Date as Postmarked

Dear Applicant

# Re: Job Ref DA WN

Please find below job description and application form for the post with the above job reference.

Lothian Centre for Inclusive Living is only passing this information on to you on behalf of an individual employer. If you are short-listed you will be contacted by our client.

If you do not hear from them within four weeks from the closing date, you can presume the post has been filled. Unfortunately we are unable to write to those who have not been short-listed for interview.

Thank you for applying for the job and Good Luck with your application!

Yours faithfully

# Admin Support

Independent Living Team

Job Description for Personal Assistant/administrator

Job Reference DA WN

The aim of the job is to provide assistance required by the employer, a disabled man at his place of work near Easter Road in Edinburgh.

The main purpose of the job is to support me in my employment. As I have no functional vision this will involve facilitating me to interact with the visual world. Because of this, it is essential that the post holder have excellent oral and written English. There will also be other ancillary support tasks.

The job involves assisting me with a variety of tasks. Like most people, my day varies so it is difficult to list every task that is expected of a Personal Assistant.

After a period of familiarisation with the duties, which will include all necessary training (e.g. being a sighted guide), you will be required to assist me with the following tasks, sometimes without close supervision. The post holder will therefore need to be able to work on their own initiative whilst at the same time be respectful of my wishes. Also the main location of the post is at my place of employment and the post holder will need to carry out their duties whilst being mindful that other people will be carrying out their duties.

Because the post holder will be working for me at my place of work, it will be necessary to observe boundaries, i.e. who is working for whom.

The job requires providing assistance with the following:

**Help with interacting with a computer including;**

* Describing what is on the computer screen.
* Proof reading documents.
* Inputting information in Microsoft Excel and Word.
* Using the internet.
* Transferring hand written information into Microsoft Word.
* Extracting information from tables, charts, maps and graphs.

**Help with paper based information including;**

* Reading aloud hand written information.
* Reading aloud printed information.
* Extracting information from tables, charts, maps and graphs.
* Proof reading documents.
* Photocopying.
* Franking envelopes.
* Making up information packs of various leaflets.
* Assisting in filling out forms.

**Sighted Assistance duties;**

* Being a sighted guide.
* Supporting me during visits to my service users’ homes, which can include long taxi journeys.
* Checking/sorting my appearance.
* Ensuring a hazard free work environment.
* Finding specified objects.
* Carrying light objects, e.g. cup of tea.
* Taking written notes.
* Interpreting non-verbal communication, e.g. body language.

**Other duties may include;**

* Making tea/coffee.
* Preparing food.
* Light domestic duties, including cleaning up spills and/or breakages.
* Shopping.
* Walking my guide dog.
* Picking up dog mess.
* Any other reasonable tasks.

**Personal Specification**

|  |  |  |
| --- | --- | --- |
|  | ESSENTIAL | DESIRABLE |
| Education and Qualifications | Educated to secondary level | Higher English |
| Skills and Abilities | Ability to communicate clearly.  Excellent spoken and written English.  Computer literate.  Excellent eye sight.  Ability to work without close supervision.  Good organizational / time  Management skills.  Good interpersonal skills. | Microsoft Windows 11.  Microsoft Word, Excel and Outlook 2016.  Microsoft Edge.  IPhone using IOS 18. |
| Experience/ Knowledge  (Paid or voluntary work) |  | Direct personal experience of disability/visual impairment.  Administration work. |
| Personal Attributes | Reliable and trustworthy  Flexible and responsible  Non judgmental  Ability to recognise work/personal  boundaries  Sensitive & approachable  Willingness to learn  Tolerant of dogs and cats | Sense of humour. |

**The Post**

The rate of pay is £13.60 per hour.

I am looking for a personal assistant to cover two to three shifts totaling nine hours. In addition to this there will be an extra 15 minutes per shift to help me to get to or from work whilst I’m without a guide dog. The shifts will occur normally during usual business hours Monday to Friday. Some shifts will start at 0845.

Please note that the majority of annual leave will need to be taken at a time specified by the employer and will include Christmas and New Year.

Some flexibility is required and there may be occasional overtime, including work to cover sickness and/or holiday leave for my other personal assistant.

To apply please complete and return an application form as soon as possible or email in your CV to pajobs@lothiancil.org.uk

# Application Form for Job Reference DA WN

Please complete the following application form as accurately and in as much detail as possible. Shortlisting for interview will be based on the information you supply on the application form read in conjunction with the job description.

Please do not send in the job description or covering letter when returning the application form. If you require more room please use a separate piece of paper with the job reference and your name on it. If completing electronically press tab whilst the final cell in a table is selected to insert a new row.

## Personal Details

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Telephone Number |  |
| Mobile Number |  |
| Email Address |  |
| Postal Address, first line. |  |
| Postal Address, second line |  |
| Postal Address, third line |  |
| Postal Address, Town. |  |
| Post Code |  |

## Declaration

I agree that the information I have supplied in this application form is true and accurate to the best of my knowledge. I understand that any deliberate falsification on my part will be viewed as gross misconduct and may lead to my dismissal without notice.

Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

(Please leave the signature and date blank if you are sending in the form electronically. If you are invited to interview, you will be asked to sign a printed out copy then.)

## History of Education and Training

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Educational Establishment | From | To | Qualifications Gained |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Work History (including voluntary work)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Employer | Position held | From | To | Main Duties and reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Additional Information

|  |
| --- |
| After reading the Job Description carefully, consider what skills and experience you have that are suited to this post. They need not have been gained in paid employment and may include special interests relevant to the post. |
|  |

## Work Availability

Please indicate in the table below what times you would be available for work within the period of the day, i.e. if you are available from 7am to 11am Tuesday morning, then put 7-11am in the box. If you are available for any time write yes and please write no if you are not available.

|  |  |  |
| --- | --- | --- |
|  | Morning | Afternoon |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |

## Supporting information

You do not need to fill out the following questions if they are not applicable to the post. e.g. if the job description does not ask for PVG membership, then you may put N/A in the space provided.

|  |  |
| --- | --- |
| Are you a member of the PVG Scheme? |  |
| PVG Membership Number |  |
| Do you have a full driving license that is valid in the UK? |  |
| Do you have the use of a vehicle? |  |
| If applicable, would you be prepared to use the vehicle for work? |  |
| When could you start work? |  |
| Where did you see this post advertised? |  |

## References

Please write the names and contact details for two independent people who would be willing to provide a reference for you. One of them should be your most recent employer. Note that a telephone number is not sufficient.

|  |  |  |
| --- | --- | --- |
|  | Reference 1 | Reference 2 |
| Name |  |  |
| Position |  |  |
| Relationship to you |  |  |
| Title of referee |  |  |
| Company |  |  |
| Postal Address, line 1 |  |  |
| Postal address, line 2 |  |  |
| postal address, town |  |  |
| Post code |  |  |
| Email address |  |  |
| Telephone number |  |  |

Please return the completed application form as soon as possible. Application forms may also be returned by email to: [pajobs@lothiancil.org.uk](mailto:pajobs@lothiancil.org.uk) or can be posted to:

DA WN Recruitment, Lothian Centre for Inclusive Living, Norton Park Centre, 57 Albion Road. Edinburgh, EH7 5QY

Please ensure that you have paid adequate postage to send any application forms by mail as LCIL does not accept postage otherwise.