

Job Description

1. Job Details

Job Title	Personal Assistant	Line Manager	Practice Development Facilitator (PDF)
		Salary	£24,538 FTE to £25,147 FTE
Department	Supported Living	Directorate	Director of H&W
Location	Thistle Foundation, 13 Queens Walk, Edinburgh, EH16 4EA		
Hours	Full-time & part-time	FTE	39 hours

2. Job Purpose

To assist those we support to lead full, active and socially connected lives and support people to reach their personal outcomes.

Our teams take responsibility for making their own decisions about how they organise their work and how they decide on how they're going to get their work done. This role therefore requires good interpersonal skills and an ability to set and meet targets, ability to ask for and receive accurate feedback and ensure that cover is managed by the team at all times (e.g. holidays, sickness, training).

3. Main Responsibilities

1	Develop an understanding of person centred working and work from its value base at all times.
2	Contribute to ongoing use of 'My Life, My support plan' by keeping details updated and relevant. Contribute to the yearly review of 'My Life, My Support Plan'.
3	Work flexibly and responsively to support the individual to meet their personal outcomes.
4	Provide person centred personal support and assistance for the person according to their 'My Life My Support Plan'
5	Work in partnership with individuals supporting them to be full citizens in their community.
6	Contribute to setting individual (personal) and team targets in relation to a person's outcomes. Meet these targets
7	Support the person to develop and sustain positive relationships with all those people (family/friends/professionals) that are important to them.
8	Contribute to efficient team working by taking a pro-active part in team meetings and discussions, including chairing and minute taking and taking on tasks as agreed (e.g. working out the team rota, Access systems, family connector, on-call, setting and reviewing priorities, identifying and improving systems and processes, working on feedback from families and those we support.)
9	Take a pro-active part in the team by supporting colleagues, communicating well and helping to deal with issues as they arise.
10	Accountable to the person you support and those who advocate on their behalf
11	Be creative in involving the supported person in all decision-making related to them.

4. Thistle Approach: a framework to support wellbeing

The post holder is required to demonstrate these behaviours and qualities in ways which are relevant to their role.

Behaviours and qualities which enable...	Description
Understanding self	We develop a good understanding of ourselves and the impact we have on other people. Being genuine, respectful and listening with empathy to other people's perspectives lies at the heart of all our interactions. We believe this practice is nurtured by the ability to continually reflect on ourselves and the impact we have on others.
Building person centred relationships	We develop supportive, collaborative and enabling relationships. We also believe that people are the experts in their lives and that they are doing their best and that by working alongside people we are more likely to succeed. We reflect on the extent to which we create trust in all our relationships and how well we work within teams.
Making a difference using person centred approaches	We believe that using person centred approaches can be critical to whether people make the changes they want in their lives or not. We do this by focusing on what matters to each person and what they want specifically to achieve including taking life enhancing risks. We always encourage feedback in order to learn and improve on what we do.
Focusing on strengths, resilience and contribution	We believe that people have strengths, skills, knowledge and resilience and the ability to contribute to their own and others' lives. We need to be flexible and innovative to enable people to share these attributes and make the most of all contributions in order to find creative solutions. We celebrate the successes this brings and build our resilience by learning from setbacks.
Promoting wellbeing, citizenship and community	We believe that everyone is a citizen with rights, responsibilities and a contribution to make to their community. This is only meaningfully possible when you have genuine wellbeing and are fully included in your community. This belief drives the work we do at Thistle so we know we must try to influence the unequal and discriminatory aspects of our society in order to change how things currently are. This requires us to share the 'Thistle Approach' more widely and in turn, learn from the world around us. To do this well we must continually reflect on what this means for us as individuals and as an organisation.

5. Key Contacts and Relationships

- Person we support
- Team members
- Managers
- Practice Development Facilitators
- Coaches
- Other Thistle Staff and departments
- External bodies/agencies including health services, social work
- Family members of individual/s
- Advocates

6. Knowledge, Skills and Experience

- Ideally, have Higher Education Certificate in Person Centred Approaches or SVQ level 2/3 in **Health and Social Care** or equivalent. **If not you must** be committed to working towards **SVQ Level 3** to ensure registration to SSSC.
- Driving licence desirable
- IT literate
- Experience of supporting people with disabilities
- Experience and understanding of working in a person centred way
- Able to work autonomously
- Good interpersonal skills
- Ability to maintain clear & accurate records
- Flexibility to respond to a changing environment including evening and weekend working as required
- Ability to reflect on practice

7. Dimensions

- The post holder's work normally takes place at the Supported Persons home offices
- This is a permanent position

8. Job context and other related information

- The post holder is expected to commit to continually developing a personal understanding of the vision, mission and manifesto and strategic aspirations of the Thistle Foundation.
- Thistle hold a UKVI sponsor license. For employment as a Personal Assistant only full-time vacancies at Thistle are eligible for sponsorship due to the salary threshold. For employment as a Wellbeing Practitioner, only vacancies for 34 hours per week or more are eligible for sponsorship.

You should view our individual adverts. If you meet the criteria for the vacancy and require sponsorship, you should only apply for full-time positions. Thistle's primary consideration will be whether you match the criteria for the role of Personal Assistant.

We will only consider sponsorship if you can demonstrate you meet the Skilled Worker visa requirements but we cannot guarantee that we will be successful in obtaining a certificate of sponsorship to allocate to you. It is not Thistle policy to certify maintenance. In order not to have to meet the visa maintenance requirements you would have to have been in the UK for a year prior to a visa start date.

9. Job Description Creation and Revision

Created	October 2022
For Review	October 2023
Reviewed	
For Review	

