**Personal Assistant required in Orford, Suffolk**

**9 hours available per week**

**Weekdays only**

**£16.50 per hour**

**Job reference: 5057**

**Job description**

*Although this job description is correct at present, it may change from time to time after negotiation with the post holder.*

*Must have the right to work in the UK to apply for this role, sponsorship not available.*

**About me**

I am a mother who lives in Suffolk, and I would like support to be able to live my life more independently and do things I’m currently unable to. The perfect candidate will need to be flexible regarding hours and comfortable with me using e-cigarettes.

**Main Duties and Responsibilities:**

* Help with personal care and motivation
* Help around the home
* Correspondence both with me and on my behalf
* Help with shopping and attending appointments
* Advocacy
* Reduce my isolation

**Personal Specification**

*(refer to these when submitting your application)*

**Essential Criteria**

* Good patience
* Good communication skills and able to communicate effectively in English
* Flexible with hours
* Driving licence
* Compassionate
* Good sense of humour
* Ability to work without supervision

**Desirable Criteria**

* Experience in a similar role
* Skilled motivator

**Summary terms and conditions**

* Hours, days and times of work: 9 hours per week during weekdays, weekends are not required. We can work out a schedule which works for both of us, however this will likely be afternoons to begin with.
* Pay rate: £16.50 per hour
* Annual leave: The annual holiday entitlement for this position will be equivalent to the work normally done during 5.6 weeks (statutory entitlement).
* Expenses: You will be reimbursed for prior agreed expenses incurred as part of the role.
* Sick pay: I do not operate a private sick pay scheme but provided you meet the eligibility criteria, you may be entitled to Statutory Sick Pay (SSP).
* Pension: I do not operate a private pension scheme but I will fulfil my statutory obligations via the [NEST](https://www.nestpensions.org.uk/schemeweb/nest/about-pensions.html) pension scheme.

**The post is subject to the following**

* Background check: A satisfactory Enhanced with Barred List Disclosure and Barring Service check is required for this position.
  + *If you have been convicted of a criminal offence, please send these details to SIL in a separate email or in a sealed envelope together with a stamped addressed envelope. This will not be shared unless you are shortlisted for the post.*
* References: If successful, you will be required to provide details of two referees, one of which must be your current or most recent employer, or character references if you have not been employed
* Trial period: This post is subject to a probationary period of 6 months.

**How to apply**

If you wish to apply for this position, please complete an **application form** and return it to SIL, quoting the job reference number **5057**.

**Please refer to the job description.**

**Online form**: <https://www.suffolkindependentliving.org.uk/application-form-1>

**Email**: [suffolk@silmail.org](mailto:suffolk@silmail.org) **Telephone**: 01473 603876

**Post - Address**: SIL, Unit 21, IP City Centre, 1 Bath Street, Ipswich, IP2 8SD