**Job Ref OH ATW: Male Personal Assistant (GOR) required to support disabled man at work (16hrs per week, £9.98 per hour) EH13 Area**

**Interview date to be confirmed.**

**About me**

I am an experienced PA employer and have been employing my own staff for twelve years. During this time, my PAs have supported me through all stages of my life including university, in employment and moving into my own house providing me daily living support. Quite simply my PAs are my enablers as they allow me the freedom, choice and control to live life on my terms.

I have cerebral palsy, which affects the use of my limbs. I can walk short distances with the aid of my stick and assistance from a PA. However, I generally use a power chair when out and about for mobility purposes.

**The post**

Your role will be to assist me in my employment during the day with a variety of tasks.

In the short term I am currently working from home due to Covid19 and therefore the successful applicant will support me from my home too.

**Essential criteria**

Must be computer literate and be competent in using Microsoft applications, and have good written and oral command of English.

A UK driver’s license is essential as you will be required to drive me to and from locations once I return to working from the office.

Prior experience of supporting someone with a disability would be advantageous but not essential.

**Personal qualities**

I am looking for someone who can be professional, both in my work environment and home, is reliable and enthusiastic. Somebody like-minded with a sense of humour would be desirable.

**Hours and rate of pay**

The post is for **16 hrs** per week, predominantly **Tuesday Wednesday 10.30am – 16.00 and Thursday 10.30-15.30** however, flexibility required.

Occasionally you may be asked to work additional hours. More hours may become available for home support.

The rate of pay is £9.98 per hour

**The post will be offered based on the completion of paid trial shift(s), this will be confirmed at interview.**

To download an application pack please visit the LCIL website <http://www.lothiancil.org.uk/pavacancies>, or call our recruitment line on 0131 475 2558

Alternatively, please send a CV to pajobs@lothiancil.org.uk quoting job reference **OH ATW**

Please note Lothian Centre for Inclusive Living (LCIL) provides support to individual disabled employers. LCIL is not the employer and only provides the recruitment and administrative support to the individual employer.