Personal Assistant – Neurodivergent Adult Male (Autism & ADHD) (12 Hours Per Week, In-Person, Newcastle)

A 44-year-old neurodivergent adult male with autism and ADHD is seeking a highly competent Personal Assistant in Newcastle to provide structured support in daily organisation, executive function management, communication, and budgeting tasks. The employer is extremely intelligent and does not present as disabled but experiences suspected arthritis, which causes physical pain and fatigue. They are also a DJ with a strong interest in alternative and underground music and culture.

An understanding of LGBTQIA+ rights and different sexualities is essential, as the employer values inclusivity and open-mindedness. While shared interests in music and culture aren’t required, they can make interactions smoother. Exceptional communication skills are a must.

Role Details:

Location: Newcastle (specific location provided upon application).

Hourly Rate: £14.25

Hours: 12 hours per week, usually Monday–Friday after 12:30 PM.

Shift Length: 2–3 hours per day, depending on appointments, family commitments, and social life.

Driving Licence: Preferred (errands and appointments may require travel).

Gender Preference: Male applicants preferred.

Key Responsibilities:

Executive Function Support – Assist with planning, prioritization, and organization.

Time & Schedule Management – Maintain calendars, set reminders, and establish routines.

Task Initiation & Follow-Through – Provide motivation and accountability for tasks.

High-Level Communication & Admin – Draft precise, well-structured emails, take clear notes, and assist with correspondence.

Errands & Daily Logistics – Assist with shopping, appointments, and general life admin.

Budgeting & Finance Tasks – Help with managing finances, tracking expenses, and budgeting, including performing basic math-related tasks like calculating totals, organizing receipts, and maintaining records.

Environmental & Sensory Management – Help maintain a functional, low-stress workspace.

Physical Support – Provide light assistance with tasks that may be affected by pain and fatigue.

Emotional & Cognitive Support – Offer encouragement, help break down overwhelming tasks, and adapt to changing needs.

Ideal Candidate:

Outstanding communication skills – concise, clear, and professional in all interactions.

Strong organizational skills with a structured yet adaptable approach.

Understanding of autism and ADHD, particularly in adults.

Comfortable with budgeting and basic math-related tasks.

Clear, direct communicator with a low-pressure style.

Reliable, proactive, and comfortable with changing priorities.

Physically capable of assisting with occasional light tasks if needed.

Interest in alternative/underground music and culture is a plus but not essential.

Essential: Strong understanding of LGBTQIA+ rights and diverse sexualities.

Driving licence preferred for occasional travel assistance.

Pay & Benefits:

Competitive hourly rate based on experience.

A dynamic, intellectually stimulating working environment.

If you’re highly articulate, structured yet adaptable, proactive yet patient, and value inclusivity, apply now.