**JOB DESCRIPTION**

**Job Title** Personal Assistant

**About Me**

I am a person in my early 30s who lives with multiple chronic health conditions which affect multiple aspects of my daily life. I am also the solo parent to a young child, meaning there is rarely a dull moment! Working with me requires a team of adaptable Personal Assistants who can keep up in a dynamic environment and have a laugh along the way with me. My child is being raised in a multilingual environment surrounded by a variety of people from various walks of life - this diversity is highly important to us and celebrated.

I live a life that is so much more than a list of health conditions or symptoms, with hobbies including cooking and baking, crochet, knitting, music, and gardening when the seasons allow!

**What I Need**

Since becoming a parent, life has become less predictable but also more fun! I need a team of PAs who are reliable, able to communicate clearly in both written and spoken English (other languages are a bonus), and can act under both direct instruction and also using initiative as I juggle daily life plus the surprises children can create. The ideal candidate will be able to offer an amount of flexibility within boundaries regarding hours, as what is needed day to day and week to week fluctuates, especially as seasons change and toddlers develop fast. I am hoping to become more integrated into my local community following the pandemic and a house move, meaning support is needed to plan and access the outside world, with PAs able to take a step back during moments where support is less needed, and be sufficiently aware as to step back in when needed. Life is rarely dull or quiet, so shifts can be busy with tasks and often little time to pause in order to keep on top of the never-ending tasks in adulthood and parenthood.

**What I look for in a PA**

* Comfortable in an environment involving both a child and mobility aids
* Cheerful, friendly, sociable, and truthful
* Reliable, competent, practical, and able to self-motivate
* Able to become familiar with my routines and support me in them
* Able to work semi-independently, completing tasks you start and using initiative as I cannot micro-manage constantly
* A capable and adaptable communicator
* Imaginative and creative
* Confident and willing to learn
* Someone able to find the positive in many situations, whilst not erasing the reality of challenges or negative emotions
* A sense of fun in life, able to cope with a workplace that enjoys puns and spontaneous dancing
* Respectful of your employer, and the fact that your workplace is their home
* Someone with a full UK driving licence (use of employer’s vehicle)
* Have an awareness of adult Autism
* Have an awareness of the impacts of living with chronic pain
* Have an awareness of basic parenting demands, whilst able to respect and support the approach to these that I take
* Be supportive of varied people, including LGBT people, those of multiple ethnic and religious backgrounds
* Be able to leave any personal issues at the door, so we can have appropriate boundaries

**Example of tasks included in the role**

* Supporting me physically to fulfil my parenting role
* Supporting access to the community
* Support me to take care of day-to-day activities and household chores
* Support me to plan menu, shop for food, and preparing meals
* Cooking together and without me when parenting tasks call me away
* Support around managing personal care
* Support me to make and attend medical appointments, achieving positive outcomes
* Supporting me to engage in activities that nourish my own mental wellbeing as well as that of my child

**Rewards**

* 5.6 weeks paid holiday per year
* A warm and friendly environment
* Working in an environment where “you are seen and treated as a human being” (said by a previous PA)

The successful candidate will have had or be willing to have their Covid-19 vaccinations.

This post is subject to DBS check and references.

**Applications are welcome until such a time as the position(s) is/are satisfactorily filled.**

**At time of starting their employment, successful candidates must have permission to work in the UK.**