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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 | £11.56 per hour |
| Working Pattern | Part-time + AL/sickness cover (negotiable) |
| Location | Edinburgh |
| Closing date | 31/07/2021 |
| **Summary**  As a Personal Assistant (PA), your role is to support the employer, a disabled man and powerchair-user in his late 20s, to pursue his ambitions and live independently. You will support the employer with social, work-related and domestic activities in various settings.  **Key Responsibilities**   * Assist the employer with a range of activities, including meeting friends/attending social events, going for a walk, to the cinema, accessing employment, managing administrative tasks (and enable him to pursue his other interests, desires and goals in general). * Assist the employer out and about, including driving the employer’s adapted van. * Assist the employer with tidying, laundry, shopping and other household tasks. * Assist the employer with eating, drinking and preparing food. * Assist the employer with dressing and personal care, including use of a ceiling hoist.   **Skills & Personal Qualities**   * Enthusiastic, outgoing and positive attitude. * Excellent communication, social and interpersonal skills. * Excellent time-management and organisational skills. * Previous experience supporting a disabled person is desirable, but not essential. * Driving licence valid in the UK is essential. * Protecting Vulnerable Groups (PVG) scheme membership is essential.   **Additional Information**   * Interviews will be conducted via video call. * Employment is dependent upon the successful completion of two paid trial shifts. * Training is provided.   **How to Apply**  To apply, email your completed application form or CV to [pajobs@lothiancil.org.uk](mailto:pajobs@lothiancil.org.uk)  **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.  Lothian Centre for Inclusive Living (LCIL)  Norton Park,  57 Albion Road,  Edinburgh  EH7 5QY  Tel: 0131 475 2350  Email: [admin@lothiancil.org.uk](mailto:admin@lothiancil.org.uk)  Website: <https://lothiancil.org.uk> | |
| **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 |  |

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| **Education & Training History**  Please state the name of the institution, qualification and dates attended. | | | | | | |
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| **Employment & Voluntary History**  Please state name of the employer, job title, dates employed and main duties. | | | | | | |
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| **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** | **Night** |
| Mon |  | |  | |  |  |
| Tue |  | |  | |  |  |
| Wed |  | |  | |  |  |
| Thu |  | |  | |  |  |
| 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 |  |  |
| Phone |  |  |
| Email |  |  |