|  |  |  |
| --- | --- | --- |
| **Job Element** | **Detail** | |
| **Job Reference** | SIL4640 | |
| **Job Title** | Personal Assistant | |
| **Location** | Based at my home in Felixstowe | |
| **Rate of pay** | £10 per hour | |
| **Hours available** | 12 hours per week, flexible timings to be agreed | |
| **Closing date** | 27/05/2022 | |
| **A little about me…** | | |
| Hello there – I am seeking a Personal Assistant to help me enhance my quality of life here in Felixstowe. I am a quirky, happy lady.  I have some different health issues that affect my day to day life and mobility; therefore, I use a wheelchair on all outings.  I am looking to employ a Personal Assistant who will have the flexibility and resourcefulness to be able to help whether I am having a good or bad day.  Overall, I like spending time with people and my PA will enjoy supporting me to carry out various tasks in my home. You might also be required to support me on outings when my other Personal Assistant is unavailable. | | |
| **Personal Specification** (refer to these when submitting your application) | | |
| **Essential** | | **Desirable** |
| * Non-smoker * Car owner who is willing to use vehicle to transport me (and my wheelchair) during work time. * Can use own initiative. * Reliable and trustworthy * Good sense of humour * Kind temperament | | * Shared interests and keen to try new activities. * Ability to push me in the wheelchair when I’m out and about. |
| **Main Duties**  Although this job description is correct at present, it may change from time to time after negotiation with the post holder. | | |
| * Support me with personal admin e.g., post and emails. * Help me to plan my meals for the week. * Being chatty and friendly whilst carrying out duties. * Accompany me shopping in the local area. | | |
| **Terms and Conditions** | | |
| **Hours of work** | 12 hours per week | |
| **Days and times of work** | Will be flexible and negotiable. | |
| **Flexibility of hours** | Due to the nature of this job, you can be flexible around the hours that you work, as there may be cover work for the other Personal Assistants in the team. | |
| **Expenses** | You will be reimbursed any expenses incurred as part of the role. You will be paid mileage at a rate of 45p per mile. | |
| **Annual leave** | Annual entitlement is based pro-rata on statutory leave of 5.6 weeks per year. At 12 hours per week, this would equate to 67.25 hours annually. | |
| **Background Checks** | A satisfactory **Enhanced Disclosure and Barring Service** check is required for this position.  If successful, you will be required to provide details of two referees, one of which must be your current or most recent employer, or character references if you have not been employed. | |
| **Trial Period** | This post is subject to a probationary period of 3 months. | |

**How to apply:**

If you wish to apply for this position, please complete the enclosed application form (quoting the job reference number **SIL4640**) and return to the address below.

You are welcome to attach a copy of you CV to support your application, though this will not be used in the place of an application form.

**SIL4640**

c/o Suffolk Independent Living

IP-City Centre, Unit 9

1 Bath Street

Ipswich

IP2 8SD

(01473) 603876