

<b>Title of Post</b>	<b>Programme Assistant - Limerick South</b>
<b>Location</b>	Southill, Limerick South
<b>Employment Type</b>	Part-Time (14 hours) and Fixed Term Contract Until 30 June 2026
<b>Salary</b>	€9,965 - €12,007 (This is pro-rated salary for 14 hours)
<b>Contact Details</b>	Evelyn or Sheila on 061319290 / info@southill.barnardos.ie

#### Information Note

Barnardos has three family support projects in Limerick,  
- Southill, (Limerick South), Saint Mary's Park Moyross, (Limerick North) and Islandgate.

These Programme Assistant positions will be based from the project in Limerick South.

The Early Bird Service (Breakfast Club) runs Mondays to Fridays from 8am -9.30am offering breakfast, activities, and social-emotional opportunities for children who attend. The After-School service in conjunction with this, is also for primary school aged children and operates Monday – Thursday from 1pm- 4:30pm.

Barnardos works in areas of disadvantage with children and families from diverse communities. The service goals are to improve the emotional well-being of children, and their capacity for learning and development. Barnardos is committed to inter-agency working through a partnership based approach with families.

Barnardos Family Support Service offers direct support to families to address the needs of children. The types of intervention usually include individual work with a child and/or a parent; parent and child work; family work; group work with children and adults, drop-in information and advice, and community activities. The types of support provided often include parenting support, practical support, and support to children in terms of managing behaviour, identity work, self-esteem work, sibling work, and other issues as they arise.

#### **What will the Programme Assistants do?**

Working alongside colleagues, the Programme Assistants work to provide a safe, child-centered environment to children attending the Early Bird service and/or the Afterschool service, as applicable.

## **Programme Assistant**

### **Job Description**

<b>Post:</b>	Programme Assistant X2
<b>Location:</b>	Limerick Southill
<b>Responsible to:</b>	Project Co-ordinator
<b>Works with:</b>	Barnardos team and volunteers; children and parents attending the Early Bird Service.

### **Job purpose**

To provide a safe, child centred environment/experience to children in the context of the service in which you work and appropriate to the role.

### **Core Job Requirements**

- To provide a safe and appropriate environment for children to participate in the service.
- To ensure all children attending the service receive an appropriate level of supervision.
- To support the provision of breakfast to participants in the service
- To support the preparation and cleaning of the service.
- To support children attending to play and interact positively with other children.
- To be vigilant for signs of physical, sexual and emotional abuse and neglect and any concerns regarding the welfare of children.
- To, immediately, bring any concerns to the attention of the service lead workers and the Designated Person and in keeping with Barnardos Child Protection Policy.
- To record concerns promptly and accurately.

### **Requirements Specific to this Post**

- To teamwork effectively to ensure smooth delivery of the service.

**Note:** This Job Description will be reviewed and updated in line with the needs of the work.

## **Programme Assistant**

### **Person Specification**

### **Personal Attributes**

- Commitment to provide a quality service to children
- Good communication and interpersonal skills
- Awareness of confidentiality and the ability to deal with sensitive issues including child protection concerns
- Knowledge of working in areas of disadvantage
- Ability to work as part of a team
- Flexibility and adaptability are essential attributes in this role.

### **Experience**

- Experience of working with children for a minimum of 6 months is essential.
- Relevant voluntary work may be considered.

**Qualification**

Recognised qualification (minimum QQI/ FETAC Level 5 on the NFQ) that is approved under the Early Years (Pre-school) Regulations.

The post-holder is initially assigned to work in the Limerick Family Support Service, Limerick South but may be required in the future to work in other project(s) in the Limerick area in line with Organisational needs.

**Barnardos is an equal opportunity employer.**

**We celebrate diversity and are committed to creating an inclusive environment for all.**