DISGRIFIAD SWYDD - THIS IS A JOB WHERE THE ABILITY TO SPEAK AND WRITE WELSH FLUENTLY IS ESSENTIAL

TEITL SWYDD	Arweinydd Hybiau GISDA
LLEOLIAD	Caernarfon, Pwllheli, Blaenau Ffestiniog, Bangor
ORIAU	37 awr yr wythnos, gyda'r nos ar brydiau
CYFLOG	B4: £29,764.28 - £33,997.08
CYTUNDEB	parhaol

PRIF BWRPAS Y SWYDD

Arwain datblygiad a rheolaeth hybiau GISDA fel rhan o brosiect tair blynedd a ariennir gan y Loteri. Bydd y rôl yn sefydlu ein hybiau yn y Banc (Caernarfon) a Phwllheli, ac yn datblygu hybiau ym Mangor a Blaenau Ffestiniog. Bydd yr hybiau'n darparu mannau diogel a chroesawgar i bobl ifanc, gan gynnig cefnogaeth integredig, lles a chyfleoedd. Bydd yr Arweinydd Hybiau yn cydweithio'n agos ag Arweinydd Caffi GISDA, rheolwyr, timau staff a sefydliadau partner.

CYFRIFOLDEBAU ALLWEDDOL

Sefydlu a Datblygu

- Arwain sefydlu a rhedeg hybiau GISDA, gan sicrhau cyfleusterau, gweithgareddau a gwasanaethau o ansawdd uchel.
- Cynnwys pobl ifanc wrth lunio mannau, gwasanaethau a gweithgareddau'r hybiau.
- Hyrwyddo cynaliadwyedd trwy ymgorffori adnoddau lles, therapiwtig, creadigol ac addysgol.
- Gweithredu fel prif bwynt cyswllt ar gyfer hybiau GISDA a sicrhau bod yr hybiau'n gynhwysol, yn groesawgar, yn ddiogel ac yn amgylcheddol gyfrifol.

Partneriaethau a Chysylltiadau Cymunedol

- Meithrin partneriaethau cryf gyda sefydliadau a rhanddeiliaid lleol.
- Pwynt cyswllt ar gyfer partneriaid sy'n cynnig adnoddau i'r hybiau, gan gynnwys Iechyd Cyhoeddus Cymru, Good Things Foundation, Fuel Bank Foundation a Banc Bwyd.
- Cydlynu amserlenni partneriaid, cyfathrebu rheolaidd a chydweithio ar brosiectau neu ddigwyddiadau.
- Datblygu perthnasoedd gyda chyrff addysg, cyflogwyr a phartneriaid cymunedol i greu llwybrau at hyfforddiant, gwirfoddoli a chyflogaeth.
- Casglu adborth gan bartneriaid a phobl ifanc i fonitro effaith a gwella cydweithio'n barhaus

Cyflenwi Gwasanaethau a Phrosiectau

- Arwain ar ddarpariaeth yr hybiau, gan gynnwys gweithgareddau gyda'r nos a phenwythnosau

- Cynnig rhaglen amrywiol o weithgareddau yn cynnwys cyngor ar lety, gwasanaethau cefnogol, gweithgareddau creadigol a therapiwtig, cyfleoedd hyfforddi a chyflogaeth.
- Datblygu a gweithredu Llawlyfr Hybiau GISDA i sicrhau safonau cyson a fframwaith therapiwtig.
- Darparu llwybrau i wirfoddoli, hyfforddiant, profiad gwaith a chyflogaeth (gan gynnwys o fewn y Caffi).
- Datblygu a chynnal app aelodaeth i rannu gwybodaeth a buddion.
- Trefnu hyfforddiant a datblygiad staff, gan gynnwys gweithdai creadigol gyda staff Gofod Ffiws.

Rheoli a Gweithrediadau

- Dylunio systemau a gweithdrefnau sy'n cyd-fynd â fframwaith therapiwtig GISDA..
- Paratoi cyllidebau, monitro incwm/gwariant a sicrhau grantiau bach neu gyfleoedd masnachol.
- Sicrhau bod yr hyn sy'n cael ei gynnig yn gweithredu'n effeithiol o bob hwb, a bod lefelau stoc a defnydd priodol o roddion yn cael eu monitro a'u rheoli'n effeithiol.
- Rheoli ochr weinyddol y hybiau, gan gynnwys iechyd a diogelwch, rotas, archebu ystafelloedd, logio digwyddiadau, a chadw cofnodion cywir.
- Darparu croeso cynnes a gwasanaeth o ansawdd uchel i bob ymwelydd, gan gefnogi cyfranogiad pobl ifanc.
- Bod yn hyblyg i weithio gyda'r nos a phenwythnosau, gan gamu i mewn i gefnogi staff neu waith ymarferol pan fo angen.
- Sicrhau bod yr hybiau yn flaengar o ran yr amgylchedd, yn addysgu pobl ifanc o ran Ddeddf Cenedlaethau'r Dyfodol ac yn gweithredu'n bositif ac ymarferol gan ail-ddefnyddio ac ailgylchu a rhoi ffocws ar leihau ol-troed carbon.

Monitro ac Ansawdd

- Monitro perfformiad (llesiant, effaith, cyllid, cyfranogiad) ac adrodd i reolwyr, rhanddeiliaid a'r Loteri.
- Sicrhau bod yr hybiau'n dilyn egwyddorion Model Fi, model therapiwtig GISDA.
- Cynnal archwiliadau rheolaidd o hybiau GISDA a chreu adroddiadau chwarterol i reolwyr a rhanddeiliaid
- Casglu adborth gan bobl ifanc a'r gymuned i wella darpariaeth.
- Sicrhau hygyrchedd llawn o fewn yr hybiau.

Marchnata a Chyfathrebu

- Arwain a datblygu cynllun marchnata hybiau GISDA gan sicrhau brand cryf
- Hyrwyddo gwaith GISDA drwy gyflwyniadau, digwyddiadau a fforymau allanol.
- Sicrhau bod holl ddeunydd marchnata ac adnoddau codi ymwybyddiaeth yn gyson ac yn gyfredol.
- Datblygu Rhwydwaith o gysylltiadau presennol a newydd gyda sefydliadau ac unigolion yn yr ardal.
- Creu cyfres o ddigwyddiadau i godi ymwybyddiaeth o'n hybiau a chreu cysylltiadau cymunedol newydd.

Rheoli Llinell

- Rheoli a chefnogi staff a gwirfoddolwyr ar draws yr hybiau.
- Recriwtio, denu a chadw gwirfoddolwyr newydd, gan hyrwyddo cyfleoedd gwirfoddoli o fewn y gymuned.

- Darparu anwytho, hyfforddiant parhaus a datblygiad proffesiynol i staff a gwirfoddolwyr.
- Creu a chynnal rotas hyblyg i sicrhau darpariaeth effeithiol ar draws pob hwb.
- Sicrhau goruchwyliaeth reolaidd, cyfathrebu clir, a chefnogaeth i bawb sy'n rhan o'r tîm.

CYFRIFOLDEBAU CYFFREDINOL

⇒ Gweithredu oddi mewn i bolisïau a gweithdrefnau GISDA yng nghyswllt cyfle cyfartal a chydraddoldeb.

⇒ Cyfrifoldeb i adrodd am unrhyw bryder neu amheuaeth bod plentyn neu oedolyn bregus yn cael ei gam-drin.

⇒ I weithio o fewn fframwaith PIE, yn unol a model therapiwtig GISDA.

⇒ I adeiladu perthynas gref, iach ,a chyfeillgar gyda pobl ifanc gan roi y cyfle iddynt ymgysylltu/ a mynegi ei hunain mewn awyrgylch ffurfiol ac anffurfiol.

⇒ I greu awyrgylch di sefydliad, saff a chroesawgar sydd yn rhoi y cyfle i bobl ifanc drafod a mynegi ei teimladau /pryderon.

⇒ I annog, ysgogi a credu mewn pobl ifanc .

⇒ I gwblhau achrediadau Agored Cymru a cefnogi a hyrwyddo pob cyfle posib yn ymwneud a addysg/hyfforddiant/gwirfoddoli a'r bydgwaith.

⇒ Cyfrannu tuag at hyfforddiant a datblygiad personol eich hun.

⇒ Hyrwyddo agwedd gyfeillgar, gwrth-wahaniaethol ym mhob agwedd o'r gwaith tuag at ddefnyddwyr gwasanaeth, cyd-weithwyr, aelodau o'r Bwrdd Rheoli, aelodau o'r cyhoedd ac asiantaethau eraill.

⇒ Hyrwyddo gwerthoedd a diwylliant mewnol y Cwmni.

⇒ Hyrwyddo nod ac amcanion y Cwmni.

⇒ Ymgymryd ag unrhyw dasgau rhesymol yn ôl yr angen.

⇒ Ymlynu at holl bolisïau a gweithdrefnau cyfredol y Cwmni.

⇒ Cyfrannu at sesiynau arolygaeth.

⇒ Cadw holl wybodaeth sy'n berthnasol i'r Cwmni, y staff a defnyddwyr gwasanaeth y Cwmni yn gyfrinachol.

MANYLDEB PERSON			
MEINI PRAWF	**HANFODOL**	**DYMUNOL**	**DULL ASESU**
Addysg a Chymhwysterau	Lefel addysg dda gyda'r gallu i weithio'n broffesiynol mewn rôl reoli	Cymhwyster perthnasol mewn Rheolaeth, Gwaith Ieuenctid, Gwaith Cymdeithasol neu faes cysylltiedig.	Ffurflen Gais a Thystysgrifau
Profiad ac Ymwybyddiaeth Perthnasol i Swydd	Profiad amlwg o arwain a rheoli timau staff a gwirfoddolwyr	Profiad o weithio mewn partneriaeth gydag ystod eang o asiantaethau a sefydliadau cymunedol	Ffurflen Gais a Chyfweliad
	Profiad o reoli prosiectau, cyllidebau a systemau monitro perfformiad.	Profiad o ddatblygu ffrydiau incwm newydd, megis masnachu cymdeithasol	Ffurflen Gais a Chyfweliad
	Profiad o weithio gyda phobl ifanc, yn enwedig y rhai sy'n fregus neu mewn perygl o ddigartrefedd.	Profiad o baratoi ceisiadau grant a chodi arian	Ffurflen Gais a Chyfweliad
Sgiliau a Gwybodaeth Perthnasol i Swydd	Sgiliau arwain ac ysbrydoli tîm, gan gynnwys pobl ifanc	Gwybodaeth am fframweithiau therapiwtig a dulliau cefnogol ar gyfer pobl ifanc.	Ffurflen Gais a Chyfweliad
	Gallu cyfathrebu'n effeithiol ar lafar ac yn ysgrifenedig, gan gynnwys adrodd i randdeiliaid..	Gallu defnyddio dulliau arloesol i rannu gwybodaeth, e.e. apiau neu infograffeg.	Ffurflen Gais a Chyfweliad
	Dealltwriaeth o faterion sy'n wynebu pobl ifanc bregus a phwysigrwydd cynnwys pobl ifanc mewn datblygiadau	Sgiliau datblygu busnes a marchnata cymdeithasol.	Ffurflen Gais a Chyfweliad
	Sgiliau TG da, gan gynnwys cyfryngau cymdeithasol a chynhyrchu cynnwys hyrwyddo	Gallu i gynllunio, trefnu ac arwain gweithgareddau sy'n cefnogi llesiant, dysgu a chyflogaeth..	Ffurflen Gais a Chyfweliad
Agweddau a Rhinweddau Personol	Brwdfrydig dros waith gyda phobl ifanc.	Ymrwymiad i werthoedd cynaliadwyedd ac ymwybyddiaeth amgylcheddol.	Ffurflen Gais a Chyfweliad
	Agwedd flaengar, hyblyg a datrys problemau	Parodrwydd i gymryd rhan mewn tasgau ymarferol pan fo angen.	Ffurflen Gais a Chyfweliad
	Empathi, dealltwriaeth a'r gallu i feithrin perthynas bositif gyda phobl ifanc	Brwdfrydedd dros hybu creadigrwydd a dulliau newydd o weithio	Ffurflen Gais a Chyfweliad
Iaith	Y gallu i gyfathrebu'n rhugl, cywir a hyderus yn ysgrfenedig ac ar lafar yn Y Gymraeg		Ffurflen Gais a Chyfweliad

JOB DESCRIPTION - THIS IS A JOB WHERE THE ABILITY TO SPEAK AND WRITE WELSH FLUENTLY IS ESSENTIAL

JOB TITLE	GISDA Hubs Leader
LOCATION	Caernarfon, Pwllheli, Blaenau Ffestiniog, Bangor
HOURS	37 hours per week, some evenings
WAGE	B4: £29,764.28 - £33,997.08
CONTRACT	permanent

MAIN JOB PURPOSE

Lead the development and management of GISDA hubs as part of a three-year Lottery-funded project. The role will begin with Y Banc (Caernarfon) and Pwllheli, followed by new hubs in Bangor and Blaenau Ffestiniog. The hubs will provide safe, welcoming spaces for young people, offering integrated support, wellbeing, and opportunities. The Hubs Leader will work closely with the Caffi GISDA Leader, managers, staff teams, and partner organisations

KEY RESPONSIBILITIES

Establishment and Development

- Lead the establishment and running of GISDA hubs, ensuring high quality facilities, activities and services.
- Involve young people in shaping the spaces, services and activities of the hubs.
- Promote sustainability by incorporating wellness, therapeutic, creative and educational resources.
- Act as the main point of contact for GISDA hubs and ensure that the hubs are inclusive, welcoming, safe and environmentally responsible.

Partnerships and Community Relations

- Foster strong partnerships with local organizations and stakeholders.
- Contact point for partners who offer resources to the hubs, including Public Health Wales, Good Things Foundation, Fuel Bank Foundation and Food Bank.
- Coordinating partners' schedules, regular communication and collaboration on projects or events.
- Develop relationships with education bodies, employers and community partners to create pathways to training, volunteering and employment.
- Collect feedback from partners and young people to monitor impact and continuously improve collaboration

Delivery of Services and Projects

- Leading on the provision of the hubs, including evening and weekend activities
- Offering a diverse program of activities including accommodation advice, supportive services, creative and therapeutic activities, training and employment opportunities.
- Develop and implement the GISDA Hubs Manual to ensure consistent standards and a therapeutic framework.

- Providing routes to volunteering, training, work experience and employment (including within the Café).
- Develop and maintain a membership app to share information and benefits.
- Organizing staff training and development, including creative workshops with Fofod Fiws staff.

Management and Operations

- Designing systems and procedures that fit the GISDA therapeutic framework..
- Prepare budgets, monitor income/expenditure and secure small grants or commercial opportunities.
- Ensure that what is offered operates effectively from each hub, and that stock levels and appropriate use of donations are monitored and managed effectively.
- Managing the administrative side of the hubs, including health and safety, rotas, booking rooms, logging events, and keeping accurate records.
- Providing a warm welcome and high quality service to all visitors, supporting the participation of young people.
- Be flexible to work evenings and weekends, stepping in to support staff or practical work when necessary.
- Ensure that the hubs are progressive in terms of the environment, educate young people in terms of the Future Generations Act and operate positively and practically by re-using and recycling and focus on reducing the carbon footprint.

Monitoring and Quality

- Monitor performance (well-being, impact, funding, participation) and report to managers, stakeholders and the Lottery.
- Ensure that the hubs follow the principles of Model Fi, GISDA's therapeutic model.
- Carry out regular audits of GISDA hubs and create quarterly reports for managers and stakeholders
- Collect feedback from young people and the community to improve provision.
- Ensure full accessibility within the hubs.

Marketing and Communications

- Lead and develop the GISDA hubs marketing plan ensuring a strong brand
- Promote the work of GISDA through presentations, events and external forums.
- Ensure that all marketing material and awareness raising resources are consistent and up to date.
- Develop a Network of existing and new contacts with organizations and individuals in the area.
- Create a series of events to raise awareness of our hubs and create new community links.

Line Management

- Manage and support staff and volunteers across the hubs.
- Recruit, attract and retain new volunteers, promoting volunteering opportunities within the community.
- Provide induction, ongoing training and professional development for staff and volunteers.
- Create and maintain flexible rotas to ensure effective provision across all hubs.
- Ensure regular supervision, clear communication, and support for everyone who is part of the team.

GENERAL RESPONSIBILITIES
⇒ To act within GISDA policies and procedures in relation to equal opportunities and equality. ⇒ Responsibility to report any concern or suspicion that a child or vulnerable adult is being abused. ⇒ To work within he PIE framework, in accordance with the GISDA therapeutic model. ⇒ To build a strong, healthy and friendly relationship with young people, giving them the opportunity to engage and express themselves in a formal and informal atmosphere. ⇒ To create a non-institutional, safe and welcoming atmosphere that gives young people the opportunity to discuss and express their feeling/ concerns. ⇒ To encourage, motivate and believe in young people. ⇒ To complete Agored Cymru accreditations and support and promote all possible opportunities related to education/ training/ volunteering and the world of work. ⇒ Contribute towards your own training and personal development. ⇒ Promote a friendly, anti-discriminatory attitude in all aspects of the work towards service users, fellow workers, members of the Management Board, members of the public and other agencies. ⇒ Promote the values and initial culture of the company. ⇒ Promote the aim and objectives of the company. ⇒ Undertake any reasonable tasks as required. ⇒ Adhere to all current company policies and procedures. ⇒ Contribute to supervision sessions. ⇒ Keep all information relevant to the company, the staff and users of the company's service confidential.

PERSON SPECIFICATION			
CRITERIA	**ESSENTIAL**	**DESIRABLE**	**ASSESMENT**
Education and Qualifications	A good level of education with the ability to work professionally in a management role	A relevant qualification in Management, Youth Work, Social Work or a related field .	Application form and certificates
Relevant Experience	Demonstrated experience of leading and managing teams of staff and volunteers	Experience of working in partnership with a wide range of community agencies and organisations	Application form and interview
	Experience of managing projects, budgets and performance monitoring systems .	Experience of developing new income streams, such as social trading	Application form and interview
	Experience of working with young people, especially those who are vulnerable or at risk of homelessness .	Experience of preparing grant applications and fundraising	Application form and interview
Relevant Skills and Knowledge	Skills to lead and inspire a team, including young people	Information about therapeutic frameworks and supportive methods for young people.	Application form and interview
	Ability to communicate effectively verbally and in writing, including reporting to stakeholders..	Be able to use innovative methods to share information, e.g. apps or infographics .	Application form and interview
	An understanding of issues facing vulnerable young people and the importance of involving young people in developments	Business development and social marketing skills.	Application form and interview
	Good IT skills, including social media and promotional content production	Ability to plan, organize and lead activities that support well-being, learning and employment..	Application form and interview
Attitudes and Personal Qualities	Enthusiastic about work with young people .	Commitment to sustainability values and environmental awareness .	Application form and interview
	A progressive, flexible and problem-solving attitude	Willingness to participate in practical tasks when necessary .	Application form and interview
	Empathi, dealltwriaeth a’r gallu i feithrin perthynas bositif gyda phobl ifanc	Enthusiasm for promoting creativity and new ways of working	Application form and interview
Language	The ability to communicate fluently, accurately and confidently in Welsh		Application form and interview