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| **Job Description**  Please refer to the below job description as you complete the application form that follows. | | | | | | |
| Job Title | | | Personal Assistant (PA) to Young Disabled Man | | | |
| Job Ref. | | | CG OH | | | |
| Pay Rate | | | £10.88 per hr | | | |
| Status | | | Part-time/casual | | | |
| Location | | | Edinburgh | | | |
| Closing date | | | 06/04/20 | | | |
| **Summary**  As a Personal Assistant, your role is to enable the employer, a young disabled man and powerchair-user to pursue his interests and live independently. You will be working in a variety of settings and shift times (including evenings and weekends) being flexible where possible.  **Key Responsibilities**   * Assist the employer with a wide range of activities, including, but not limited to, attending courses, volunteering, meeting friends, going to the cinema or the pub. * Assist the employer with postgraduate study, including notetaking and navigating the university campus. * Assist the employer with transport, including driving the employer’s adapted van. * Assist the employer with cleaning, laundry, shopping and other domestic tasks. * Assist the employer with eating, drinking, preparing and cooking food. * Assist the employer with dressing, personal care, showering and toileting, including use of a ceiling hoist for transfers.   **Skills & Personal Qualities**   * Understanding, positive, easy-going and able to assume a background role to allow the employer privacy and autonomy, remaining professional at all times. * Punctual, reliable and well-organised, with excellent communication skills. * Previous experience supporting a disabled person is essential. * Good physical health and fitness is essential, as personal care duties are challenging. * Driving licence valid in the UK is essential. * Protecting Vulnerable Groups (PVG) scheme membership is essential. * Awareness of the social model of disability and interest in disability rights.   **How to Apply**  To apply for this position, send your completed application form or CV by email to [pajobs@lothiancil.org.uk](mailto:pajobs@lothiancil.org.uk)  **Additional Information**   * Opportunity is open to both male and female applicants. * Employment is dependent upon the successful completion of two (paid) trial shifts. * Training is provided through two (paid) shadow shifts and guidance of the employer.   **About the Lothian Centre For Inclusive Living (LCIL)**  The Lothian Centre for Inclusive Living provides administrative support and payroll services to the employer. This allows the employer to remain anonymous in the early stages of recruitment in order to protect their privacy. Our client will contact you if you are shortlisted for interview. For more information about the LCIL, please visit [lothiancil.org.uk](https://www.lothiancil.org.uk/).  Lothian Centre for Inclusive Living (LCIL)  Norton Park,  57 Albion Road,  Edinburgh  EH7 5QY  T: 0131 475 2350  E: [lcil@lothiancil.org.uk](mailto:lcil@lothiancil.org.uk?subject=Enquiry) | | | | | | |
| **Contact Details**  Please provide your personal details below so that we may contact you if you are selected for interview. | | | | | | |
| Forename | | |  | | | |
| Surname | | |  | | | |
| Phone | | |  | | | |
| Email | | |  | | | |
| Address | | |  | | | |
| Postcode | | |  | | | |
| **Education & Training History**  Please state the name of the institution, qualification and dates attended. | | | | | | |
|  | | | | | | |
| **Employment & Voluntary History**  Please state name of the employer, job title, dates employed and main duties. | | | | | | |
|  | | | | | | |
| **Skills, Experience & Personal Qualities**  Describe your skills and experience, and how these are suited to this post (they do not need to have been gained in paid employment and may include interests relevant to this post). | | | | | | |
|  | | | | | | |
| **Work Availability**  Please indicate below when you are available to work. | | | | | | |
|  | **Morning** | | | **Afternoon** | | **Evening** |
| Mon |  | | |  | |  |
| Tue |  | | |  | |  |
| Wed |  | | |  | |  |
| Thurs |  | | |  | |  |
| Fri |  | | |  | |  |
| Sat |  | | |  | |  |
| Sun |  | | |  | |  |
| **PVG Scheme & Additional Information**  The Scottish Government setup the Protecting Vulnerable Groups (PVG) scheme to improve disclosure arrangements for people who work with vulnerable groups. For more information, please visit [mygov.scot/pvg-scheme](https://www.mygov.scot/pvg-scheme/). If you are not a member of the PVG Scheme you can request application forms and guidance notes by email to [info@disclosurescotland.co.uk](mailto:info@disclosurescotland.co.uk). | | | | | | |
| Are you a member of the PVG scheme? | | | | |  | |
| What is your PVG Membership number? | | | | |  | |
| Do you hold a UK driving licence? | | | | |  | |
| When can you start? | | | | |  | |
| Where did you hear about this opportunity? | | | | |  | |
| **Declaration**  I declare that, to the best of my knowledge, the information I have given in this application form is accurate. I understand that deliberate falsification on my part will be viewed as gross misconduct and may lead to my dismissal without notice. | | | | | | |
| Signature | |  | | | | |
| Date | |  | | | | |

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| **References**  Please state the contact details of two referees to be contacted to provide references in support of your application e.g. former employers, college tutors, other professionals. | | |
|  | **Referee 1** | **Referee 2** |
| Forename |  |  |
| Surname |  |  |
| Job Title |  |  |
| Organisation |  |  |
| Address |  |  |
| Postcode |  |  |
| Telephone |  |  |
| Mobile |  |  |