

Job description

Job details

Position

Personal Assistant

Job reference:

JR02/17JH

Hours

Averaging **15 hours** per week, worked flexibly with notice given – sometimes over 2 days per week but can be just 2+hours on 1 day up to occasional overnight stays away from home. **Between Monday and Sunday.** This will be discussed at interview.

Extra 21 days respite per year = 10 hours per day – separate from regular 15 hours per week.

Rate

£9.50 per hour

Area

Woodford NN14 area Other local areas within Northamptonshire and other counties across the UK for work experience.

About the employer

The employer is a young man with mild learning difficulties living at home with his family. He is a happy, sociable young man with a great sense of humour. He enjoys being around other people and enjoys keeping busy with all his varied interests which include the visual arts, keeping fit and healthy, social activities and learning new things.

The employer is a very talented artist, he has a huge interest in the visual arts and is being supported to develop himself as a local community artist. He has a lot of very exciting arts related events and projects on the horizon and requires a support worker to help him progress towards and achieve his goals, along with his regular day-to-day support.

The employer does have the occasional low moods and can suffer with anxiety and negative thoughts that may dictate the extent of his involvement in his planned activities at times. He however has been working incredibly hard with family and other support organisations to develop and use coping skills to help him cope with these days.

He is seeking a pro-active and resilient PA who is able to support him with his varied interests and work-related activities which centre around the Visual Arts but also include

baking, cooking, independent living skills, physical exercise activities and fun days out exploring the local and wider community.

The employer will need support with managing day-to-day tasks and organising regular days at home and within the local community, events and trips out (social and work-related).

Main Duties

- Support the employer and his family with admin including emails, phone calls etc.. Supporting family to maintain good communication with all services involved in the employer's care and helping to maintain routine and structure within his daily life.
- Support to attend and participate in meetings where family cannot provide this support. Feedback relevant information to family.
- Support family and other services to maintain social media accounts/online storage related to work experience and art related projects. Enthusiasm to support employer with learning more about the technology to support development of art work e.g. digital art/3d printing.
- Support with jogging, swimming and other physical activities. Joining in where appropriate – an enthusiasm for such activities is needed in any applicant for this position.
- Help with baking and cooking including tidying the kitchen afterwards, as necessary. Support with other independent living skills e.g. learning how to use the washing machine.
- Support to access a variety of social activities including cinema, walks, shopping, shows and events e.g. Comic Conventions; ensuring the employer's safety at all times and enabling his enjoyment.
- Support with the employer's interest and work experience in the visual arts which include digital drawing, sculpture, photography, support with organising/attending exhibitions/other events involved in work experience, which may sometimes include travel out of the local area and overnight stays. All travel and accommodation expenses will be paid for by the employer.
- Support the employer and his family with applying for and undertaking upcoming Arts Council England funded projects which will occasionally increase P.A hours and responsibilities. Funding for increased hours will be sourced through Arts Council England funding. Employer's family is happy to discuss this in more detail with applicants.
- Any other task which the employer may reasonably ask you to do which falls within the scope of the job as a Personal Assistant.

Additional employment information

The successful applicant will be reliable, flexible and trustworthy with the use of a car. They will have a cheerful and sociable disposition and happy to join in the employer's various activities and enabling his enjoyment of the same whilst supervising & ensuring the employer's safety.

A car driver and owner is essential. Mileage expenses will be paid (excluding the commute).

Please note you will be directly employed by the person (or their representative) that you will be assisting. **North Northants Council** is **not** the employer.