Date as Postmarked

Dear Applicant

# Re: Job Ref SW CG

Please find enclosed job description and application form 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 the closing date, 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 Ref: SW CG Disabled professional woman requires Personal Assistant, 2 hours per week, £15 per hour, Meadowbank/ Lochend area**

**Job Description**

**Job Title: Personal Assistant**

**Wages: £15 per hour**

**Hours: 2 hours, anytime Friday, or Saturday morning**

**Location: Edinburgh**

**Contract: Zero hours, with holiday pay**

Hello! I’m a wheelchair user, with a background in academia, third sector, government and the arts. These days I work full-time from home, running a social enterprise. I’m looking for someone to provide me with reliable, regular support for 2 hours every Friday, or Saturday morning, mostly with things around the house and some minor personal care. Exactly what time can be flexible, by agreement. There may sometimes be scope for additional hours if needed and it suits you.

Attitude is important. I need practical support to get on with my life. I don’t need ‘looking after’ and protecting! Attention to detail matters, e.g. I have limited reach, so I need PAs to remember to leave things where I can reach them. Good communication is important too, e.g. if you’re unavoidably going to be late. I sometimes work with senior people in government and elsewhere, so confidentiality is a must. Previous experience of providing support to a disabled person would be helpful, but it isn’t essential if you’re willing to learn. And it’s obviously important (for both of us!) that we get on well.

I have some respiratory and other issues which mean I’m still at clinical risk from Covid, so I need my PAs to be careful about ensuring my safety, e.g. by wearing a mask in the house (I can supply). Happy to talk through any queries or concerns.

**No closing date for application but posts to be filled as soon as possible.**

Thanks so much for your interest!

**Key tasks**

1. Carry out routine basic housework at my direction, including washing up, cleaning, laundry, put clothes away, water plants, fill kettle, put shopping away, etc.
2. Assist with minor personal care, as required, e.g. help with compression socks, or to put a coat on [if it’s ever safe enough to leave the house again!].
3. Occasional shopping, collect prescriptions, post letters, etc.
4. Occasionally assist with food preparation, as required.
5. Possibly accompany me in a taxi e.g. to medical appointments.
6. Undertake other tasks that need doing around the house – and garden if you’re up for it! - as may reasonably be required.
7. Take all possible Covid-safety measures.
8. Support efficient, effective administration related to this role, e.g. promptly check and sign timesheets, provide me with prompt information if you change address.

**Person specification**

**Essential things you need:**

1. Good organisational skills
2. Good listening skills
3. Reliability and punctuality
4. Flexible approach
5. Attention to detail, thoroughness
6. Happy to be directed but also able to use initiative appropriately when needed.

**Desirable things you might have:**

1. Previous experience of supporting a disabled person, or of living or working with a disabled person.
2. Interest/s in any of the following: social policy, sociology, economics, politics, equality, the arts, languages, leadership and management, clinical science, environment, health and social care, aerosol physics/ clean air technology.

**Application Form for Job Reference SW CG**

Please complete the following application form as accurately and in as much detail as possible. Shortlisting for interview will be based on the information you supply on the application form read in conjunction with the job description.

Please do not send in the job description or covering letter when returning the application form. If you require more room please use a separate piece of paper with the job reference and your name on it. If completing electronically press tab whilst the final cell in a table is selected to insert a new row.

## Personal Details

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Telephone Number |  |
| Mobile Number |  |
| Email Address |  |
| Postal Address, first line. |  |
| Postal Address, second line |  |
| Postal Address, third line |  |
| Postal Address, Town. |  |
| Post Code |  |

## Declaration

I agree that the information I have supplied in this application form is true and accurate to the best of my knowledge. I understand that any deliberate falsification on my part will be viewed as gross misconduct and may lead to my dismissal without notice.

Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

(Please leave the signature and date blank if you are sending in the form electronically. If you are invited to interview, you will be asked to sign a printed out copy then.)

## History of Education and Training

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Educational Establishment | From | To | Qualifications Gained |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Work History (including voluntary work)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Employer | Position held | From | To | Main Duties and reason for leaving  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Additional Information

|  |
| --- |
| After reading the Job Description carefully, consider what skills and experience you have that are suited to this post. They need not have been gained in paid employment and may include special interests relevant to the post.  |
|  |

## Work Availability

Please indicate in the table below what times you would be available for work within the period of the day, i.e. if you are available from 7am to 11am Tuesday morning, then put 7-11am in the box. If you are available for any time write *yes* and please write *no* if you are not available.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Morning | Afternoon | Evening |
| Friday |  |  |  |
| Saturday |  |  |  |

## Supporting information

You do not need to fill out the following questions if they are not applicable to the post. e.g. if the job description does not ask for PVG membership, then you may put N/A in the space provided.

|  |  |
| --- | --- |
| Are you a member of the PVG Scheme?  |  |
| PVG Membership Number |  |
| Do you have a full driving licence that is valid in the UK? |  |
| Do you have the use of a vehicle? |  |
| If applicable, would you be prepared to use the vehicle for work? |  |
| When could you start work? |  |
| Where did you see this post advertised? |  |

## References

Please write the names and contact details for two independent people who would be willing to provide a reference for you. One of them should be your most recent employer. Note that a telephone number is not sufficient.

|  |  |  |
| --- | --- | --- |
|  | Reference 1 | Reference 2 |
| Name |  |  |
| Position |  |  |
| Relationship to you |  |  |
| Title of referee  |  |  |
| Company |  |  |
| Postal Address, line 1 |  |  |
| Postal address, line 2 |  |  |
| Postal address, town |  |  |
| Post code |  |  |
| Email address |  |  |
| Telephone number |  |  |
|  |  |  |

Application forms may be returned by email to: pajobs@lothiancil.org.uk or can be posted to: PA Recruitment, Lothian Centre for Inclusive Living, Norton Park Centre, 57 Albion Road. Edinburgh, EH7 5QY

Please ensure that you have paid adequate postage to send any application forms by mail as LCIL does not accept postage otherwise.