Internship Opportunity: Medico-Legal Administrator [Ref: MLA18-1KU]

Overview: TMLEP are offering a 3-month part time internship to Kent law students with an interest in pursuing a career in the specialist area of healthcare litigation. The paralegal style role available will involve working closely with both solicitors (TMLEP’s clients) and clinicians (TMLEP’s members) to provide administrative support to ensure the effective provision of TMLEP’s services.

Start Date: Applications are now open for the internship opportunity commencing January/February 2018 with the opportunity for those in their final year, for full-time employment following graduation.

Location: TMLEP, Canterbury Innovation Centre, Canterbury, Kent, CT2 7FG

Salary: £7.95 per hour.

Applicant skills competencies and experience:

- 1st, 2nd, 3rd year law student;
- Excellent writing and communication skills;
- Ability to manage multiple tasks in a confident, efficient and timely manner;
- Analytical skills and an attention to detail;
- The ability to work effectively both independently and as part of a team;

All applicants must be eligible to work in the UK. Any applicants hoping for future full-time employment must be eligible to work in the UK without requiring a visa or sponsorship.

Company Information:

TMLEP is a sector leading medico-legal clinical practice that specialises in providing independent clinical evidence of the highest clinical standard in relation to healthcare litigation matters. TMLEP works closely with leading Claimant and Defendant law firms across the UK in addition to NHS Trusts and other healthcare providers to ethically evaluate potential clinical negligence cases at the earliest possible opportunity, providing supportive evidence through to court if necessary.

Please visit www.tmlep.com for further information.

How to Apply:

Please send a copy of your CV and a covering letter clearly explaining why you feel you would be suitable for this position to careers@tmlep.com stating [REF: MLA17-1KU] Application’ in the subject bar. Applicants must be available to be interviewed in December 2017/January 2018.

Please note that applications close 15th December 2017 however early application is advised.