

<b>Title of Post</b>	<b>Programme Assistant - Limerick South</b>
<b>Location</b>	Southill, Limerick
<b>Employment Type</b>	Part-Time (14 hours per week) & Fixed Term Contract until 31 December 2027
<b>Salary</b>	€11,043 - €13,423 (This is pro-rated salary for 14 hours)
<b>Contact Details</b>	Evelyn on 061319290 / <a href="mailto:info@southill.barnardos.ie">info@southill.barnardos.ie</a>
<b>Closing Date</b>	Friday 19 June 2026
<b>Interview Date</b>	TBC

This Programme Assistant position will be based across two locations, the Limerick South project, and in the Southside Educational Campus, where the After-school Service is delivered.

Working alongside colleagues, the Programme Assistants work to provide a safe, child-centered environment for children attending the After-school service.

### **Programme Assistant**

#### **Job Description**

<b>Post:</b>	Programme Assistant
<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 Afterschool 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**

- Provide a safe and appropriate environment for children to participate in the Afterschool service.
- Ensure all children attending the service receive an appropriate level of supervision.
- Support the provision of the Afterschool Service to participants in the service
- Support children with Homework completion
- Support the preparation and cleaning of the service.
- 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 service lead workers and the Designated Person and in keeping with Barnardos Child Protection Policy.
- Record concerns promptly and accurately.

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

- Teamwork effectively to ensure smooth delivery of the service.

- Flexibility with regards to hours during summer months when Summer Camps are delivered.

**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.**