

Personal Assistant - Starting January 2025

(<https://www.activelink.ie/node/112721>)

Personal Assistant required to assist professional working writer with a physical disability in all aspects of daily living - Starting January 2025

Duties:

Help with writing (scribing) & facilitating his non-medical independent living at home during social activities and whilst in meetings/professional settings. Help with toileting and eating will also be needed. **This is not a medical role.** In short, you will be his arms and legs.

A full driving license is essential and all applicants intending to apply must be 25 years or over in order to qualify for open insurance policy to drive his vehicle.

Hours:

18 hours per week approx. Must be available most Saturdays from 11:30 to 3:30, the other shifts are negotiable, daytime or evenings depending on activities and may be subject to change. Weekend availability would be preferable. Fixed-term and relief contracts available.

Requirements:

- Experience working with disabled people (preferable)
- Flexibility (essential)
- Strong communication skills (essential)
- Computer literacy (essential)
- Ability to commute to Maynooth, County Kildare (essential)
- Fluent Spoken & Written English (essential)
- Full driver's licence (essential)

Available benefits:

- Bike to work scheme
- Holiday pay at 8% of hours worked
- PRSA Pension
- Employee Assistance Service
- Sick-pay scheme
- Maternity – Paternity pay scheme

Garda vetting will also be required for this role. The successful candidate must be available to attend mandatory training, such as Manual People Handling, provided by the employer. On the job training will also be provided.

This is an excellent opportunity for a creative, energetic person with a good sense of humour who can adapt to new people & environments when attending networking/sociable events. This role may be of interest to somebody interested in the publishing and/or animation writing industry.

Applicant must live and have the legal right to work in the Republic of Ireland

The pay rate is €14.23-€15.8 per hour, depending on experience, etc, and will be discussed at the interview stage.

*The current pay scale is subject to an 8% salary rate increase in 2024, aligning with the recent WRC interim agreement aimed at enhancing pay adjustments within Section 39 organizations.

To apply for the position, please submit your CV and a short cover letter outlining your interest and suitability for the position to: AppPAForAlan@gmail.com

(mailto:AppPAForAlan@gmail.com)

Successful applicants will be offered the position through the Irish Wheelchair Association.

Region

Maynooth, Co Kildare

Date Entered/Updated

17th Dec, 2024

Expiry Date

17th Jan, 2025

Source URL: <https://www.activelink.ie/vacancies/community/112721-personal-assistant-starting-january-2025>