Job Description AG/NCL

Job Type: Part-time

Salary: £11.50-£11.60 per hour

Expected hours: 22 per week.

Schedule:

Day shift

No weekends

Ability to commute/relocate:

Gosforth Newcastle: reliably commute or plan to relocate before starting work (required)

Work Location: In person

PLEASE READ JOB DESCRIPTION BEFORE APPLYING!

\*Write a few sentences about why you think you would be well suited to this role. Please note that not doing this will result in your application not being reviewed.

This is not a standard carer/support worker role, previous experience is not required, in fact, I would prefer to hire somebody with no experience in that field. I already currently employ carers who help me with my morning and evening routines, so there is barely any personal care involved in this role.

About the Role

I am a 38 -year-old male, looking for a proactive, trustworthy, and reliable personal assistant to help me three days per week (Tues 9:30-18:30, Thurs 11:00-18:30, Fri 11:00-18:30). This job is a dual role helping me with everyday activities I can’t do myself (due to a spinal cord injury which occurred in 2014). This will include things such as driving my wheelchair accessible vehicle (a small transit van), helping me keep my flat clean, helping me access my exercise equipment and emptying my catheter leg bag (this is very easy, gloves & full training will be provided) .

In this role, you will also be required to help me with the day to day running of the charity I founded, as this is my full-time work. This will involve helping me with admin/paperwork, taking me to appointments, assisting with grant applications and marketing on our social media platforms. Full training will be provided, but computer literacy and good English writing skills are essential. There is a minimum requirement of five A-C's in GCSEs, but A-levels or even a degree would be preferred.

The Perfect Candidate

You will be working very closely with me, so the perfect candidate will be sociable, physically capable, adaptable, with a good sense of humour. I do have a slightly compromised immune system due to my spinal cord injury, so Covid vaccinations and good personal hygiene is essential. As you will also be required to drive my van (people carrier size) you will need a full driving licence (preferably clean). The most important thing is that we can get on together as we will be working in close proximity on a day-to-day basis.

More About Me

I am essentially just a normal guy who happens to be in a wheelchair following a serious accident. I am completely compos mentis; I don't have learning disabilities et cetera so no experience in that area is relevant. I live in Gosforth with my wife, who works full-time. I have had both good & bad personal assistants in the past, so I have to be very picky to find somebody who is the right fit. Currently I have two really good PA's, who I get along with very well. Unfortunately, one of them is leaving after working with me for several years. I enjoy watching football, specifically Newcastle and often attend home games when I can get a ticket. I have various hobbies to keep me busy, I have tried my hand at music, art, and filmmaking. I work as a CEO of a small charity called Gym Possible. You can find out more about it at www.gympossible.org.

https://www.youtube.com/watch?v=w-wUzfuMNMQ