



Independence from
drugs and alcohol

Personal Assistant to visually impaired Drug & Alcohol Engagement professional

Hours	Full Time 37.5hrs or Part Time (Minimum 22.5hrs) per week
Salary:	Negotiable
Closing Date:	03/10/2025
Interview Date:	TBC
Start Date	ASAP/Negotiable
Job Reference:	PA-BDP

About the Role

I am seeking a reliable, proactive, and professional Personal Assistant (PA) to support me as a visually impaired Drug & Alcohol worker in my day-to-day professional activities. This is a rewarding role for someone who is organised, empathetic, and tech-savvy, with a genuine interest in making a positive impact on workplace accessibility and independence.

Key Responsibilities

- Provide on-site support during the workday
- Assist with reading, writing, editing, and reviewing documents
- Navigate digital and physical office environments (including meetings, emails, scheduling, etc.)
- Assist with using adaptive technology and software (training provided if needed)
- Support during travel to and from meetings or events, if applicable
- Handle confidential information with discretion and professionalism
- Perform administrative tasks as required, data entry



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Essential Skills and Experience:

- Excellent verbal communication and listening skills
- Strong literacy and computer skills (Microsoft Office, email, calendar tools, etc.)
- Ability to follow instructions accurately and work independently
- Respect for privacy, dignity, and professional boundaries
- Reliable timekeeping and organisational abilities

Desirable (but not essential)

- Previous experience as a PA, support worker, or in a related work area
- Familiarity with screen readers, magnification software, or accessibility tools
- Awareness of disability rights and inclusive practices in the workplace

Additional Information:

Full training will be provided, including an introduction to my working style and the assistive technology I use. The successful candidate will be subject to background checks in line with safeguarding policies.

How to Apply:

Please send your CV and a short cover letter explaining your interest in the role to Spike.Wilkins@turning-point.co.uk by 3rd October 2025.

Please note that this advert has been placed on behalf of one of our staff member. Should your application be successful, and you are offered the position, you will be directly employed by the staff member and not by BDP.