|  |  |
| --- | --- |
| Job Title | Personal Assistants (Ref : PA/KS/01/17) |
| Hours | 2 x 15 hour per week posts |
| Salary | £16,731 pro-rata (£8.25 per hour). |
| Duration | Permanent |
| Location | Edinburgh |
| Closing Date | Friday 26th May 2017 |
| 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.  You would be joining a small 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.  Staff are required to have good communication and social skills to work effectively with families and other members of a small team. Are you flexible and responsive? Do you have what it takes to support individuals to achieve and maintain a great life? Are you a unique person who wants to share their skills and gifts and make a difference to someone’s life? Can you help build friendships and find ways to contribute and connect to the local community?  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.  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. |