

Barnardos: AIM Programme Assistant (Part Time) - Millbrook Lawns Health Centre (<https://www.activelink.ie/node/112756>)



Because childhood lasts a lifetime

Ireland's leading children's charity is recruiting:

Programme Assistant (AIM) – Tallaght Dublin 24

Location: Millbrook Lawns Health Centre, Tallaght, Dublin 24

Contract: Part-Time (14 hours per week) and Fixed term to July 2025

Salary: €9,964 - €12,007 DOE (This is the pro-rata salary for 14 hours)

Why work at Barnardos?

Are you a purpose driven individual who is passionate about making a difference and helping some of society's most vulnerable children? At Barnardos, we pride ourselves on delivering impactful services that make a difference to the lives of children and families across Ireland.

We believe that childhood lasts a lifetime. As trauma informed specialists our core purpose is to provide the necessary support for children to overcome childhood adversity, embedding a trauma informed ethos and practice into every service we provide.

What we can offer you:

As a Programme Assistant, we appreciate the value of your time when providing essential support to our services, that's why we have the necessary support structures and network in place that will allow you to make a real impact on the lives of children across Ireland. We also offer the following:

- Barnardos offers a competitive salary – recognising the experience you bring to the role
- Generous annual leave entitlements plus discretionary Company days
- Employee pension scheme with employer contribution/ Company Sick Pay Scheme
- Access to regular trauma informed support, supervision, training and many other professional development opportunities
- Tax saver and bike to work schemes in operation
- Access to the Employee Assistance/Wellbeing programme for employees and their immediate family members

What's the role/service?

We are looking for a Programme Assistant to help provide a safe, child-centred environment / experience to children attending the Millbrook Early Years Pre-school service.

What will my day to day look like?

In this role you will focus on supporting a child / children and their group to engage with the curriculum in our safe child centred environment. You will be responsible for the following:

- Supporting Child & Family Development Workers in the planning and delivery of the preschool and early years' service.
- Providing appropriate levels of support to ensure the engagement of children in our pre-school and early years' curriculum.
- Working with relevant staff to prepare and implement individual support plans for children who require additional support.
- Assisting in general duties related to the preschool and early years' environments including planning, preparation, cleaning, and care of equipment & materials.
- Gathering information statistics and prepare reports as required, including administration of databases as appropriate to the role

What experience do I need?

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

Do I need a qualification?

Yes, to be eligible for this role you will hold a recognised qualification (minimum level 5 on the QQI) that is approved under the Early Years' (Preschool) Regulations.

Additional Information:

The post-holder is initially assigned to work in the Millbrook service but may be required in the future to work in other project(s) in the Dublin area in line with Organisational needs.

For full job description and to apply please visit [Current Job Vacancies – Barnardos](https://www.barnardos.ie/about-us/careers/current-job-vacancies/) (<https://www.barnardos.ie/about-us/careers/current-job-vacancies/>)

Closing date: 5pm on Tuesday 07 January 2025

Interview date: Week of 13 January

Shortlisting will apply (please note, CVs are not accepted on their own, candidates must complete and submit our application form through Barnardos website).

Barnardos is an equal opportunity employer.

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

Region

Tallaght, Dublin 24

Date Entered/Updated

18th Dec, 2024

Expiry Date

7th Jan, 2025

Source URL: <https://www.activelink.ie/vacancies/children-youth/112756-barnardos-aim-programme-assistant-part-time-millbrook-lawns-health-centre>