

Who are we?

Positive Futures is positive about people. We transform peoples' lives every day. We support people who have a learning disability, acquired brain injury and autism.

The bottom line is this: wonderful things can and do happen when people get the right support, at the right time, from the right people.

What does a Summer Programme Coordinator do?

Put simply, your job is to deliver and oversee high quality activities for autistic children during a four-week summer Programme run by Mayo Autism Camp and Positive Futures commencing on 30 June 2025.

To help you do this, you will:

- Receive a full and paid induction
- Work as part of a dedicated team to provide support.

You don't need formal qualifications, but you do need to have experience of working with children with autism and you need to be kind, patient, and have a sense of fun.



Job Title	Summer Programme Coordinator/ Summer Programme Coordinator with additional responsibilities
Reports to	Operations Manager

Summer Programme Overview

Mayo Autism Camp, with support from Positive Futures, will run a four-week summer programme for autistic children in Manulla, Co Mayo, commencing on Monday 30 June 2025.

We are seeking three enthusiastic and dedicated Summer Programme Coordinators and one Summer Programme Co-ordinator with additional responsibilities to deliver and oversee the summer programme activities. The Coordinators will receive induction prior to the programme. While the role is for a four-week period, there is a potential for this to be extended dependent on funding. The programme will be held in Manulla Football Club, using both indoor and outdoor facilities. The duration is 4 weeks (2 sessions of 2 weeks each). The programme will support 30 children per 2-week session (60 children in total).

Purpose of Role

To oversee and deliver engaging activities for autistic children during a four-week summer programme. These roles are relief roles, that means we will agree with you the hours that work for the summer programme and your availability. You will need to commit to a minimum number of hours (some time for induction and preparation of the programme) and these requirements will be discussed with you at interview.

Main Responsibilities

Planning (for the role with additional responsibilities only)

- Work with, and support, Mayo Autism Camp to complete all planning and co-ordination activities prior to the summer programme.
- Oversee all H&S arrangements to ensure children, families and staff are safe at all times.
- Lead on safeguarding arrangements in relation to safeguarding children and fulfil the role of Designated Liaison Person to address any issues that may arise.
- Provide day to day oversight of high quality support arrangements

Daily Programme Setup

- Prepare rooms for various activities, ensuring a welcoming and engaging environment.
- Organise and set out necessary resources (e.g. Lego, sensory play materials).
- Greet children, families, guardians, and carers upon arrival.
- Coordinate with event suppliers to ensure seamless execution of activities.

Activity Oversight

- Facilitate and supervise group activities throughout the day.
- Ensure the safety and wellbeing of all participants through effective safeguarding measures.
- Manage lunchtime activities, including overseeing stands and ensuring children are cared for.
- Communicate with activity providers to confirm schedules and logistics for the following day.

End-of-Day Procedures

- Ensure all children are safely collected by their parents/ carers/ guardians.
- Organise and store all materials and resources for the next day's activities.
- Document and report any incidents or accidents that occur during the programme.

Other

- Support any programme evaluation activities.
- If required, provide cover for the Summer Programme Co-ordinator (with additional responsibilities).

There may be occasions when the job holder is required to fulfil some duties outside of normal working hours and flexibility is therefore essential.

This job profile is not restrictive, and the job holder may be required to undertake other duties from time to time as Positive Futures may reasonably require. All the above duties must be carried out in line with the policies and procedures of the organisation.

The Chief Executive must be contacted in the event of all media enquiries.

How do I apply for this job?

Complete a short online form stating how you meet the following criteria for this job in the shortlisting section of the application form. We will use this shortlisting section to decide whether to invite you to an interview.

To apply for this role, you **MUST** have:

1. Experience working with autistic children
2. Strong organisational and communication skills
3. The ability to work collaboratively with a team and engage positively with children and families

For the role with additional responsibilities only:

- Experience of planning, organising and implementing activities for children and young people
- Knowledge of safeguarding children practices.

Positive Futures reserves the right to enhance the shortlisting criteria.

If you meet the shortlisting criteria, you will be invited to attend an interview.

To be successful at interview and ensure the people we support receive the highest quality service, you need to:

- Share our **POSITIVE** values
- Have the right skills (or competencies) needed for the job.

Our Values

“Our values” are what underpin everything we do in Positive Futures.

PEOPLE FIRST – the people we support will always be our top priority.

OPPORTUNITIES – we seek out opportunities to make life better for the people we support through the commitment and dedication of our staff and volunteers.

SPEAKING OUT – working in partnership with the people we support, we will champion their rights at every opportunity with decision makers, with government – locally, regionally and nationally – and in the media.

INNOVATION – we are a learning organisation that is always looking for new, creative and better ways to do things.

TENACIOUS – we don’t give up – if it needs to be done, we believe it can and will be done.

INVOLVEMENT – the people we support and our staff will always have a say in the running of the organisation and we will celebrate with our partners and stakeholders what we achieve together.

VALUE FOR MONEY – we deliver life-long results and transform peoples’ lives in a cost-effective manner.

EXCELLENCE – we will always aim to be the best we can be in supporting people to achieve their dreams and transform their lives.

Our Competencies

You need to have the following skills (competencies) to help the people we support to live the life they want.

Respectful and Understanding of Others	<ul style="list-style-type: none">• Kind and work well with others, treating them with respect and dignity• Understanding of the needs of others
Effective Communication	<ul style="list-style-type: none">• Able to communicate effectively with others, verbally and in writing
Results and Quality Focus	<ul style="list-style-type: none">• Able to be an active, positive and co-operative member of the team• Helpful and supportive of others• Focussed on the best interests of the people we support
Problem Solving and Decision Making	<ul style="list-style-type: none">• Open minded and able to resolve difficulties• Able to make good decisions
Resilient to Change and Challenges	<ul style="list-style-type: none">• Open to change and new developments / initiatives• Able to adapt well to new and unfamiliar situations• Resilient and cope well when challenges arise

The people we support and our staff are at the heart of all that we do.

As a valued member of staff, you can avail of our competitive salary and benefits package



Pay

The salary will be commensurate with applicant skills and experience and will be discussed at interview.



Holidays

You are entitled to 8% of all hours worked in terms of annual leave, subject to a maximum of 20 days per annum in a full holiday year.



Pension

We offer a contributory pension scheme – we pay 4% for eligible staff alongside your contribution of 4%.



Financial Wellbeing

Salary Finance is our financial wellbeing provider, offering financial education including budgeting tips and tools, videos and webinars. Eligible staff will also have access to savings accounts and loans.



Mental Health and Emotional Wellbeing

You can speak in complete confidence to trained counsellors from StaffCare (an independent staff support provider).

See the 'Training and Support' section for other ways we provide support to our staff.



Sick Pay

You will be eligible for 5 days sick pay at 70% of daily rate, capped at a maximum of 110 euros per calendar year.



Work / Life Balance

We offer a range of work / life balance benefits including:

- A suite of family friendly policies
- Enhanced maternity and paternity pay
- Bereavement leave
- Career breaks
- Emergency time off.



Training and Support

You will receive induction, relevant training, and regular 1:1 support meetings with your manager. We also provide opportunities for team development and, when needed, specialist training for teams.

We will support you to develop your career and, complete external and/or accredited training programmes relevant to your role.