



PERSONAL ASSISTANT

Job Description

Pay:	From £12.21 per hour
Department:	Possability People: At Home
Line Managed by:	Possability People Team
Hours per week:	Part time, full time, and bank hours available. Up to 40 hours per week
Working Hours:	Flexible shifts available from 7am to 8pm, plus overnight and weekend work

Role Purpose

Possability People is a pan-impairment disability charity based in Brighton. We work with people with a number of health conditions, including mental health, as well as older people.

Possability People: At Home helps people stay independent by providing personalised support at home and in the community. We work with disabled people, older people, and those with long-term health conditions who want choice and control over their care without the extra responsibility of being an employer. Our service is flexible, user-led, and tailored to individual needs.

About the role

As a Personal Assistant (PA), you'll support people in ways that suit their lifestyle. This could include personal care, preparing meals, taking medication, or helping around the house. You might also support people to go shopping, get to work, attend appointments, visit friends and family, attend gigs and events. Every day is different, and your support will make a real difference in helping people live the life they choose.

Responsibilities

- a) Safeguard and promote the welfare and wellbeing of the children and adults you support or come into contact with.
- a) Support people in their daily lives, including personal care, getting ready for the day, mobility support, and meal preparation.
- b) Help with household tasks like tidying, laundry, and cleaning to maintain a comfortable home.
- c) Assist with shopping, managing letters, collecting medication, making appointments, and attending them when needed.
- d) Encourage independence by supporting hobbies, social activities, and trips out.
- e) Keep accurate records and report any concerns, changes in health, or incidents to your manager immediately.
- f) Follow safe working practices, including infection control, health and safety, and financial guidelines.
- g) Work professionally and flexibly, ensuring the highest standards of care and support.
- h) Attend team meetings and training to keep developing your skills.
- i) Follow Possability People's policies, including safeguarding, confidentiality, and equality.

Respecting diversity

- j) Treat everyone – colleagues, clients, and visitors – with respect and dignity.
- k) Respect others' differences and being sensitive to everyone's needs.
- l) Develop and appropriately maintain professional boundaries with clients and colleagues

Job Review

This job description gives an overview of the role as it currently stands. It does not list every task you may be asked to do. Possability People regularly reviews job descriptions to make sure they reflect the work being done and include any necessary updates.

We aim to agree on any reasonable changes with you, but if agreement is not possible, Possability People reserves the right to insist on changes after appropriate consultation with the post holder.

Context

This role is based in Brighton and Hove and involves travel across the city. You will be working independently with your clients in their home and in the community. The service operates seven days a week, days and times will vary based on the clients. Bank holidays and public holidays may also be required to be worked.

Hours available vary from bank hours, part time, and full time hours (up to 40 hours per week), worked flexibly from 7am to 8pm, plus overnight and weekend shifts. The exact working pattern will vary depending on the needs of the client/s and the number of clients you will be supporting and may be subject to change.

The post holder is required to take initiative at times and make sensible and reasoned decisions.

Full training will be provided at induction and throughout your employment with us. You will also initially shadow an experienced PA whilst you learn the role.

As a user led organisation, any applicant of Possability People must be able to demonstrate that they prioritise the needs of service users and demonstrate an empathetic, confidential and understanding approach at all times.

PERSON SPECIFICATION

Essential Experience & Qualities

1. Lived experience, or an in depth understanding of, the barriers disabled people face and an enabling approach to overcoming them.
2. Committed and willing to provide quality services and support for disabled people.
3. Clear understanding of Equal Opportunities policy and practice and a commitment to implementation
4. Kind, caring, and respectful to everyone, including colleagues and the people you support.
5. A good listener and communicator, making sure people feel heard and valued.
6. Organised, reliable, and able to manage tasks effectively.
7. Flexible and adaptable to meet different needs.
8. Motivated and able to work independently.
9. A team player who also takes initiative when needed.
10. Able to maintain professional boundaries with both colleagues and the people you support.
11. Share Possability People's values by supporting people to access the services, information, and opportunities they need to live independently. Empower individuals to make informed choices and plan their lives.
12. Stay committed to learning and developing your own skills.

Desirable Experience & Qualities

13. An understanding of the Social Model of Disability and how it applies to support work.
14. Knowledge of the Equality Act (2010) and how it protects people's rights.
15. Ability to share information in a way that meets different support needs.
16. Clear and accurate written communication, including record-keeping.
17. Experience with home visits and an awareness of best practice for lone working.
18. Confident using IT to manage admin tasks.
19. A clean driving licence and access to a car.

Notes

All appointments are subject to a six month probationary period.

All appointments are subject to satisfactory references being received and verified

All appointments are subject to confirmation of identity

All other terms and conditions are fully described in the contract of employment.

All posts within Possability People have the opportunity of an annual review/evaluation.

Signature of post holder:/....../....Date