**Job Title: Personal Assistant (Part-Time)**

**Overview**

I am a 44-year-old professional with a dynamic range of experiences—including English teaching/lecturing, freelance writing, advice and guidance work, and DJing in the jungle drum and bass/techno scenes. I live with invisible disabilities such as ADHD, autism, chronic musculoskeletal pain, fatigue, anxiety, depression, and related mental health challenges. Although these challenges are dynamic and not always immediately visible, they require understanding, sensitivity, and reliability from the right support professional. This role is designed for someone who can provide robust administrative, technological, and advocacy support to help me regain pace and maintain my independence.

**Role Overview**

* **Type of Employment:** Part-time (Approximately 12 hours per week)
* **Schedule:** Flexible, typically structured as either 2 hours per day over 6 days or 3 hours per day over 5 days, distributed across 7 days
* **Location:** Based in Newcastle upon Tyne, United Kingdom; **this role is strictly in-person.**
* **Rate:** £15 per hour

This is not a conventional PA role. While I strive for an egalitarian working relationship, when you are “at work” your focus is to follow clear instructions, handle tasks professionally, and abide by the boundaries of this uniquely supportive dynamic.

**Key Responsibilities**

* **Telephone and Communication Support:**
	+ Manage incoming and outgoing phone calls
	+ Schedule, confirm, and coordinate appointments
	+ Act as an advocate during interactions with healthcare providers, dentists, and doctors, ensuring that my needs and boundaries are respected
* **Administrative Tasks:**
	+ Assist with day-to-day administrative duties, including email management, record keeping, and organizing documents
	+ Liaise with various service providers and help manage appointments and communications
* **Technology Assistance:**
	+ Provide support for technology setup, troubleshooting, and digital communications
	+ Assist with using relevant platforms and digital tools to streamline everyday tasks
* **General Support:**
	+ Execute tasks within clearly defined boundaries, following explicit instructions carefully
	+ Discern when tasks allow for a degree of flexibility versus when exact execution is essential

**Required Skills and Attributes**

* **Professional Quality Communication:**
	+ Must have at least a GCSE in English with a Grade C or above, with exceptional written and verbal English skills
* **Proven Organizational Abilities:**
	+ Experience managing schedules, handling administrative tasks, and keeping detailed records
	+ Strong commitment to established systems and workplace protocols
* **Empathy and Sensitivity:**
	+ A genuine understanding of invisible and dynamic disabilities
	+ Experience or willingness to learn about ADHD medication, and strategies for managing meltdowns, shutdowns, overwhelm, low mood, inability to reciprocate, and burnout symptoms
* **Technologically Proficient:**
	+ Comfortable with a variety of digital tools and platforms, and quick to adapt to new technologies as necessary
* **Boundary Recognition and Flexibility:**
	+ Ability to understand and navigate when tasks are negotiable versus when precise execution is required
	+ Must respect and uphold professional boundaries in this atypical working relationship
* **Practical Requirements:**
	+ Possession of a car and own transport is preferred
	+ While candidates of any gender are welcome, previous experiences indicate that individuals without frequent childcare-related commitments are preferred due to lifestyle and cultural compatibility
* **Experience and References:**
	+ No formal qualifications are strictly necessary; however, demonstrable experience, strong references, and clear proof of your ability to perform the tasks required are essential
* **Inclusivity and Open-Mindedness:**
	+ Appreciation for diverse identities and lifestyles, including queer/bi-curious and childfree perspectives
	+ An interest or understanding of alternative cultures, politics, comedy, and vibrant social scenes is an asset

**Additional Information**

I am currently stabilizing my health routines (awaiting titration of stimulant medication and managing medical cannabis use) and actively working towards regaining a productive work phase. As a professional with a background in English teaching/lecturing, freelance writing, and creative pursuits, I value honesty, consistency, and the ability to manage both structured tasks and the nuanced demands of daily life. This role will involve support with everyday phone calls, coordinating appointments, administrative work, and technical troubleshooting — all of which require sensitivity to my unique needs.

**Interview Process:**

* Interviews will be held in person at Disability North. This will provide an opportunity to discuss the role in detail and ensure mutual alignment regarding task execution and boundaries.

**How to Apply**

Please submit your resume along with a cover letter detailing:

* Your relevant administrative and technological experience
* Your experience (if any) working with neurodivergent individuals or those managing dynamic health needs
* Your familiarity with managing emotional and mental health challenges (such as those related to ADHD medication effects, meltdowns, shutdowns, etc.)
* Specific examples that demonstrate your ability to follow explicit instructions while maintaining a sensitive, adaptable, and professional approach
* Relevant references or proof of your qualifications and skills for this role