**Job Description**

**Job Title** Personal Assistant

**About me**

I lead a very busy and active life. I am 30 years old, have a visual impairment and live in Seaham with my Guide Dog. I have a primary school age son, which keeps me busy doing everything a Dad does.

I love to keep fit and do lots of sporting activities, including running, rock climbing and paddle boarding.

**What I need**

I need a PA who can be flexible across weekdays and some weekends so that I can be involved in everything with my son. I am very sporty and active, so ideally my PA would be able to guide me when running, rock climbing and my newest sport is paddle boarding. I also need some support to manage my home, including reading mail, some tidying, cleaning and shopping.

**What are the important things I need from my PA?**

* Good with children
* Good with dogs (I have a Guide Dog)
* Cheerful, friendly, and sociable
* Reliable, competent, and practical
* Able to learn and take my instruction on how to guide me
* To be a good communicator, read my post and anything else
* Have a good understanding of confidentiality
* To have a full clean driving licence
* To have a good level of physical fitness and be willing to guide me in fitness activities as appropriate