**Job Title**: Personal Assistant

**Location**: Walkergate, Newcastle upon Tyne

**Hours**: 10 hours per week

**Rate of Pay**: £14.00 per hour

**The Role**

We are looking for a fun and friendly Personal Assistant to support Dylan, a sociable young man, to build confidence, gain independence, and enjoy time out in the community. The role is focused on companionship, safety, and encouragement—not personal care. This is a rewarding opportunity to make a real difference in someone’s life while enjoying shared activities and meaningful connection.

**About Dylan**

Dylan is a bright, kind, and funny individual with a love for live music, politics, swimming, and eating out. He thrives when he’s out and about and likes to stay active. Dylan has autism, which means he sometimes finds social situations challenging and may need gentle support navigating them. He communicates well and is very trusting, so clear guidance and consistency are key.

He responds best to people who are relaxed, engaging, and patient—especially those who share some of his interests.

**Job Tasks**

* Support Dylan in accessing community activities and events
* Encourage positive social interactions
* Provide guidance with road awareness and safety
* Support Dylan in using public transport independently
* Offer gentle encouragement around personal hygiene
* Be a supportive presence, building trust and routine

**Person Specification**

* We are looking for someone who is:
* Fun, friendly, and outgoing
* A good communicator and listener
* Confident in and around water (for swimming trips)
* Organised and a good planner
* Enthusiastic and encouraging
* Comfortable supporting someone who is neurodiverse
* Ideally shares Dylan’s interests in music, politics, and social outings

This is a fantastic opportunity for someone who wants to support a young person to grow in confidence and independence while having fun along the way.