Date as Postmarked

Dear Applicant

# Re: Job Ref CGOH

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 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

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| **Job Description**  Please refer to the below job description as you complete the application form that follows. | |
| Job Title | Personal Assistant (PA) to Disabled Gentleman |
| Job Reference | CGOH |
| Pay Rate | £15 per hour |
| Working Pattern | Thursday 22:30-08:00 and Sunday 08:00-18:00 (negotiable) |
| Location | Gorgie, Edinburgh |
| Closing date | 1 October 2025 |
| **Summary**  As a Personal Assistant (PA), your role is to enable a disabled gentleman and powerchair-user to be as independent as possible, supporting him with social, recreational and career activities, as well as personal care and domestic tasks. You will be working from Thursday 22:30 to Friday 08:00 and Sunday 08:00 to 18:00, with additional shifts available on a casual basis.  **Key Duties & Responsibilities**   * Assist with social, recreational and career activities, including driving adapted van. * Assist with cleaning, laundry and food shopping. * Assist with eating, drinking, preparing and cooking meals. * Assist with toileting, showering and dressing. * Assist with re-positioning in bed overnight. * Assist with holidays in the UK and abroad.   **Relevant Skills, Certifications & Personal Qualities**   * Enthusiastic, outgoing and proactive attitude. * Excellent communication and interpersonal skills. * Excellent time-management and organisational skills. * Driving licence valid in the UK (unless working evening or night shift). * Protecting Vulnerable Groups (PVG) scheme membership. * Previous experience supporting disabled people. * Knowledge of Social Model of Disability and disability rights.   **Additional Information**   * Opportunity open to both male and female applicants with valid driving licence. * Employment dependent upon successful completion of two paid trial shifts. * Staff room available for taking rest breaks or supporting your employer overnight. * Rota provided six or more weeks in advance. * Training provided.   **How to Apply**  To apply, email completed application form or CV to [pajobs@lothiancil.org.uk](mailto:pajobs@lothiancil.org.uk), quoting job reference CGOH in the subject line.  **About the Lothian Centre for Inclusive Living (LCIL)**  The Lothian Centre for Inclusive Living provides administrative support and payroll services to your employer. This allows him to remain anonymous in the early stages of recruitment to protect his privacy. Our client will contact you by email if you are shortlisted for interview.  Lothian Centre for Inclusive Living (LCIL)  Norton Park,  57 Albion Road,  Edinburgh  EH7 5QY  Tel: 0131 475 2350  Email: [admin@lothiancil.org.uk](mailto:admin@lothiancil.org.uk)  Website: <https://www.lothiancil.org.uk> | |
| **Contact Details**  Please provide your personal details below so that we may contact you if you are selected for interview. | |
| Title |  |
| Forename |  |
| Surname |  |
| Phone |  |
| Email |  |
| Address |  |
| Postcode |  |

Application form continues on following page.

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| **Education & Training History**  Please state the name of the institution, qualification and dates attended. | | | | | | |
|  | | | | | | |
| **Employment & Voluntary History**  Please state name of the employer, job title, dates employed and main duties. | | | | | | |
|  | | | | | | |
| **Skills, Experience & Personal Qualities**  Describe your skills and experience, and how these are suited to this post (they do not need to have been gained in paid employment and may include interests relevant to this post). | | | | | | |
|  | | | | | | |
| **Work Availability**  Please indicate below the days and times you are available to work. | | | | | | |
|  | **Morning** | | **Afternoon** | | **Evening** | **Night** |
| Mon |  | |  | |  |  |
| Tue |  | |  | |  |  |
| Wed |  | |  | |  |  |
| Thu |  | |  | |  |  |
| Fri |  | |  | |  |  |
| Sat |  | |  | |  |  |
| Sun |  | |  | |  |  |
| **PVG Scheme & Additional Information**  The Scottish Government setup the Protecting Vulnerable Groups (PVG) scheme to improve disclosure arrangements for people who work with vulnerable groups. For more information, please visit [mygov.scot/pvg-scheme](https://www.mygov.scot/pvg-scheme/). If you are not a member of the PVG Scheme you can request application forms and guidance notes by email to [info@disclosurescotland.co.uk](mailto:info@disclosurescotland.co.uk). | | | | | | |
| Are you a member of the PVG scheme? | | | |  | | |
| What is your PVG Membership number? | | | |  | | |
| Do you hold a UK driving licence? | | | |  | | |
| When can you start? | | | |  | | |
| Where did you hear about this opportunity? | | | |  | | |
| **Declaration**  I declare that, to the best of my knowledge, the information I have given in this application form is accurate. I understand that deliberate falsification on my part will be viewed as gross misconduct and may lead to my dismissal without notice. | | | | | | |
| Signature | |  | | | | |
| Date | |  | | | | |

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| **References**  Please state the contact details of two referees to be contacted to provide references in support of your application e.g. former employers, college/university tutors or other professionals. | | |
|  | **Referee 1** | **Referee 2** |
| Title |  |  |
| Forename |  |  |
| Surname |  |  |
| Job Title |  |  |
| Organisation |  |  |
| Address |  |  |
| Postcode |  |  |
| Phone |  |  |
| Email |  |  |

Application form ends here.