

<b>Title of Post</b>	<b>Programme Assistant – Family Support (Corduff)</b>
<b>Location</b>	Corduff Family Support Project, Dublin 15
<b>Employment Type</b>	Part Time (20 hours) & 1 Year Fixed Term Contract
<b>Salary - Depending on Experience</b>	€15,643 – €18,801 (pro-rated salary for 20 hours)
<b>Contact Person</b>	Siobhan Lyons <siobhan.lyons@barnardos.ie> Phone.: 01 – 826 2434
<b>Closing Date</b>	Friday 10 <sup>th</sup> April 2026
<b>Interview Date</b>	TBA

**Name of the Project:** Corduff Family Support Service  
**Address/Location:** 22 Corduff Park, Blanchardstown, Dublin 15  
**Telephone:** 01-8262434

**Post:** Programme Assistant

**Location:** Corduff Family Support Project, 22 Corduff Park, Blanchardstown, Dublin 15

**Responsible to:** Project Leader

**Works with:** Children, parents, families, Barnardos staff, Internal and External Stakeholders including statutory, voluntary and community partners.

### **Job purpose**

To support the project worker in facilitating the OASIS Programme (Opportunities for Assisting Staying in School) which has been in operation since 1994 and has been in receipt of funding from the VEC/ ETB/ DDLETB since 1998. The aim of the programme is to enable young people who are at risk of early school leaving to develop the knowledge, skills and attitudes to enable them to remain in, and participate more effectively in school. It is hoped that through participation in the programme the young person will reach their full potential academically, socially and emotionally and also that the barriers to school attendance will be reduced.

The programme is group based and school centred taking place four afternoons a week during school term time. The OASIS Programme works in partnership with families, schools and other organisational, community and voluntary bodies.

### **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.
- Keep updated electronic records in relation to all aspects of work and prepare reports as required.

- Gather information statistics and prepare reports as required, including administration of databases as appropriate to the role.
- Support students and volunteers where necessary and to ensure they are aware of all Barnardos policies.

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

- Support the facilitation of the Parent and Toddler Group one morning a week
- Support the record keeping for the Parent & Toddler group
- Support the OASIS Project Worker to facilitate four after-school groups per week for children aged 10 to 12 years.
- Work to meet the needs of children and young people identified as being at risk of early school leaving.
- Involving the young people, parents and families, in the development of strategies designed to meet their needs.
- Participating in ongoing programme planning, implementation, delivery and review.
- Work closely with the Project Workers and volunteers to implement the planned programmes.
- Have excellent communication and interpersonal skills for working with babies and toddlers and young people (10-12 years) and adults.
- Be able to identify and respond to child protection issues arising for young people and their families appropriately.
- Participate with record keeping in electronic files.
- Use a trauma informed lens in relation all planned activities, interactions, observed behaviours and programmes engaged in with the young people in the group.

**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 may be considered.

#### **Qualification**

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



**A full driving licence and access to the use of a suitably insured car is essential.**

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

**Barnardos is an equal opportunity employer.**

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