

Title of Post	Programme Assistant (AIM)
Location	Loughlinstown
Employment Type	Fixed term, Part-time Contract, July 2026
Salary	€19,333 - €24,368 DOE (Pro-rata salary for 25 hours)
Contact Person	Valerie Ryan on 012842323 / valerie.ryan@barnardos.ie
Closing Date	Thursday, 18 th December, 2025
Interview Date	TBC

Information Note

Name of the Project: Barnardos Child & Family Services,
Address/Location: Loughlinstown Drive, Loughlinstown, Co.Dublin

What does the Loughlinstown Early Years' centre do?

The project seeks to improve child developmental outcomes for children aged birth to 5 years and to maximise the capacity of their families/carers to meet children's needs by offering an Early Intervention Service with targeted support for individual children and a bundle of integrated family support services for their families. Specific attention is given to those families where child protection or welfare concerns exist, working with the most vulnerable and disadvantaged families specifically focussing on parenting skills and child/parent relationships in order to reduce subsequent difficulties for children.

Our overall aims are:

- Increase children's emotional wellbeing
- Improve children's learning and development

We do this by providing a range of Hardiker level 1 and 2 and 3 interventions in response to the individual assessed needs of children and their families referred to Barnardos.

Services include Infant and Toddler and Preschool programmes for children based on the High Scope and Tús Maith curriculum, Individual work with children, Individual home based parenting work (Partnership with Parents), Parent/Child work, Practical Family Support, advice information and advocacy, and group work with parents including a Parents' Breakfast.

Tivoli is a busy centre with children and their parents/carers attending our Early Years' and Pre-school services on a daily basis and additional families attending the family support services.

We work to provide a response that involves interagency collaboration to maximise outcomes for families.

Who do we work with?

Referrals are accepted from the Tusla, HSE, schools, and other agencies and individuals as appropriate, including other Barnardos services and parents/carers themselves.

All referrals will be responded to, and following Barnardos assessment, services will be offered in line with presenting needs, criteria and service capacity.

Programme Assistant

Job Description

Post:	Programme Assistant
Location:	Barnardos Family Centre, Loughlinstown, Co. Dublin
Responsible to:	Project Leader
Works with:	Team and service users

Job purpose

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

- Provide a safe and appropriate environment for children to participate in the service.
- Ensure all children attending the service receive an appropriate level of supervision.
- Support children attending to play and interact positively with other children.
- Be vigilant for signs of physical, sexual and emotional abuse and neglect and any concerns regarding the welfare of children.
- Immediately, bring any concerns to the attention of the child's Key Worker and the Designated Person and in keeping with Barnardos Child Protection Policy.
- Record concerns promptly and accurately.
- Gather information statistics and prepare reports as required, including administration of databases as appropriate to the role
- Supervise students and volunteers where necessary and to ensure they are aware of all Barnardos policies and compile placement reports as appropriate.

Requirements Specific to this Post

- Provide a flexible service on a day-to-day basis within the Early Years' team.
- Experience or understanding of working with vulnerable children and families.

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
- 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/work experience may be considered.

Qualification

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

The post-holder is initially assigned to work in the Early Years' Service Loughlinstown but may be required in the future to work in other project(s) in the South Dublin 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.