**Personal Assistant/Companion required in Ipswich (IP1)**

**Ref: 4447**

£10.00 per hour

6 hours per week

Closing Date: 06/11//2020

**About the job**

I am looking for a flexible personal assistant to support me to access activities within the community and support me to be as independent as possible. This is an opportunity to provide me with a normal and fun life and hopefully as a result you will eventually become a professional companion to me. Although I have lived in Ipswich since 2004, I don’t know the area very well as I have a visual impairment which severely limits my peripheral vision, so you will be able to impart your knowledge of the local area to onto me!. I really enjoy being active and I love to try new things, but as I don’t know the area well I need support to find things to do and have someone fun to do it with me! I also suffer with anxiety which, paired with my visual impairment, restricts what I feel able to do on my own.

I am friendly, chatty and love all music – I will often have it on in the background when I am at home. I have also got a newly discovered interest in fitness and wellbeing, after recently losing a significant amount of weight. This is really important to me as it has improved my health and I feel so much better for it.

I need to find someone who is friendly, patient and supportive. This is a really good opportunity to support a fun loving and cheerful person to grow in confidence and to participate in some fun activities and to meet new people.

**Main Duties and Responsibilities**

Although this job description is correct at present, it may change from time to time after negotiation with the post holder.

* To support me to find fun and fulfilling activities to do together, to meet new people and improve my social circle.
* Supporting me to come up with ‘access plans’ to get to events and activities on my own, i.e. Accompanying me the first time and supporting me to plan to get there by myself in the future.
* Supporting me to do my weekly food shopping if my other PA is on holiday or if I need additional shopping.
* Supporting me to get to appointments when I am not able to get there myself. These appointments will be in and around Ipswich only.
* Supporting me to carry out other errands when necessary – i.e. clothes shopping, going to the post office, etc.
* Accompany me to events in the local area, where needed.
* Support me with organising my paperwork, carrying out phone calls and other general home admin.
* Support me to explore new diet/exercise ideas. Including arranging activities and accompanying me on activities such as to the gym and organised walks

**Person Specification**

*Here is the type of person I am looking for to support me. These qualities are divided into ‘essential’ and ‘desirable’.* ***Please refer to them when completing your application.***

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| **Essential** | **Desirable** |
| Someone with a **clean driving licence** and happy to transport me using my car whilst at work. (Manual) | **Someone with previous experience** supporting someone with sight impairment or anxiety. |
| Someone who is **proactive** and **supportive** as I will need encouragement to find new activities. | Someone with a **good local knowledge** of Ipswich. |
| Someone **patient** and kind as I can find life quite difficult sometimes. | Someone with **good computer skills**. |
| Someone who is **understanding of both my visual impairment and anxiety** and how they can affect my ability to carry out tasks. | Someone with a **good sense of humour**. |
| Someone who is **reliable** as I will rely on you for certain tasks i.e. food shopping. | Someone **chatty and friendly**. |
| Someone who is **aware of confidentiality** and how it will affect this role. |  |
| Someone who is **willing to research** to find out new activities and groups that I might be interested in. |  |

**Terms and Conditions**

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| **Pay Rate:** | £10.00 per hour. |
| **Hours of work** | 6 hours per week. Hours and times of work to be discussed during interview – please note your availability on your application form. You will need to be flexible in the hours you work. |
| **Annual Leave** | The annual holiday entitlement for this position will be equivalent to the work which would normally be done during 5.6 consecutive weeks. |
| **Background Checks** | A satisfactory Enhanced Disclosure and Barring Service check is required for this position.  If your application is 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. |
| **Expenses** | You will be reimbursed for any expenses occurred during your employment. |
| **Trial Period** | This post is subject to a probationary period of 6 months. |

**How to apply:**

Tell me about you! If you wish to apply for this position, please complete the enclosed application form (quoting the reference number SIL4447 and return to the address below.

Suffolk Independent Living, IP City Centre, 1 Bath Street, Ipswich, IP2 8SD

Or email [suffolk@silmail.org](mailto:suffolk@silmail.org)