

Personal Assistant Job Description

Vacancy Ref: 276

Location	Salisbury
Hours	22 hours per week (Flexible)
Payrate	£12 per hour
Holiday	5.6 weeks per year including bank holidays (pro rata for part time)
Driving Licence	Yes
DBS Check	Yes

A bit about me:

I have really enjoyed getting back into doing regular exercise. I have joined a gym and go 3 times a week to work out and swim. I have always liked swimming; it is great to build up my stamina and it feels good. I also enjoy playing the piano, composing music and I look forward to possibly performing again one day. I used to write a lot of literature. Apart from these activities, during my quiet time, I spend quite a lot of time gaming. I have a soft spot for dogs. Generally, I am quite quiet and can feel isolated.

About the role:

I require encouragement and motivation to support me in creating a productive routine. This includes helping me to organise activities ahead of time, keeping track of my medications and organising important paperwork.

The kind of person I am looking for:

I would like to find a person who is motivational, well organised, confident and who can support me in a range of ways. Helping me to set up medical and other appointments is a key area I need help with. I also require someone who can help with the collection of my prescriptions if needed. I need a person who can help me to organise activities which may involve precise logistical planning. There may be occasions when I may need this person to support and stand up for me in situations related to my medical needs e.g. pushing for essential appointments.

Application Form: <https://www.wiltspa-reg.org.uk/vacancies-board/>

Please note that this advertisement has been placed on behalf of an individual employer that we are supporting. Should your application be successful, and you are offered the position, you will be directly employed by the individual employer and not by the Wiltshire Centre for Independent Living.