**Personal Assistant**

**Job description**

**Hours: 3 hours per week/12 hours a month**

**Location: Brunswick Village**

**Rate of pay: £13**

I’m looking for a Personal Assistant to help me with my creative interests and accompany me on outings to the coast. You’ll also assist with some general household tasks to keep things organized. Previous experience is welcome, but more than anything, I need someone with a positive attitude who can help me explore my interests and spend time doing the things I enjoy.

**Responsibilities**

* Creative Support: Help me develop and explore my artwork ideas, especially focusing on drawing scales and other creative projects.
* Outings: Take trips with me to the coast, particularly Northumberland, and support me in planning and enjoying these outings.
* Football Enthusiasm: Share in my love for football—watch Real Madrid and Newcastle United matches with me and chat about the game!
* Household Duties: Assist with light cleaning, organizing, and general household management to keep our home running smoothly.

**Desired Skills and Qualities**

* Reliability and Friendliness: Someone I can count on, who is patient and kind.
* Creative Interest: An interest in drawing or art is a plus—someone who can appreciate or help with my creative projects.
* Football Enthusiast: Ideally, someone who enjoys football as much as I do.
* Outdoor Enthusiasm: Willingness to go on trips to the coast and help make these outings fun and safe.
* General Housekeeping: Able to assist with light household tasks to keep things organized.

Previous experience is desirable, but it’s not essential. What’s most important is your attitude, someone friendly, flexible, and supportive.

**To be my personal assistant you should:**

* Have experience of working with disabled children or adults.
* Have a positive attitude towards disability
* Be willing to work under our direction
* Be able to work flexibly to meet needs
* Be a non-smoker
* Not drink alcohol when working for me
* Have good general health
* Be a driver and have a clean driving licence (preferred)
* Be reliable and trustworthy
* Be a good timekeeper
* Be able to work at short notice
* Be able to work in different settings
* Not discuss our household and domestic circumstances with others, other than with my specific permission
* Keep information gained in the course of your employment confidential
* Be able to respond appropriately in an emergency
* Be able to accept responsibility and work on your own initiative
* Respect our privacy and that of our family and friends
* Be patient when doing repeated tasks
* Have at least basic reading, writing and number skills
* You do not need any formal qualifications, but you must be willing to learn how to do the job under my direction.