Job Description

Job Title: Female Personal Assistant (PA)

Contract: A job share, salaried position, working with the following shift pattern:

Actively working ‘on duty’ for 3.5 consecutive days and overnights, followed by 3.5 days and overnights as ‘available’ acting as first reserve for emergencies and planned long distance travel, followed by three weeks completely off per four weeks.

During your on duty shifts you will be based at the employer’s home in Newcastle upon Tyne as well as travelling with her. You will be able to sleep when on duty during the night but may be called upon if required. Your available and time off you will be based at your own home or place of your choosing.

Applicants must live within three hours travel of Gosforth Newcastle upon Tyne.

Salary

The gross salary is £10, 262 per year paid monthly to cover your active and available time.

If you are asked to work during your available time it will be paid overtime at a gross rate of £201.25 per twenty-four hour period, pro rata.

Holiday Entitlement

You will continue to have your 5.6 weeks holiday entitlement pro rata. Holiday will be required to be taken during the 26 weeks when you are not on the rota as working or available.

Hours of work

Actively working ‘on duty’ for 3.5 consecutive days and overnights, followed by 3.5 days and overnights as ‘available’ acting as first reserve for emergencies and planned long distance travel, followed by three weeks completely off per four weeks.

Once appointed your on duty days will be scheduled for set days that are the same every fortnight. It is not possible to request certain days for this position.

Your on duty time will be agreed in advance on a rota with a usual start and finish time of 10am or 10pm. These starts may vary two hours either side of the usual start time to allow for employers travel time within your salary.

Your will then work 3.5 days ‘available’ (2 days prior and 1.5 days after your on duty time) you are not at work but are available to work on the rare occasion another member of the team is sick at short notice or the employer is required to travel for work or social reasons which will be arranged in advance.

During the ‘available’ time you will be based at your own home or anywhere you please within four hours of Newcastle upon Tyne. You must be within the drink drive limit but otherwise are free to undertake any activities you wish as long as you are available to work if required.

If public transport is not available at the start or finish time, I will cover the costs of a taxi within Tyne and Wear. Anyone requiring to travel for mainline trains will be permitted to leave before their train.

You must live within a maximum of three hours within Gosforth, Newcastle upon Tyne.

**Job Description**

I am a professional female in my early thirties who works for a large UK campaigning charity in a demanding yet rewarding role which includes a lot of travelling across the UK and occasionally Europe.

As I have neurological condition, I need assistance with some physical aspects of daily living.

My condition causes muscle spasms, spasticity, contractures, pain and fatigue. I am unable to walk and a powerchair user. The affects of my condition can vary throughout the week, day and even hour.

I require support during your shifts to with personal care tasks, mobility and transfers during the day, overnight, in my workplace and access social activities assistance.

You will join a small yet happy team many of whom have worked with me for a number of years and look forward to welcoming a new team member. However you will mainly work on a one to one basis with me. The rota system of active working, available and guaranteed free time recognises the demanding and skilled role you play as my Personal Assistant.

As my Personal Assistant your job will be to provide the physical assistance, I need to enable me to live my life as I wish.

**Independence and Discreet Assistance**

Discreet Assistance is an independent living technique whereby PAs remain in the background of a disabled person’s life and only interact when their assistance is required.

A large amount of your time will be spent waiting for me to request your assistance. During that time, you will need to be able to fade into the background and occupy yourself. The job is best suited to those that are comfortable with spending time alone as well as being confident enough to interact with myself and others when required.

I am happy for you to pursue any quiet activity whilst you are waiting for me to request your assistance, with current staff using the time to study, read, write and work on art or voluntary projects.

I request discreet assistance as your role is to assist me with what non-disabled people would do alone and when PAs fade into the background this allows me space and to pursue my professional and personal relationships as an individual.

Discreet assistance also allows me to conserve my energy by only interacting when I am able to, which is when I will request your active assistance.

In my home you will have a room with a desk, draw (in bedroom, kitchen and fridge-freezer), bed and internet access, where you can spend your time as you wish (including sleeping when on an overnight shift) , while waiting for me to request your assistance, after you have completed any routine or set tasks. When we travel you will have your own hotel room.

It is **most** important to give discreet assistance at my workplace and when I am socialising with friends or a partner. This includes sitting in another room at work or another table at the same café until your assistance is requested.

Discreet Assistance is as much a part of the role, as assisting with personal care.

Practicing Discreet Assistance can be challenging and I will ensure time is set aside to discuss this but you must arrive ready for this style of work.

It is important to remember that providing Discreet Assistance allows me to live the most autonomous life possible, and I truly value that my PAs enable me to live my life as I wish.

**At all times you must be able to quickly respond when I request assistance.**

**Overnight Shifts**

You will be required to assist me during social or work activities on an evening, to enable my independence I will usually ask that this is provided via discreet assistance, this may include at busy gigs, clubs, restaurants, activist meetings and classes or support me to entertain friends or a partner at my home.

You will be able to sleep during overnight shifts, but need to be available until I go to bed and at times throughout the night to assist me with getting into and out of bed, taking medication etc.

**Supervision and Training**

As my Personal Assistant you will be employed by and accountable to me in all aspects of your work.

You should always ask what my needs are and listen to my directions and requests.

There is no specific qualification needed for this job. I will provide all training as I am the person best qualified to know what my needs are and how they are best met. I actively encourage people without healthcare experience to apply for my roles.

**Main Duties**

As my needs vary it is important that as my Personal Assistant you are flexible about what the role involves and agree to undertake other reasonable personal assistance, which I require.

With time you will become accustom to my routine and the assistance I require and you will be able to work more intuitively with less direction but you must always be willing to adapt quickly to when I request a change in how you assist me or a change to my routine.

You are employed as a Personal Assistant. The following lists give you an idea as to the assistance to be provided but they are not exhaustive or is every task continually required.

**Personal Assistance:**

* Assistance with transfers

• Assistance with taking medication and physiotherapy

• Assist me with washing, dressing and grooming

• Assistance with charging my wheelchair

• Helping me manage my posture and spasms

**Overnight Tasks:**

* Most tasks are outlined above such as assisting with washing, dressing and transferring into bed
* At certain times throughout the night assisting with medication, transferring and managing spasms
* You will be able to sleep during the overnight shift

**Domestic Tasks:**

* Preparing vegan meals and drinks
* Domestic duties including, washing, ironing and general housework
* Assistance with shopping
* Assistance with admin

**Workplace Related Tasks:**

* Notetaking including on flipchart at the front of events
* Dress and act appropriately for an office environment
* Understand that you are representing me, as your employer, when with my colleagues and public
* Understand you are supporting me to undertake my role rather than input on my work, so to not comment on my work or that of my colleagues
* To not develop personal relationships with my colleagues
* Understand that you are also representing my workplace when in view of the public
* Be comfortable working long days in a fast moving environment with young people and frequently politicians but also be prepared for quiet days supporting me to work at home
* Support with my role which I am not physically able to undertake
* Frequent fully paid for travel across the UK and Europe – including an evening meal allowance when we travel

**Additional tasks:**

* Assist me to use all types of public transport
* Assist with socialising, exercising, meetings, hospital and doctor appointments
* Ensure you give discreet assistance at all times so as not to

effect my personal relationships

* Non-judgemental about all aspects of my lifestyle; whether it’s dull and boring, exotic and wild or anything in between
* Able to be physically active and ‘on your feet’ for long days

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Criteria** |  | |
|  | **Essential** | **Desirable** |
| **Education** | | |
| GCSE or equivalent in English and Maths or proven ability to note take and undertake admin involving maths | **X** |  |
| Post 16 Education – a levels, degree etc. |  | **X** |
| **Key Knowledge and Abilities** | | |
| Excellent verbal communication skills | **X** |  |
| Ability to maintain a positive, polite demeanour | **X** |  |
| Ability to maintain confidentiality and respect my and my friends and families privacy | **X** |  |
| Flexible and adaptable working attitude | **X** |  |
| Willing to work under my direction but also use your initiative | **X** |  |
| Ability to follow instructions and a routine | **X** |  |
| Be reliable, arrive for your shift on time and give reasonable notice if you are unable to work | **X** |  |
| Have good general health, you do not need to be physically strong but the role is very physically demanding at times – you need to be able to be manage frequent travel and long days ‘on your feet’ | **X** |  |
| Ability to take a step back and provide discreet assistance, spending a large amount of time in the background | **X** |  |
| Ability to assist with personal care without embarrassment | **X** |  |
| **Key Qualities and Experience** | | |
| Respect my role as your employer and a positive attitude about disability | **X** |  |
| Be patient, open-minded, empathetic and professional | **X** |  |
| Non-judgemental about all aspects of my lifestyle; whether it’s dull and boring, exotic and wild or anything in between |  |  |
| Experience of remaining calm under pressure | **X** |  |
| Experience and confidence in preparing main meals and carrying out household tasks | **X** |  |
| Comfortable working in venues with alternative music, LGBT, migrant and environmental activism | **X** |  |
| Experience of working in an environment that the pace changed from quiet to busy quickly |  | **X** |
| Experience of living with flatmates |  | **X** |
| Previous experience of working long, multiple or night shifts |  | **X** |
| Knowledge of/ or able to learn the basics of The Social Model of Disability |  | **X** |
| Clean driving licence and/or ability to ride a bike |  | **X** |
| Able to assist the employer with swimming |  | **X** |

**Application Form – Female Personal Assistant**

**1. Personal Details**

**Full name:**

**Address:**

**Postcode:**

**Telephone number (Work):**

**Telephone number (Home/Mobile):**

**Email:**

**Where did you see this vacancy advertised?**

|  |
| --- |
| **Do you hold a current full British driving licence?**  **Do you have your own transport?**  **Has your driving licence ever been endorsed?**  Driving is not essential for this role |

## 2. Employment History

|  |
| --- |
| Have you worked as a Personal Assistant before?  If yes, please tell me the employer’s name and address |

**Employment Details:**

**Present or Latest Job (Paid or Unpaid)**

|  |  |  |  |
| --- | --- | --- | --- |
| Post Title | Starting Date  (month and year) | Period of notice required | Reason for leaving  (if latest job) |
|  |  |  |  |
| Name and Address of Current/Latest Employer | | | |
|  | | | |
| Brief Description of duties and responsibilities (including to whom you are accountable) | | | |
|  | | | |

**Employment Details: Previous jobs (state most recent first)**

Please cover the last five years in full including any periods of unemployment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and address of employer | From (month and year) | To  (month and year) | Post Title | Duties and responsibilities | Reason for leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Please continue on a separate sheet if necessary

**3. Education and Qualifications (Most Recent First)**

|  |  |  |  |
| --- | --- | --- | --- |
| Date Obtained | School/College/ University/Trainer | Qualification | Grade |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| Number of Sick Days in Past 12 Months? |

**4. Experience and further information**

Using the Job Description and Person Specification, please answer the questions below to explain why you are suitable for this post.

|  |
| --- |
| **What qualities do you think you would need to be a Personal Assistant and what skills and experience do you have relevant to this post?** |

|  |
| --- |
| **Why do you want to work as a Personal Assistant?** |

|  |
| --- |
| **Have you ever informally assisted/helped a family member or friend with a disability?** Please give brief details. |

|  |
| --- |
| **What would you do, when assisting me, if someone asked you a question that should be directed at me?**  *e.g. “Would she like a drink?”*    **How would you feel having to deal with this kind of awkward situation?**  *I would request you to politely ignore people if they ask you a question that they should ask me.* |

**5. Availability to Work**

This role requires you to fit into an existing rota working 3.5 days actively, 3.5 days available to work with paid overtime per four weeks therefore you must be available for the entire week of you on duty and available time.

**Are there any regular shifts you would be unable to undertake?**

🞏 Yes 🞏 No

If yes, please write down shifts you are unavailable……………………………………………......

**Could you work extra hours at short notice?** 🞏 Yes 🞏 No

**When would you be able to start work?** DD/MM

**6. Task Suitability**

*As I employ a team of PA’s the following questions allow me to take into account which tasks you would be most suited to.*

I need assistance with intimate tasks such as washing, dressing and eating. Would you be embarrassed? 🞏 Yes 🞏 No

I need assistance with simple administration tasks such as taking notes etc. Do you have the level of literacy required for this? 🞏 Yes 🞏 No

Do you smoke?

🞏 Yes 🞏 No

Would you be prepared to work in an environment where smoking is not permitted? 🞏 Yes 🞏 No

|  |
| --- |
| Please tell me if there are any tasks that you couldn’t perform, either for religious, cultural or medical reasons or just because you wouldn’t want to. |

|  |
| --- |
| Please tell me if you if you would like me to know of any reasonable adjustments you require for interview. You do not need to disclose reasonable adjustments you would require in the role prior to interview but may include them if you wish. |

###### **7. Rehabilitation of Offenders Act 1974**

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975). Applicants are not entitled therefore to withhold information about convictions which, for other purposes, are 'spent' under the provisions of the Act unless they are subject to filtering. Any information given will be completely confidential.

Declaration: Have you had any criminal convictions that are not subject to filtering? Yes/No

If yes, please give full details. Use a separate sheet if necessary

**8. References**

Please provide the names and addresses of **two** people that I can ask for a reference about you. **One should be a current or most recent employer or teacher/lecturer, they should not be friends or family.**

|  |  |  |
| --- | --- | --- |
| Name | Occupation / Job Title | Address and Telephone Number  (including e-mail address) |
| 1. | Relationship: |  |
| 2. | Relationship: |  |

**Can these references be taken up before interview?** 🞏 Yes 🞏 No

**9. Additional Information**

All applications received from unsuccessful applicants will be retained for a period of six months, after such time they will be confidentially destroyed.

Please provide me with any dates within the next three months that you may not be available for Interview.

Date: Date:

Date: Date:

**10. Declaration**

I confirm that, to the best of my knowledge, the information on this form is accurate and that I have not omitted any facts, which may have any bearing on my application. If I am employed and it later becomes apparent that the information is not accurate, I will be dismissed.

**Signature** **Date**

**Please return this form to:**

FD/DP/Job Share

Direct Payments

Disability North

Castle Farm Road

Gosforth

Newcastle upon Tyne

NE3 1PH

Or email to [directpayments@disabilitynorth.org.uk](mailto:directpayments@disabilitynorth.org.uk)

The employer reserves the right to close the recruitment early should sufficient number of applications are received.