



Wedi ei ariannu gan
Llywodraeth y DU

WEDI'I YRRU GAN
**FFYNIANT
— BRO —**



DISGRIFIAD SWYDD

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

TEITL SWYDD	Cydlynnydd Cyfleon Pobl Ifanc Arfon
LLEOLIAD	Arfon – Swyddfa Caernarfon
ORIAU	37 awr yr wythnos
CYFLOG	B3.5: £26,474.24 - £29,398.72
CYTUNDEB	Cyfnod Mamolaeth
PRIF BWRPAS Y SWYDD	
Datblygu a chydlynu cefnogaeth cyfleon i bobl ifanc Arfon yn cynnwys elfennau cyflogadwyedd, gwirfoddoli ac addysgol. Cefnogi pobl ifanc ar eu taith o gefnogaeth i gyflogadwyedd drwy oresgyn unrhyw rwystrau. Gall hyn gynnwys sgiliau byw'n annibynnol, codi hyder a hunan werth, llesiant ac arfogi gyda'r sgiliau a phrofiadau sydd angen i symud ymlaen yn nes at waith, hyfforddiant neu addysg.	
CYFRIFOLDEBAU ALLWEDDOL	
Hwb Arfon - Datblygu a chydlynu darpariaeth hwb pobl ifanc Caernarfon ar y cyd gyda staff eraill - Rhwydweithio a meithrin cysylltiadau yn ardal Arfon er budd pobl ifanc. - Mynychu digwyddiadau ac ynweliadau perthnasol i hybu datblygiad Hwb Pobl Ifanc Arfon - Cynnal sesiynau galw mewn mewn canolfannau lleol ar Arfon - Cynorthwyo gyda rhediad o hybiau bobl ifanc eraill yn Blaenau Ffestiniog a Pwllheli a bod ar gael ar y rota yn ol angen. Cefnogi a chydlynu - Datblygu a chydlynu gweithdai rhifedd - Datblygu a chydlynu gweithgareddau gwirfoddoli Arfon - Cydlynu elfennau cyfleon y prosiect yn cynnwys unrhyw staff - Cydlynu gweithdai a chefnogaeth rhifedd - Annog, ysgogi a chredu mewn pobl ifanc i gyrraedd eu llawn botensial. - Darparu cefnogaeth ddwys i bobl ifanc ardal Arfon ar eu taith o gefnogaeth i gyflogadwyedd drwy oresgyn unrhyw rwystrau. - Creu cynllun cefnogaeth ar y cyd gyda'r person ifanc - Darparu cefnogaeth a sesiynau: cyflogadwyedd, byw'n annibynnol, cyllidebu, codi hyder, llesiant a mw. - Cynorthwyo'r rheolwr i gydlynu a chysoni achrediadau a deunyddiau dysgu GISDA. - Ymgysgu gyda gweithdrefnau Agored Cymru (canolfan achrededig) a chwblhau achrediadau gyda phobl ifanc. - Datblygu a monitro defnydd o achrediadau Agored Cymru - Ymgysgu gyda system Virtual College a chwblhau hyfforddiant gyda phobl ifanc	



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- Gallu rhedeg gweithdai a hyfforddiant ar draws ysgolion, mudiadau a chanolfannau yn ôl yr angen.

Cydweithio

- Cydweithio gyda ysgolion a cholegau i ddarparu pecynnau addysg amgen i bobl ifanc
- Bydd cydweithio gyda Gweithwyr Allweddol a Gweithwyr Prosiect eraill yn GISDA yn allweddol i lwyddiant y gwaith
- Cydweithio gyda phartneriaid e.e. Gyrfa Cymru, DWP, Ganolfan Waith, Ysgolion, Colegau, mudiadau 3ydd sector eraill sydd yn gweithio mewn meysydd sydd yn ymwneud gydag addysg amgen pobl ifanc.
- Creu cysylltiadau gyda chyflogwyr lleol er mwyn symud pobl ifanc ymlaen i waith neu wirfoddoli.
- Cyfeirio pobl ifanc ymlaen i wasanaethau eraill yng Ngwynedd yn ôl angen.

Marchnata a gweinyddol

- Creu deunydd marchnata ar gyfer sesiynau a hyrwyddo prosiect drwy gyfryngau cymdeithasol.
- Dilyn canllawiau'r grant ar hyd y prosiect.
- Cadw cofnod o manylion pobl ifanc ar system data INFORM.
- Cadw cofnod o ymweliadau i'r hwb

CYFRIFOLDEBAU CYFFREDINOL

- ⇒ Gweithredu oddi mewn i bolisiau a gweithdrefnau GISDA yng nghyswllt cyfle cyfartal a chydaddoldeb.
- ⇒ 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 bolisiau 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.



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MANYLDEB PERSON			
MEINI PRAWF	HANFODOL	DYMUNOL	DULL ASESU
Addysg a Chymhwysterau		Cymhwyster Addysg hyd at lefel NVQ 3 neu gyfatebol.	Ffurflen Gais a Thystysgrifau
Profiad ac Ymwybyddiaeth Perthnasol i Swydd	Y gallu i adnabod risgiau a gweithredu fel yr angen.	Eirioli a chynrychioli eraill	Ffurflen Gais a Chyfweliad
	Ymwybyddiaeth o anghenion a chyfleoedd plant / Pobl Ifanc.	Profiad o gynllunio gwaith / pecyn cefnogaeth	Ffurflen Gais a Chyfweliad
		Gweithio yn y Sector Wirfoddol	Ffurflen Gais a Chyfweliad
Sgiliau Perthnasol i Swydd	Diddordeb ac empathi tuag at bobl ifanc	Deallusrwydd o sgiliau gwranddo..	Ffurflen Gais a Chyfweliad
	Dealltwriaeth o, a'r gallu, i weithredu ffiniau clir.	Y gallu i nodi risg a gweithredu camau perthnasol.	Ffurflen Gais a Chyfweliad
	Cyfathrebu mewn amrywiaeth o sefyllfaoedd yn y Gymraeg a'r Saesneg.		Ffurflen Gais a Chyfweliad
	Sgiliau rhyngpersonol da.		Ffurflen Gais a Chyfweliad
	Cadw cofnodion ac ysgrifennu adroddiadau.		Ffurflen Gais a Chyfweliad
	Y gallu i weithio ar eich liwt eich hun.		Ffurflen Gais a Chyfweliad
	Y gallu i weithio fel aelod o dîm.		Ffurflen Gais a Chyfweliad
	Y gallu i ddefnyddio rhaglenni cyfrifiadurol megis Word, Excel ag Outlook.		Ffurflen Gais a Chyfweliad
	Y gallu i ddelio gyda gwybodaeth sensitif a chyfrinachol		Ffurflen Gais a Chyfweliad
	Y gallu a'r hyder i herio penderfyniadau ar hawliau Defnyddwyr Gwasanaeth		Ffurflen Gais a Chyfweliad
	Rheolaeth amser effeithiol a'r gallu i gyrraedd targedau		Ffurflen Gais a Chyfweliad
Arall	Trwydded yrru llawn a chyfredol.	.	Ffurflen Gais a Chyfweliad



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JOB DESCRIPTION

JOB TITLE	Arfon Opportunities Coordinator
LOCATION	Arfon – Caernarfon Office
HOURS	37 hours per week
SALARY	B3.5: £26,474.24 - £29,398.72
CONTRACT	Maternity Leave Cover
MAIN PURPOSE OF THE ROLE	
Develop and coordinate the provision and support of Opportunities for the young people of Arfon. Support young people on their journey from support to employability by overcoming any barriers. This can include independent living skills, building confidence and self-worth, well-being and arming them with the skills and experiences needed to progress closer to work, training or education	
KEY RESPONSIBILITIES	
Arfon Hub • Develop and coordinate Caernarfon young people's provision • Network and build partnerships in the Arfon area for the benefit of young people. • Attend relevant events and visits to promote the development of the Arfon Young People's Hub • Hold drop-in sessions in local centres across Arfon. • Assist with the running of other young people's hubs in Blaenau Ffestiniog and Pwllheli and be available on the rota as needed. Support and Coordinate • Develop and coordinate numeracy workshops • Develop and coordinate Arfon's volunteering activities • Coordinating the opportunity elements of the project including any staff • Coordinating workshops and numeracy support • Encourage, motivate and believe in young people to reach their full potential. • Provide intensive support for young people in the Arfon area on their journey from support to employability by overcoming any obstacles. • Create a joint support plan with the young person • Provide support and sessions: employability, independent living, budgeting, confidence building, well-being and more. • Assist the manager in coordinating and harmonizing GISDA accreditations and learning materials. • Familiarize yourself with the procedures of Agored Cymru (accredited centre) and complete accreditations with young people. • Develop and monitor use of Agored Cymru accreditations • Familiarize yourself with the Virtual College system and complete training with young people. • Being able to run workshops and training across schools, organizations and centers as required	



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Partnership working

- Collaborate with schools and colleges to provide alternative education packages for young people
- Collaboration with Key Workers and other Project Workers at GISDA will be key to the success of the work
- Collaboration with partners e.g. Careers Wales, DWP, Job Centre, Schools, Colleges, other 3rd sector organizations that work in areas related to alternative education for young people.
- Create links with local employers in order to move young people on to work or volunteering.
- Refer young people on to other services in Gwynedd as needed.

Marketing and administrative

- Create marketing material for sessions and promote a project through social media.
- Follow the grant guidelines throughout the project.
- Keep a record of young people's details on the INFORM data system.
- Keep a record of young people attending the hub

GENERAL RESPONSIBILITIES

- ⇒ Operate within GISDA's equal opportunities and equality policies and procedures.
- ⇒ Responsibility to report any concern or suspicion of abuse of a child or vulnerable adult.
- ⇒ To work within the AYP framework, in line with GISDA's therapeutic model.
- ⇒ To build strong, healthy relationships with young people giving them the opportunity to engage / 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 feelings / concerns.
- ⇒ To encourage, motivate and believe in young people.
- ⇒ To complete Agored Cymru accreditations and support and promote all possible education / training / volunteering opportunities in the world of work.
- ⇒ Contribute to own training and personal development.
- ⇒ Promote a friendly, non-discriminatory attitude in all aspects of the work towards service users, colleagues, members of the Management Board, members of the public and other agencies.
- ⇒ Promote the Company's internal values and culture.
- ⇒ Promote the Company's aims and objectives.
- ⇒ 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, its staff and its service users confidential.



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PERSON SPECIFICATION			
BENCHMARKS	ESSENTIAL	DESIRABLE	ASSESSED
Education and Qualifications		Education at level NVQ3 or equivalent	Application Form and Certificates
Experience and Awareness Relevant to Role	Able to identify risk and act accordingly.	Advocate for and represent others.	Application Form and Interview
	Awareness of needs and opportunities for children and young people.	Experience of planning work/support packages	Application Form and Interview
		Working in the voluntary sector	Application Form and Interview
Skills Relevant to Role	Interest and empathy with young people	Understanding of listening skills	Application Form and Interview
	Understanding of and able to practice clear boundaries	Able to identify risk and act accordingly	Application Form and Interview
	Communicate in multi situations in Welsh and English		Application Form and Interview
	Good interpersonal skills		Application Form and Interview
	Keep written records and reports.		Application Form and Interview
	Able to work independently.		Application Form and Interview
	Able to work as part of a team.		Application Form and Interview
	Able to use IT programmes such as Word, Excel and Outlook.		Application Form and Interview
	Able to deal with sensitive and confidential information		Application Form and Interview
	Ability and confidence to challenge decisions and rights of service users		Application Form and Interview
	Effective time management and reaching targets		Application Form and Interview
Other	Full and current driving licence	.	Application Form and Interview