|  |  |
| --- | --- |
| Job Title | Personal Assistant (Female\*) (Ref : PA/RL/09/16)  |
| Hours | 16 hours per week |
| Salary | £15,404 pro-rata (£7.60 per hour).  |
| Duration | Permanent |
| Location | Central Edinburgh |
| Closing Date | Monday 29th August 2016 |
| Contact | To apply, please visit our website at  <https://www.thistle.org.uk/work-with-us/current-vacancies> and apply online. |
| Important | Please inform your line manager if you intend to apply for this vacancy. |

|  |  |
| --- | --- |
| **Personal Assistant Female\*** | Are you looking for a rewarding career? Could you support someone to live the life they want to live? Do you believe that life is for living, whether you have a disability, health condition or not? If so, a career at the Thistle Foundation might be the right option for you.We are looking for a female PA to join an existing small, self-managed team to provide support to a woman in Leith. Usual days of work would be Wednesdays and every second Saturday; current hours of work are 9am to 5pm although this is subject to change depending on the woman’s changing needs. The candidate would be required to be flexible and adaptable and working on different days of the week would be required at times; it is also a requirement to attend training and team meetings on various days of the week.The supported person has a great sense of humour and is interested in arts, crafts and music and we are looking for a bubbly person who ideally has some interests in common. She also has a pet cat. Support is required for cooking basic meals, housework, getting out and about, as well as emotional support. It is essential that the candidate is patient, calm, confident and adaptable to cope with challenges. Good communication and social skills are also required. Applicants must have, or be willing to work towards a qualification meeting the standards required for registration with the Scottish Social Services Council.In return you will have the satisfaction of working for an organisation at the cutting edge of designing individualised support arrangements that make a real difference to people’s lives. You will receive excellent training on full pay and you will be eligible to apply for our fully funded SVQ and other benefits, such as a contributory pension scheme, childcare voucher scheme and Hospital Saturday Fund. \*Exemption under Equality Act 2010Thistle Foundation is an Equal Opportunities EmployerSuccessful candidates will be subject to a PVG check which will be paid for by Thistle.Please note that CVs will not be accepted as an Application.  |