DISGRIFIAD SWYDD

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

TEITL SWYDD	Arweinydd Tim Addysg Academi Cyfleon
LLEOLIAD	Caernarfon
ORIAU	37 awr yr wythnos
CYFLOG	B4: £30,726-34,959
CYTUNDEB	Cytundeb penodol 12 mis

PRIF BWRPAS Y SWYDD

Prif bwrpas y swydd yw arwain a datblygu gwasanaeth cyfleoedd amgen GISDA, gan ddarparu cyfleoedd dysgu, gweithgareddau therapiwtig a chymorth llesiant sy'n ymateb i anghenion unigol pobl ifanc. Bydd y gwasanaeth yn canolbwyntio ar feithrin hyder, datblygu sgiliau a hyrwyddo llesiant emosiynol, gan alluogi pobl ifanc i oresgyn rhwystrau a chyflawni eu potensial.

Bydd yr Arweinydd yn gyfrifol am ddatblygu a darparu cyfleoedd addysg a hyfforddiant amgen i bobl ifanc sy'n ei chael hi'n anodd ymgysylltu ag addysg prif ffrwd neu elwa ohoni. Rhoddir pwyslais penodol ar gefnogi pobl ifanc sy'n wynebu rhwystrau sylweddol, gan gynnwys digartrefedd, anhawsterau cymdeithasol ac anawsterau iechyd meddwl, drwy ddarparu amgylchedd diogel, cynhwysol a chefnogol sy'n hyrwyddo eu llesiant, eu datblygiad personol a'u gallu i gyflawni eu potensial.

CYFRIFOLDEBAU ALLWEDDOL

Arwain y Prosiect Addysg

- Cynllunio a threfnu rhaglen bwrpasol o weithgareddau a chymorth sy'n sicrhau cydbwysedd rhwng datblygu sgiliau byw'n annibynnol, gweithgareddau therapiwtig a chyfleoedd hamdden yn yr awyr agored.
- Gweithredu fel prif bwynt cyswllt â'r Adran Addysg, gan feithrin a chynnal perthynas waith effeithiol.
- Sicrhau bod y gwasanaeth yn diwallu anghenion y bobl ifanc sy'n ei defnyddio
- Darparu amgylchedd diogel, gofalgar a chynhwysol lle gall pobl ifanc ddysgu, datblygu a ffynnu ar eu cyflymder eu hunain.
- Mabwysiadu dull therapiwtig o ddysgu sy'n helpu pobl ifanc i ail-adeiladu eu hyder, cryfhau eu cymhelliant a datblygu ymdeimlad o berthyn.
- Sicrhau bod adnoddau priodol a hanfodol ar gael i gefnogi dysgu, datblygiad personol a llesiant y bobl ifanc.
- Hyrwyddo ymgysylltiad a chyfranogiad gweithredol drwy ddarparu cyfleoedd dysgu ymarferol, deiniadol a hwyliog sy'n ennyn diddordeb ac yn meithrin sgiliau newydd.
- Sicrhau bod gan bob person ifanc gynllun dysgu a llesiant unigol wedi'i deilwra i'w cryfderau, eu diddordebau a'u hanghenion. Bydd y cynllun yn cael ei lunio ar y cyd â'r person ifanc ac aelod o staff, a'i adolygu'n rheolaidd er mwyn adlewyrchu eu cynnydd, eu hanghenion sy'n newid a'u nodau personol

Archediadau Agored Cymru

- Gweithredu fel Aseswr Mewnol Sicrwydd Ansawdd (IQA) ar gyfer cymwysterau Agored Cymru
- Bod yn gyfrifol am asesu gwaith dysgwyr a sicrhau ansawdd mewnol, gan gynnwys cysoni penderfyniadau asesu a sicrhau cydymffurfiaeth â gofynion a safonau Agored Cymru

Arweinyddiaeth a Rheoli Prosiectau

- Arwain ar brosiectau addysg Academi Cyfleon
- Sicrhau bod y prosiect yn darparu gwasanaethau o answadd uchel sy'n diwallu anghenion pobl ifanc bregus
- Datblygu cynlluniau prosiect clir gyda nodau, targedau a mesuriadau perfformiad
- Monitro cynnydd y prosiect a sicrhau bod canlyniadau a dangosyddion perfformiad yn cael eu cyflawni
- Hyrwyddo dulliau gwaith arloesol a seiliedig ar dystiolaeth
- Sicrhau bod y prosiect yn cyfrannu at weledigaeth a strategaeth GISDA

Rheoli Staff a Thimau

- Arwain, cefnogi a datblygu staff sy'n gweithio o fewn y prosiect
- Cynnal goruchwyliaeth rheolaidd, gwerthusiadau perfformiad a chyfarfodydd tîm
- Sicrhau bod staff yn cael hyfforddiant a chefnogaeth briodol i gyflawni eu rolau
- Creu diwylliant cadarnhaol cefnogol a phroffesiynol o fewn y timau
- Rheoli perfformiad staff a chefnogi eu datblygiad proffesiynol

Partneriaethau a Chydweithio

- Datblygu a meithrin perthnasoedd gwaith cadarn a chynaliadwy â'r Adran Addysg, ysgolion uwchradd, colegau, y Gwasanaethau Ieuenctid a'r Gwasanaethau Cyfiawnder Ieuenctid, er mwyn hyrwyddo cydweithio effeithiol a sicrhau'r cymorth gorau posibl i bobl ifanc.
- Cydweithio'n agos â gwasanaethau a phrosiectau eraill o fewn GISDA er mwyn darparu cymorth cyfannol a sicrhau'r canlyniadau therapiwtig a llesiant gorau posibl i bobl ifanc, gan hyrwyddo cynhwysiant a datblygiad personol.
- Cynrychioli GISDA mewn cyfarfodydd, rhwydweithiau a digwyddiadau perthnasol, gan hyrwyddo gwerth ac effaith dulliau addysgol sy'n canolbwyntio ar weithgareddau therapiwtig, llesiant emosiynol a datblygiad personol.
- Cydweithio'n agos ag Arweinydd y Caffi i ddatblygu cyfleoedd ymarferol i bobl ifanc gymhwyso'r sgiliau a ddysgwyd ganddynt, meithrin eu hyder a chael profiad gwaith gwerthfawr mewn amgylchedd cefnogol.
- Cydweithio â'r Cydlynydd Gwirfoddoli ac Addysg i ddatblygu a sicrhau cyfleoedd gwirfoddoli a phrofiad gwaith ystyrlon i bobl ifanc, gan eu helpu i feithrin sgiliau newydd, cynyddu eu cyflogadwyedd a pharatoi ar gyfer camau nesaf eu haddysg, eu hyfforddiant neu eu cyflogaeth.

Cyllid, Grantiau a Rheoli Perfformiad

- Datblygu a chyflwyno ceisiadau grant ar gyfer datblygu'r prosiect gan sicrhau bod y ceisiadau yn adlewyrchu anghenion therapiwtig, cydraddoldeb a chreadigol pobl ifanc a blaenoriaethau GISDA
- Monitro incwm a gwariant y prosiect gan adnabod risgiau ariannol a gweithredu i'w rheoli
- Casglu, cynnal a dadansoddi data ac ystadegau perthnasol i fesur perfformiad a chanlyniadau'r prosiectau
- Sicrhau bod system cadarn mewn lle i gofnodi cynnydd pobl ifanc a gweithgareddau'r prosiectau
- Paratoi ac ysgrifennu adroddiadau cynnydd rheolaidd ar gyfer y Rheolwr

Sicrhau Ansawdd a Chydymffurfiaeth

- Sicrhau bod pob prosiect yn gweithredu yn unol â pholisiau a gweithdrefnau GISDA
- Sicrhau bod safonnau diogelu, iechyd a diogelwch a rheoli risg yn cael eu cynnal
- Monitro ansawdd y ddarpariaeth a gweithredu gwelliannau lle bo angen
- Sicrhau cydymffurfiaeth â gofynion cyfreithiol a rheoleiddiol

CYFRIFOLDEBAU CYFFREDINOL

⇒ Cyfrannu tuag at hyfforddiant a datblygiad personol eich hun.
⇒ Hyrwyddo agwedd gyfeillgar, anfarnol, gwrth-wahaniaethol ym mhob agwedd o'r gwaith tuag at ddefnyddwyr gwasanaeth, cyd-weithwyr, aelodau o'r Bwrdd Rheoli ac aelodau o'r cyhoedd / 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.

Ni all unrhyw ddisgrifiad swydd gwmpasu pob mater a all godi yn y rôl ar wahanol adegau. Er mwyn cynnal gwasanaeth effeithiol efallai y bydd gofyn i chi ymgymryd ag unrhyw dasgau rhesymol eraill sy'n weddol gyson â'r rhai yn y ddogfen hon fel y penderfynir gan eich pennaeth adran

MANYLDEB PERSON

MEINI PRAWF	HANFODOL	DYMUNOL	DULL ASESU
Addysg a Chymhwysterau	gradd neu cymhwyster amgen mewn maes perthnasol	cymhwyster rheoli	Ffurflen Gais a Thystysgrifau
Profiad Perthnasol i Swydd	profiad o arwian prosiect	profiad o weithio yn y trydydd sector profiad blaenorol o weithio ym maes addysg, ynghyd â dealltwriaeth dda o	Ffurflen Gais a Chyfweliad

		anghenion pobl ifanc agored i niwed	
	profiad o redeg cyfarfodydd ac ymgysylltu efo rhanddeiliaid		Ffurflen Gais a Chyfweliad
Gwybodaeth Perthnasol i Swydd	gwybodaeth gweithredol o gryf o raglenni Microsoft Office		Ffurflen Gais a Chyfweliad
Sgiliau Perthnasol i Swydd	Sgiliau arwain, trefnu a gweinyddol cryf yn cynnwys llygad am fanylder a'r gallu i aml-dasgio		Ffurflen Gais a Chyfweliad
Iaith	y gallu i gyfathrebu'n rhugl yn y Gymraeg a'r Saesneg yn ysgrifenedig ac ar lafar		Ffurflen Gais a Chyfweliad

JOB DESCRIPTION

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

JOB TITLE	Academi Cyfleon's education team leader
LOCATION	Caernarfon
HOURS	37 hours a week
SALARY	B4: £30,726-34,959
CONTRACT	Fixed term 12 months

MAIN PURPOSE OF THE JOB

The main purpose of the role is to lead and develop the GISDA alternative opportunities service, providing learning opportunities, therapeutic activities, and wellbeing support that respond to the individual needs of young people. The service will focus on fostering confidence, developing skills, and promoting emotional wellbeing, enabling young people to overcome barriers and achieve their potential.

The Leader will be responsible for developing and delivering alternative education and training opportunities for young people who find it difficult to engage with mainstream education or benefit from it. Particular emphasis is placed on supporting young people facing significant barriers, including homelessness, social difficulties, and mental health challenges, by providing a safe, inclusive, and supportive environment that promotes their wellbeing, personal development, and ability to achieve their potential.

KEY RESPONSIBILITES

Leading the Education Project

- Plan and organise a tailored programme of activities and support that provides a balance between developing independent living skills, therapeutic activities and outdoor recreational opportunities.
- Act as the main point of contact with the Education Department, developing and maintaining an effective working relationship.
- Ensure that the service meets the needs of the young people accessing it.
- Provide a safe, caring and inclusive environment where young people can learn, develop and thrive at their own pace.
- Adopt a therapeutic approach to learning that supports young people to rebuild their confidence, strengthen their motivation and develop a sense of belonging.
- Ensure that appropriate and essential resources are available to support learning, personal development and the wellbeing of young people.
- Promote active engagement and participation by providing practical, engaging and enjoyable learning opportunities that capture interest and develop new skills.
- Ensure that every young person has an individual learning and wellbeing plan tailored to their strengths, interests and needs. This plan will be developed collaboratively with the young person and a member of staff, and reviewed regularly to reflect their progress, changing needs and personal goals.

Agored Cymru Qualifications

- Act as an Internal Quality Assurer (IQA) for Agored Cymru qualifications.

- Be responsible for assessing learners' work and undertaking internal quality assurance, including standardising assessment decisions and ensuring compliance with Agored Cymru requirements and standards.

Leadership and Project Management

- Lead on the Academi Cyfleon education projects.
- Ensure the project delivers high-quality services that meet the needs of vulnerable young people.
- Develop clear project plans with defined aims, objectives, targets and performance measures.
- Monitor project progress and ensure that outcomes and performance indicators are achieved.
- Promote innovative and evidence-based approaches to service delivery.
- Ensure that the project contributes to GISDA's overall vision and strategic objectives.

Staff and Team Management

- Lead, support and develop staff working within the project.
- Conduct regular supervision, performance reviews and team meetings.
- Ensure staff receive appropriate training and support to fulfil their roles effectively.
- Foster a positive, supportive and professional team culture.
- Manage staff performance and support their ongoing professional development.

Partnerships and Collaboration

- Develop and maintain strong, sustainable working relationships with the Education Department, secondary schools, colleges, Youth Services and Youth Justice Services to promote effective collaboration and ensure the best possible support for young people.
- Work closely with other GISDA services and projects to provide holistic support and achieve the best possible therapeutic and wellbeing outcomes for young people, promoting inclusion and personal development.
- Represent GISDA at relevant meetings, networks and events, promoting the value and impact of educational approaches centred on therapeutic activities, emotional wellbeing and personal development.
- Work closely with the Café Leader to develop practical opportunities for young people to apply the skills they have learned, build their confidence and gain valuable work experience in a supportive environment.
- Work collaboratively with the Volunteering and Education Coordinator to develop and secure meaningful volunteering and work experience opportunities for young people, helping them develop new skills, improve their employability and prepare for the next steps in their education, training or employment.

Finance, Grants and Performance Management

- Develop and submit grant applications to support the development of the project, ensuring applications reflect the therapeutic, equality and creative needs of young people, as well as GISDA's priorities.
- Monitor project income and expenditure, identifying financial risks and taking appropriate action to manage them.
- Collect, maintain and analyse relevant data and statistics to measure project performance and outcomes.
- Ensure robust systems are in place to record young people's progress and project activities.
- Prepare and write regular progress reports for the Manager.

Quality Assurance and Compliance

- Ensure all projects operate in accordance with GISDA's policies and procedures.
- Ensure safeguarding, health and safety and risk management standards are maintained.
- Monitor the quality of service delivery and implement improvements where necessary.
- Ensure compliance with relevant legal and regulatory requirements.

GENERAL RESPONSIBILITIES

- Contribute to your own training and personal development.
- Promote a friendly, non-judgemental and anti-discriminatory approach in all aspects of your work with service users, colleagues, members of the Management Board, members of the public and representatives of other agencies.
- Promote the organisation's values and internal culture.
- Promote the organisation's aims and objectives.
- Undertake any other reasonable duties as required.
- Adhere to all current organisational policies and procedures.
- Contribute to supervision sessions.
- Maintain the confidentiality of all information relating to the organisation, its staff and service users.

No job description can cover every matter that may arise within a role at different times. In order to maintain an effective service, you may be required to undertake any other reasonable duties that are broadly consistent with those outlined in this document, as determined by your Head of Department.

PERSON SPECIFICATION

BENCHMARKS	ESSENTIAL	DESIREABLE	ASSESSMENT
Education and qualifications	degree or alternative qualification in a relevant field	Management qualification	Application form and certificates.

Job related experience	Experience of leading projects	Experience of working in the third sector	Application form and interview.
	experience running meetings and engaging with stakeholders		Application form and interview.
Job related knowledge	operationally strong knowledge of Microsoft Office programs		Application form and interview.
Job related skills	strong management, organisational and administrative skills include an eye for detail and the ability to multi-task		Application form and interview.
	strong written and oral communication skills		Application form and interview.
Language	ability to communicate fluently in both Welsh and English in writing and orally		Application form and interview.