Date as Postmarked

Dear Applicant

# Re: Job Ref KM ED

Please find below job description for the post with the above job reference.

Lothian Centre for Inclusive Living is only passing this information on to you on behalf of an individual employer. If you are short-listed you will be contacted by our client.

If you do not hear from them within four weeks from you submitting your application, you can presume that you have been unsuccessful. Unfortunately we are unable to write to those who have not been short-listed for interview.

Thank you for applying for the job and good luck with your application!

Yours faithfully

# **Admin Support**

Independent Living Team

### Job Description

Job Reference KM ED

A Personal Assistant is employed to help me live my life the way I choose. Getting the right support allows me to live independently and enjoy the things I love. A Personal Assistant enables this by listening to what I want and following my instructions.

You must have **good communication and listening skills**, and be able to support me in a way that respects my independence, preferences, and pace. After a period of familiarisation, you'll be expected to assist me confidently and often without close supervision so being comfortable using your initiative is important.

You **must have a valid driving licence** and be able to drive an automatic car.  
You **must be female**, due to the personal nature of the role.  
It is **essential** that you are a member of the **PVG Scheme**.

#### Personal Tasks

Assistance with taking medication and reminders

Light support when attending appointments or hospital visits

#### Domestic Tasks

Grocery shopping and general errands

Preparing and cooking light, healthy meals

Basic cleaning and tidying

Laundry, washing up, and organising

#### Social Tasks

Accompanying me to:

**The** **gym, swimming, and badminton**

**Beaches, countryside walks, and nature trips**

**Museums, art galleries, theatre, cinema, and live music venues**

**Shopping trips** (both practical and for leisure)

**Festivals and occasional camping trips**

Assistance with planning activities and occasional trip prep

Help with emails, appointment scheduling, and phone calls

#### Other Tasks

Driving (essential – automatic car)

Light admin and household organisation

Any other reasonable tasks to support day-to-day independence and wellbeing

### Person Specification

#### Education and Qualifications

Educated to secondary level (minimum)

Relevant professional qualification or higher education training (desirable)

#### Skills and Abilities

Ability to communicate clearly and respectfully

Able to work independently, with minimal supervision

Strong organisational and time management skills

Good interpersonal skills and ability to build rapport

Problem-solving and creative thinking skills

Advocacy and negotiation skills (desirable)

Basic computer and smartphone skills (emails, calendars, etc.)

#### Experience and Knowledge *(paid or voluntary)*

Understanding of person-centred approaches to support

Previous experience in a support, caring, or PA role (desirable)

Direct personal experience of disability (desirable but not required)

#### Personal Attributes

Reliable, trustworthy, and punctual

Flexible and responsible

Non-judgemental, respectful of individual choice

Able to recognise personal/work boundaries

Sensitive and approachable

A good sense of humour

Enjoys variety and challenge

Persistent and proactive

Works well independently and as part of a team

#### Other Requirements

Female applicant required (due to the personal nature of the role)

Able to **drive an automatic car** (essential)

Member of PVG (essential)

Willingness to occasionally work evenings or weekends, if needed

General good health and fitness to support active lifestyle tasks

### About the Role

I am looking for a **Personal Assistant** who is **friendly, approachable**, and has a **good sense of humour**. You must be **reliable, trustworthy, and punctual**. It's important that you are **aware of and sensitive to my needs**, and able to provide support in a way that respects my choices and preferences.

Since this is a **one-to-one working relationship**, open and honest communication is essential. We’ll work best together if we build mutual trust and understanding

The post is for **2 five hour Days a Week (10 hours total)**

**The rate of pay is £13 per hour.**

**To apply** please send a brief message about yourself, your availability, and why you’re interested in the role. Quote reference KM ED and email to pajobs@lothiancil.org.uk