

Personal Assistant Job Description

Vacancy Ref: 280

Location	Ludgershall
Hours	29.25 hrs per week. Mon – Fri (flexible, suitable as a job share)
Payrate	£13.50 per hour
Holiday	5.6 weeks per year including bank holidays (pro rata for part time)
Driving Licence	N/A
DBS Check	Yes

A bit about me:

I am 26 years old male who enjoys listening to music, gaming and walking. I have recently been diagnosed with ADHD and ASD. I would like to develop a better social life and get back into the workplace. I need routine and structure to help me to get the best out of life. I am a relaxed person that requires reminders and encouragement to do some ordinary routine tasks. I suffer with anxiety and struggle with certain kinds of confrontation.

About the role:

I need support with getting going in the mornings and those associated routines, but don't require personal care. I want to get out and about and improve my confidence and connections in the local area. I want to work towards at least part time employment and having something to get up for each day. I need constant reminders to carry out certain daily routines and want to build some proper structure into my life. I need to get out of the house and do something every day, learn new skills and meet new people. I will need a plan to be drawn up each week and encouragement to stick to it and achieve my goals. I have a local authority support plan, which provides more detail of the support that I need. Suitable as a job share. If you feel you could fulfil some but not all of the hours, please let us know as we are prepared to be flexible with the working arrangements.

The kind of person I am looking for:

I would like to employ somebody that has a good understanding of autism and how it affects people, so some experience in that area would be of great benefit. Ideally a confident person who is willing to introduce me to new things and people, assist me in my hunt for employment and assist me in the workplace if required. Ideally somebody that could help me be a little more adventurous in trying different activities and encourage me to do different things.

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.