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| Job Title | Personal Assistant (Female\*) (Ref : PA/RL/10/16) |
| Salary | £15,404 pro-rata (£7.60 per hour). |
| Duration | Pool |
| Location | Leith, 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. |

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| **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 an outgoing individual to join an existing all female team to provide support to a lady who lives on her own (along with her cats!) in her flat in Leith. Currently this will be on a relief basis to provide holiday cover, although permanent hours may become available. Hours of work would usually be from 9am to 7pm on various days of the week, however the candidate would need to be flexible and adaptable to respond to changing needs.  The lady being supported loves animals, especially cats, watching telly, especially soaps, and going out shopping and for coffees, and she is looking for someone with similar interests if possible. She loves getting out and about in her car and it would be beneficial for the person to have a driving licence, although this is not essential.  You would be joining a small self-managed team and you would be expected to take part in the additional responsibilities that come with this, such as rota planning, attending meetings and planning sessions, supporting the person to achieve their outcomes, and carrying out a share of admin tasks for the team as required. You would also be required to complete Thistle Foundation training which takes place on various days of the week.  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 2010  Thistle Foundation is an Equal Opportunities Employer  Successful 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. |