**Job Description**

**Job Title** Personal Assistant

**About me**

I am a student living in central York. I am passionate about equality, inclusion and disability issues and this is where I have plans to pursue my future career. I need support to do daily activities in the way that I choose.

As lockdown eases, I will be getting back to several activities and being part of several groups and I will need a PA to support me to do this.

**What I need**

You will be joining my present PA in supporting me to lead an active and independent life. I will be your employer, so I need you to follow my guidance on how best to support me, but also have a good understanding on when I need you to take your own initiative. I will need you to drive me to the places that I need to visit and you will have your own car and a clean licence.

I need people who can work with me in every aspect of life, from keeping my home, cooking meals, support with emails, administration and study. Keeping active and getting out socially. Just like everyone’s life, every day is different, so you will need to be adaptable to this. Some of the most likely things I will need are: -

* Accompanying to a range of activities including:- swimming, boxing, aikido, surfing (to name a few!)
* Housework including laundry
* Cook and preparing food, sometimes with me, but sometimes on your own.
* Going shopping

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

* Be committed to the rights and independence of disabled people
* Be reliable, committed, cheerful, professional, trustworthy and respectful
* Have a great sense of humour
* Be happy and able to take and follow instructions
* Be an excellent listener and able to use your initiative
* Be prepared to use PPE in my home and when out and about
* Be someone who enjoys cooking
* Be someone who enjoys getting out and about
* Be willing not to smoke when you are with me or in my home
* Be willing not to drink alcohol when you are with me or in my home
* Have a good understanding and acceptance of confidentiality in your work.
* Respect our privacy and that of my family and friends.
* Be a good timekeeper
* Be able to work at short notice
* Be able to accept responsibility and work on your own initiative
* Be flexible
* Be clean and tidy to my specification
* Be able to respond appropriately in an emergency