**Job Description**

**Job Title** Personal Assistant

**About me**

I am 28 years old and have chronic health conditions which affect multiple aspects of my everyday living. I have recently become a parent, so am adapting to this big change in my life. I need my small team of Personal Assistants to be as adaptable as I know I need to be… It is going to be an amazing adventure.

There are lots of other things I can tell you about myself. I love my animals! I have 5 pet rats at the moment. I also love crafts, music, languages and cooking. I love anything involving vegetables and experimenting with different vegan recipes. Nothing too complicated, but I find cooking fresh plant-based meals really enjoyable and eating them is even better!

**What I need**

I need Personal Assistants who are reliable, able to clearly communicate with me, and who are able to take initiative with tasks around the house while I attend to my role as parent. The ideal candidate will be flexible with hours – I know my current daily schedule may be turned upside down with baby, meaning shift times/patterns may require changes in the future. I am hoping to return to being active in my local community now the lockdown restrictions have eased, so my PA must be able to accompany me, be okay with physical activity and jobs around the house that I physically struggle with.

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

* Awareness of parenting tasks
* An awareness of Autistic Spectrum Conditions
* An awareness of the impact of living with chronic pain
* An awareness of environmental issues
* Comfortable around babies and animals, especially rats.
* Supportive of and comfortable in the LGBT community, especially trans people.
* Cheerful, friendly, sociable, and truthful.
* Reliable, competent, practical and self-motivating.
* Confident and willing to learn.
* Respectful of your employer and their environment by being able to support their routines and requests.
* Able to work independently, complete tasks you start and use your own initiative, so I can avoid micro-managing.
* Knowledgeable of how to maintain a hygienic, safe and accessible home environment.
* A good adaptable communicator.
* Imaginative and creative.
* Someone with a good sense of humour and fun (or have the capacity to put up with my terrible puns).
* Able to leave any personal issues you have at the door, so we can have appropriate boundaries.