**Job Advert – Personal Assistant for Harvey**

**Location –** York

**Hours –** School Holidays only

**Rate of pay –** Meets NMW

Harvey is nearly 17 and an absolute joy to be around. He’s a big fan of gaming — especially Fortnite — and a huge Lego enthusiast (honestly, he could open his own Lego shop!). With a great personality and a wicked sense of humour, Harvey loves trips to the cinema, zoos, farms, bowling, and the seaside.

He’s also a big animal lover, showing kindness and care towards all creatures. Known as a gentle giant, Harvey is shy at first, but once he gets to know you, he’ll have you laughing along in no time.

We’re looking for a friendly, patient, and understanding Personal Assistant to support Harvey in accessing the community, enjoying his favourite activities, and perhaps discovering new ones.

**Job Description**

**Main Duties & Responsibilities:**

* Support Harvey to access and enjoy activities in the community, such as:
	+ Cinema, bowling, zoos, farms, seaside trips, and animal encounters
	+ Gaming or Lego-related activities
* Encourage Harvey to try new activities at a comfortable pace
* Provide companionship and help build his confidence in social settings
* Ensure Harvey’s safety and wellbeing during all activities
* Support Harvey’s independence where possible, while offering reassurance when needed
* Drive Harvey to and from agreed activities (using your own car)

**Person Specification**

**Essential:**

* Full UK driving licence and access to a reliable car
* Kind, patient, and understanding nature
* Good sense of humour
* Ability to communicate clearly and build trust
* Reliability and flexibility to meet agreed hours in school holidays

**Desirable:**

* Awareness or experience of working with neurodivergent young people
* Knowledge of Harvey’s interests (gaming, Lego, animals) to help build rapport
* First aid training