Job Ref: PA/BL/07/17



Salary: £16,731 (£8.25 per hour) pro rata

Closing Date: Monday 9th October 2017

Are you a chatty, patient, friendly and responsible person? Would you like to work within a small personalised team who support a bubbly and outgoing 25 year old young woman in the Leith area? This young woman loves to draw, fashion and shopping, going to the cinema and museums, and lots and lots of other activities. She is looking for a female personal assistant with excellent communication skills, who is reliable and trustworthy, and with similar interests to herself.

This is a permanent post and hours of support are usually from 10am to 12.30pm on Thursdays and every second Saturday from 10am to 1pm, however the candidate would need to be flexible and adaptable to respond to changing needs. These support hours are shared with another PA, and rotas are planned and agreed within the small team.

As a member of this personalised team, you would be expected to take part in the additional responsibilities that come with this, such as attending meetings and planning sessions, supporting the person to achieve her outcomes, and carrying out a share of admin tasks for the team as required. As a Thistle PA 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 applicants will be subject to a PVG check, which will be paid for by Thistle