftsman has prepared the bill of costs for court/LAA E-bill. We process cases through the court and CCMS to payment. Our team liaise with fee earners and costs draftspeople to secure the best results for our solicitor clients as quickly and cost effectively as possible.



**“[Bidwell Henderson] has been a great help to Birnbergs, your Costs Lawyers are thorough, professional and extremely knowledgeable” – Olivia Goddard, Birnberg Peirce**





# OUR VISION

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Our vision is to provide an unrivalled full legal costs service from law costs drafting through to cashiering so lawyers could do the job they love. With our high accuracy rate, long list of additional services and year on year growth, we have achieved our goal, but it doesn't stop there.

In August 2021 Bidwell Henderson joined the Frenkel Topping Group <https://www.frenkeltopping.co.uk/>. They are a great fit with the Bidwell Henderson team, sharing the same culture and offering the same levels of client service, and the enhanced level of resources available to the company via the Frenkel Topping network.

Since establishing the business, the objective was to always put our clients at the heart of everything we do, to add real value to support our clients' growth aspirations and to deliver the very highest level of service. The Directors recognised that Frenkel Topping had the same approach, offered many complementary services, with a number of synergies between our respective businesses.







# OUR MISSION

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Together with the Frenkel Topping Group, Bidwell Henderson is growing more quickly whilst maintaining high-quality standards. Bidwell Henderson also continue to lead the way with ongoing investment in training and technology to create new generations of expert Law Costs Draftspeople. This allows us to bring more capacity for additional work and services to our clients and reduce our turnaround times.

We are continually looking to recruit team members who share our ethos and commitment to providing the best service to our clients. If this sounds like you, we want to hear from you.

# OUR BENEFITS

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## CAREER DEVELOPMENT

We are passionate about growth and aim to provide every employee with a clear development plan, with regular reviews and enable them to reach their career goals.



## ANNUAL LEAVE

23 days annual leave per year, with a maximum of 28 days with length of service, plus bank holidays.



## WECARE

Access to an employee assistance programme which includes access to a 24/7 GP, get fit programmes, mental health support and financial, and legal support.



## WELLBEING

We have two Mental Health First Aiders and they hold monthly coffee and chat breaks bridging the gap between home and office.



## LIFEWORKS

Access to Life Perks for cash back savings.



## FLEXIBLE WORKING

Flexible remote working.

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## Awards

Our award winning training programme has grown from strength to strength and has been recognised as something special from an early stage, since starting in 2018.

All the awards below have been won for our outstanding training programme:



Modern Law Awards 2020 - Highly Commended  
**OUTSTANDING COMMITMENT TO TRAINING**



UK Company Culture Awards 2022 - Winner  
**BEST EMPLOYEE DEVELOPMENT PROGRAMME  
(IN-HOUSE)**



Modern Law Awards 2023 - Shortlisted  
**SUPPORTING THE INDUSTRY (26+ EMPLOYEES)**



# BIDWELL HENDERSON COSTS CONSULTANTS LTD.

If you would like an informal chat, or if you would like this information in another format, please let us know by emailing Chelsea Allcock (Business Development Assistant) at: [recruitment@bidwellhenderson.co.uk](mailto:recruitment@bidwellhenderson.co.uk) or call 0333 344 1654.

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**Thank You**

