

Role	Programme Assistant, Part-time – Tivoli, Dun Laoghaire
Location	Tivoli Terrace South, Dún Laoghaire, County Dublin
Employment Type	Part-time , 15 hours per week and Fixed term (AIM) contract to end July 2025
Salary Scale - Depending on Experience	€10,676 - €12,864 D.O.E. (this is the pro-rated salary for 15 hrs.) Hourly €13.65 - €16.45
Contact	Sarah Costigan Phone : 01-284 2323 <sarah.costigan@barnardos.ie>
Closing Date	12 November at 12pm
Interview Date	TBA

Tivoli Early Years' Service – Dun Laoghaire

What does Barnardos Tivoli 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.

To achieve this, we provide targeted supports 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.

The service is needs-led working with the most vulnerable and disadvantaged families and outcome-focussed, specifically focussing on parenting skills and child-parent relationships in order to reduce subsequent difficulties for children.

Our overall aims are:

- To increase children's emotional wellbeing
- To improve children's learning and development

We do this by providing a range of Hardiker level 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 Pre-school programmes for children based on the High Scope and Tús Maith curriculum, Individual work with children, Individual home based parenting work for example Partnership with Parents (PwP), Parent/Child work, Practical Family Support, information and advocacy, and group work with parents and guardians, 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, which involves interagency collaboration in order to maximise outcomes for families.

Who do we work with?

Referrals are accepted from Tusla, the HSE, schools, and other agencies and individuals, as appropriate, including other Barnardos services and parents/carers themselves. Funding is provided under the Access and Inclusion model (AIM) / POBAL funding.

Programme Assistant Job Description

Post:	Programme Assistant
Location:	Barnardos Family Centre, Tivoli, Dún Laoghaire
Responsible to:	Project Leader
Works with:	Team and service users

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 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 child's Key Worker and the Designated Person and in keeping with Barnardos Child Protection Policy.
- To record concerns promptly and accurately.
- To gather information statistics and prepare reports as required, including administration of databases as appropriate to the role
- To 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

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

Requirements of all Barnardos staff

- Commitment to the purpose of Barnardos and to work within the values, policies and procedures of the organisation and in the context of current legislation and regulations.
- To participate in regular supervision with your line manager.
- To actively participate in team and staff meetings and service reviews/ evaluations and to contribute to the development of policy and practice with your area of work and within Barnardos as a whole.
- To report any area of concern to your line manager in a timely manner.
- To show reasonable flexibility in relation to hours of attendance to meet the needs of the work. Work during unsocial hours may be required.
- Have a flexible approach to the work in response to organisational change, development and review of best practice.
- Participate in and engage with a performance management programme.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.
- To be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of your line manager or local Health & Safety Officer.
- To be vigilant to any concerns regarding the protection and welfare of children and to bring them to the attention of the Barnardos Designated Person in a timely manner, in keeping with the Barnardos Child Protection policies.
- To participate in the efficient flow of information within the organisation by sharing and seeking information as appropriate.
- To undertake other duties as may be requested by the line manager from time to time.
- To undertake your work in a manner that is friendly, flexible and informal.

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

***Barnardos is an equal opportunity employer.
We celebrate diversity and are committed to creating an inclusive environment for all.***

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/prior work-experience positions may be considered.

Qualification

A recognised qualification (minimum FETAC/ QQI level 5) that is approved under the Early Years' (Pre-school) Regulations.