

Personal Assistant (Female only)

Hours: 1 x 3 hr shift (09:00-2:00 or 10:00-13:00) per week, Mon-Fri, worked flexibly by arrangement with employer.

Additional hours available to cover other PA's leave, with potential for increased hours in future

Location: Forfar, Angus

Rate: £18.50 per hour

A reliable and compassionate Personal Assistant is required to support a woman living with physical disability and complex health needs to maintain her independence at home.

Duties include:

Shopping and meal preparation

Light household tasks (cleaning, laundry)

Light gardening

Occasional support to attend appointments and social outings

Full UK Driving Licence and own car are essential.

About you:

This role would suit someone who is naturally calm, grounded, and emotionally steady.

You will be:

Kind, patient, and respectful

Able to contribute to emotional regulation through your presence, tone and approach

Able to respond sensitively to changing needs and emotions

Comfortable working in a trauma-aware way (e.g. staying calm during moments of distress)

Attuned to the importance of safety, trust, and consistency

Observant and attentive to detail

Experience in care or mental health is helpful, but the right attitude and personal qualities are most important.

Please note that due to the nature of the work females only need apply as permitted under Schedule 9, part 1 of the Equality Act 2010.

Application process:

To express your interest in this post please email

libby.mcainsh@dundeecarerscentre.org.uk quoting reference number **LM/RR/01/2026**

The Self-directed Support Service exists to support people to employ their own Personal Assistants and/or purchase services using direct payments. As an organisation we are not the employer but assist people to look for staff if they need them. If you are employed, your contract will be with the person in receipt of the direct payment and not with Dundee Carers Centre or the Self-directed Support Service.