

Person Specification

Private PA and Lifestyle Coordinator

Purpose of the role

To support the employer in rebuilding and maintaining daily routines, structure and momentum across the home and the farm office, working to agreed priorities and within clear boundaries.

Essential skills and experience

Background in one or more of the following: executive assistant work, personal assistance, household coordination, office administration, family or learning support, hospitality, property management, wellbeing or yoga instruction, care settings, practical home support roles.

Also essential:

- Confident supporting daily routines and structure
- Comfortable encouraging wellbeing activities such as yoga, stretching or mindfulness
- Able to assist with simple food preparation
- Experience supporting young people in day to day tasks and routines
- Strong organisational skills and able to keep activities, appointments and tasks on track
- Clear communication skills with confidence coordinating schedules and practical arrangements
- Able to manage email, draft correspondence, arrange meetings and keep filing and records in order
- Able to coordinate tutoring arrangements and keep simple records of sessions
- Able to carry out general domestic support including cleaning, tidying, laundry, shopping and simple meal planning
- Able to use standard office software and online tools for scheduling and records
- Able to work safely in a farm setting, following agreed safety instructions

Essential qualities and approach

- Empathetic and able to understand the needs of the household
- Curious and willing to learn how the home works and what supports it best
- Non-biased and respectful of LGBTQ+ households, with candidates of any gender, sexuality, age, faith, disability or background welcome provided they are supportive of an inclusive household
- LGBTQ+ affirming and completely trans-inclusive, including using correct names and pronouns
- Trauma-informed and mindful in how they communicate and respond
- Supportive, transparent and able to work in partnership with the employer
- Steady, reliable and consistent in day to day work
- Invested in helping the employer regain structure, confidence and independence in the home
- Practical, resourceful, and willing to help where needed
- Able to bring calm structure into the day without taking control or creating pressure
- Able to work independently and take initiative
- Grounded and adaptable across a farm office, domestic spaces and outdoor working areas
- Living in, or able to travel reliably to, Brighton and the surrounding towns

Desirable

- Farming background or familiarity with farm routines, welcome but not required
- Experience of coordinating tutoring or learning support for a young person
- Experience of working in a private household
- A qualification in yoga, wellbeing or mindfulness instruction
- Experience supporting neurodivergent people
- Experience of creating simple filing systems or processes
- Experience of wardrobe or personal presentation support
- A full driving licence and a vehicle insured for business use

Key duties

- Routine and structure: map out daily calendars, prompt transitions between tasks and act as an external "executive function" to keep the day moving forward
- Personal assistance and administration: manage emails, draft correspondence, arrange appointments, sort post, organise files, track schedules and keep records up to date
- Home education coordination: handle the logistics, scheduling and organisation around online and in-person tutors and keep a simple record of sessions
- Body doubling and co-working: work alongside the employer in the farm office or on the farm as practical support and a grounding presence
- General domestic support: cleaning, tidying, laundry, grocery shopping and planning or preparing simple, wholesome meals
- Introduce and maintain wellbeing and daily routine: help the employer start the day, including getting up, making coffee and breakfast, and sharing calm routines such as yoga, stretching or mindfulness
- Wardrobe and identity support: help organise and streamline the employer's wardrobe for farm life across the seasons
- Farm vision: support and champion the vision and legacy of the farm
- Settings: work across the farm office, the home and outdoor working areas as the day requires

Working arrangements

- 40 hours per week, full-time, with flexibility by agreement
- £26,500 to £35,500 per annum depending on experience
- PAYE contract, 28 days holiday including bank holidays, workplace pension
- Live-out preferred, on-farm accommodation available by separate negotiation
- Equipment, agreed travel mileage and DBS costs covered by the employer
- A DBS check will be required for this role, arranged through an umbrella body, with the cost covered by the employer
- This is not a care role. Personal care, medical support and overnight care are outside the role

Any other duties as required

- Carry out reasonable, agreed duties that support the smooth running of the household and the employer's daily routines
- Work flexibly within the agreed role, priorities and boundaries
- Raise concerns, changes or support needs transparently with the employer
- Respect the privacy, confidentiality, identity and autonomy of everyone in the household

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