Job Title: Personal Assistant (2:1 Support)

Hours: 3 hours per week

Rate of Pay: £16 per hour

Location: Walbottle, Newcastle upon Tyne

**Who We Are**

Hi – we’re Michael and Daniel, and we’re looking for two kind, reliable and fun-loving Personal Assistants to support our amazing son, Frankie. This is a 2:1 support role, where you’ll accompany Frankie on social outings, helping him stay safe while making sure he’s having the best possible time.

**Meet Frankie**

Frankie is a vibrant, funny, and adventurous young man. His zest for life is contagious and he brings so much joy to everyone around him. He loves the great outdoors – bike rides, trips to the park, or swimming are right up his street – and he’s always up for exploring new things. Right now, he’s especially interested in birds, though his passions often change, which means no two outings are ever the same.

Frankie is autistic and has ADHD. He also lives with FASD and a potential learning disability. He can become dysregulated at times, which might show in the form of using unkind words or attempting to run off. That’s why we’re looking for people who can stay calm and compassionate under pressure – people who understand that behaviour is communication, and who are confident in supporting children with neurodivergent needs.

**About the Role**

As Frankie’s PA, you’ll work closely with us – his parents – to support him safely and meaningfully. You’ll help Frankie enjoy his time out, encourage his interests, and gently guide him when things feel overwhelming. It’s all about forming a bond, having fun, and creating a safe space where Frankie can thrive.

**Main Duties:**

* Supporting Frankie on social outings and activities
* Ensuring his safety at all times
* Responding calmly and positively when Frankie becomes dysregulated
* Helping Frankie enjoy his time out by engaging in his interests and joining in the fun

**We’re Looking for Someone Who:**

* Holds a full UK driving licence and owns their own vehicle (with appropriate business insurance)
* Has experience working with neurodivergent children
* Has a warm, respectful attitude towards disability and neurodiversity
* Has good local knowledge of Newcastle and the surrounding area
* Is flexible, reliable, and able to work on short notice
* Can remain calm and patient in challenging situations
* Understands the importance of confidentiality and respect for our family’s privacy
* Can act responsibly and use initiative while also working closely under our guidance
* Is physically fit and healthy, and doesn’t drink alcohol while working
* Has basic reading, writing, and number skills

**Training & Support**

We’ll provide training, including how to carry out risk assessments, and we’ll always be on hand to guide and support you in the role. You’ll never be left to figure things out on your own – we’re a team, and we’re all here for Frankie.