# Job description

**Job title**: *Personal Assistant/Support Worker*

**Team**: *West Sussex*

**Department:** *Services*

**Job location:** *Office or**Home Based with easy access to Haywards Heath*

**Reports to:** *Research Intern*

## Overall purpose

Macular disease is the biggest cause of sight loss in the UK, with around 300 people diagnosed every day. The Macular Society is the only charity determined to beat the fear and isolation of macular disease with world class research, and the best advice and support.

To support people affected by macular disease now, the Macular Society provides a range of support, information and services. Our research programme is focused on finding new treatments and a cure to Beat Macular Disease forever.

## Organisational chart

Support worker reports directly to and works closely with Research Intern.

## Our values

We will beat macular disease by…



### Making It Happen - we are Ambitious

### Showing We Care - we are Supportive and Caring

* Knowing Our Stuff - we have Integrity and we act Honestly

## About the role

* The purpose of this role is to offer professional and sighted support to a visually impaired Research Intern within the Macular Society
* The role is carried out remotely but requires occasional driving between Haywards Heath and London.
* The role is to support with sighted tasks that the Manager is unable to complete using assistive technology. This is a professional role offering support around all aspects of his role and not personal tasks.
* Good all round administrative and communication skills with willingness to learn are required
* The postholder must be comfortable around dogs (the Research Intern is a guide dog owner)

The post holder must act in accordance with Macular Society codes of conduct, quality standards, authorisation processes, risk management policies and relevant external regulations.

**About you**

1. You will be committed to equality, diversity and inclusion in all aspects of our work.

2. Have an open and collaborative approach to work, helping us to achieve our Knowing our stuff value by working with integrity, making informed decisions to be the best we can be to Beat Macular Disease.

3. Be able to act with empathy, we provide a caring, approachable and supportive environment for all – we Show We Care by listening to each other and working together.

4. Be ambitious in your approach to help Make Things Happen, we are progressive yet supportive, and brave in our actions to make the progress that is needed to Beat Macular Disease.

5. Be happy to work in an organisation that puts those we support first, advocate for the Macular Society at all times, and be comfortable that all members of the team are fundraisers.

**Specifically for this role you will have:**

• Experience of Microsoft Office 365 products and CRM systems such as Microsoft Dynamics

• Previous experience of supporting someone with sight loss and/or hearing loss is desirable.

• Note taking experience

• Good communication skills, both verbal and written

• Good listening skills

• A knowledge of sight loss is desirable but not essential

• Excellent organisation skills and attention to detail

• Good time management

• Willingness to learn

**Eligibility to work in the UK:**

Proof of identity and eligibility to work in the UK.

## Safeguarding:

The Macular Society is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults with whom we work. We expect all our employees and volunteers to demonstrate this commitment.

You are required to carry out other such duties as may reasonably be required, relevant to the role.

**Contract Type:**

Self Employed or via Agency. Part time 27 hours per week. Fixed-Term until 31 March 2025