

DISGRIFIAD SWYDD

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

TEITL SWYDD	Cydlynnydd Llais Pobl Ifanc Gwynedd a Môn
LLEOLIAD	Caernarfon, Blaenau neu Pwllheli
ORIAU	30 awr yr wythnos
CYFLOG	B3.5 pro rata £26,474-£29,398
CYTUNDEB	Tan diwedd Mawrth 2028.
PRIF BWRPAS Y SWYDD	
<p>Mae hon yn rôl strategol a gweithredol sydd wrth galon gweledigaeth GISDA.</p> <p>Mae Llais yn un o brif Nodau Strategol GISDA ac mae arweiniad pobl ifanc i ddyfodol GISDA yn holl bwysig. Bydd y Cydlynnydd Llais yn gweithio yn agos gyda Thîm Rheoli, staff, partneriaid a phobl ifanc i sicrhau bod holl negeseuon pobl ifanc yn cael eu clywed, eu parchu a'u dylanwadu yn fewnol ac yn allanol ar bob lefel wrth ddatblygu a chyd gynhyrchu gwasanaeth i bobl ifanc.</p> <p>Bydd y Cydlynnydd Llais yn ymbweru a galluogi pobl ifanc, yn enwedig y rhai mwyaf bregus, i ddefnyddio eu llais mewn ffyrdd creadigol, adeiladol a dylanwadol – o fewn GISDA ac yn allanol ar lefel lleol, rhanbarthol a chenedlaethol gyda'r nod o ddylanwadu i greu y byd gorau posibl i bobl ifanc.</p> <p>Bydd y Cydlynnydd Llais yn hyrwyddo hawliau, cydraddoldeb, amrywiaeth a hunaniaeth pobl ifanc, gan sicrhau bod pob person ifanc yn teimlo'n saff, yn cael eu parchu ac yn gallu mynegi eu hunain yn llawn.</p> <p>Mae LLAIS yn angenrheidiol i greu allbynnau positif i bobl ifanc bregus. Bydd y rôl yn cyfuno gwaith uniongyrchol gyda phobl ifanc gyda chydlynu, dylanwadu a gweithio strategol ar draws GISDA</p>	
CYFRIFOLDEBAU ALLWEDDOL	
<p>Datblygu strategaethau i helpu pobl ifanc i adnabod eu llais, eu hawliau a sut i'w ddefnyddio mewn ffyrdd creadigol, adeiladol a dylanwadol. Bydd hi'n angenrheidiol defnyddio dulliau creadigol i ddod a'r gorau allan o bobl ifanc wrth iddynt gyfleu eu teimladau a'u dymuniadau.</p> <p>Gwleidyddol</p> <p>Bydd y Cydlynnydd Llais yn cefnogi pobl ifanc i ddeall, herio a dylanwadu ar y systemau gwleidyddol sy'n effeithio ar eu bywydau drwy:</p>	



- Arfogi ac ymbweru pobl ifanc i ddeall prosesau gwleidyddol ac etholiadol. Cefnogi nhw i ddeall sut all eu lleisiau wneud gwahaniaeth i bolisi a bod yn rhan o greu newid lle bo'r angen.
- Bod yn bwynt cyswllt rhwng pobl ifanc ac Aelodau etholedig lleol i hyrwyddo y prosiect
- Annog ac arwain pobl ifanc i lobio, ymgyrchu a dylanwadu ar bolisiau a deddfwriaethau sydd y neu heffeithio
- Datblygu ymgyrchoedd gan gynnwys yn ddigidol a defnyddio platfformau poblogaidd gyda phobl ifanc i godi llais a thynnu sylw.
- Ymchwilio i rwydweithiau cenedlaethol y gallwn gyfrannu atynt sydd yn ymwneud gyda hawliau a llais pobl ifanc

Ymgynghoriadau a Chasglu barn

- Cyfrannu at ddatblygu, cydlynu a gweithredu strategaeth ymgynghori GISDA
- Casglu barn, llais ac adborth pobl ifanc a sicrhau bod llwybr priodol iddo o fewn y cwmni ac yn allanol a sicrhau bod llwybrau clir ac effeithiol i'r adborth hwnnw gael ei ddefnyddio
- Annog pobl ifanc wrth drafod i ystyried pa newidiadau mae nhw angen gweld er mwyn goresgyn heriau a newid eu bywydau er gwell
- Cydlynu ymateb i ymgynghoriadau cyhoeddus.

Fforwm a Bwrdd Pobl ifanc GISDA

Sicrhau bod llais pobl ifanc yn rhan annatod o benderfyniadau GISDA drwy:

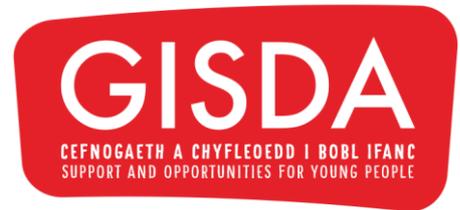
- Trefnu fforymau amrywiol i gasglu barn am wasanaethau a phrosiectau GISDA a materion eraill sydd yn eu effeithio
- Sefydlu, datblygu a chynnal Bwrdd Pobl Ifanc GISDA fel dull ffurfiol i drafod llais pobl ifanc.
- Cefnogi gwaith Bwrdd LHDTTC a sicrhau bod eu lleisiau, dyheadau a dymuniadau nhw yn cael eu clywed yn glir.
- Cydweithio efo'r Cydlynnydd Cyfathrebu i sicrhau fod llais pobl ifanc yn ganolog i holl strategaethau a chynlluniau cyfathrebu GISDA

Llais – Cyfranogi a Chyd gynhyrchu

- Annog pobl ifanc i gyfranogi a chyd-gynhyrchu gyda staff GISDA a sicrhau bod cyfleoedd ystyrion yn cael eu cynnig iddynt
- Annog pobl ifanc i gyfranogi a chyd-gynhyrchu efo partneriaethau a rhanddeiliaid eraill a sicrhau bod pobl ifanc yn cael cyfleoedd i gyfranogi
- Mynychu nosweithiau cymdeithasol pobl ifanc a bod ymysg pobl ifanc i ddod i'w hadnabod.

Hawliau, Cydraddoldeb a Hunaniaeth

- Sicrhau bod hawliau plant a phobl ifanc, fel a nodir yng Nghonfensiwn y Cenedloedd Unedig ar Hawliau pobl ifanc wrth wraidd pob agwedd o'r rol



- Hyrwyddo a chefnogi llais plant a phobl ifanc, gan sicrhau eu bod yn cael eu clywed, eu parchu a'u cynnwys mewn penderfyniadau sy'n effeithio arnynt.
- Galluogi plant a phobl ifanc i ddeall eu hawliau a'u grymuso i fynegi barn yn hyderus ac yn ddiogel
- Casglu, cofnodi a rhannu adborth gan bobl ifanc mewn ffordd ddiogel a pharchus
- Monitro a gwerthuso sut mae hawliau plant yn cael eu gweithredu yn ymarferol, a chyfrannu at welliannau parhaus mewn gwasanaethau

Dulliau Creadigol

- Defnyddio ymyraethau creadigol amrywiol os yn briodol i roi llais cryf i bobl ifanc e.e. chwilio am arian i gynnal gweithdai Theatr Fforwm
- Defnyddio offer digidol GISDA i ddatblygu poster i godi ymwybyddiaeth o faterion sydd yn effeithio pobl ifanc

Datblygu Busnes

- Cydweithio gyda'r Tim Creadigol i adnabod ffyrdd o ddatblygu busnesau cymdeithasol bychain sy'n cynorthwyo i readru llais a barn pobl ifanc yn gyhoeddus e.e. i ddatblygu busnes crysau-t neu mygiau gyda loganau effeithiol.

Strategol a Gweinyddol

- Datblygu Strategaeth Llais GISDA fel atodiad cryf i holl gynlluniau busnes GISDA.
- Datblygu ffordd effeithiol o fesur effaith Nod Strategol Llais a chyflwyno hyn i Tim Rheoli GISDA.
- Cadw cofnod a ystadegau o holl waith perthnasol i'r rôl e.e. ymgynghoriadau ac ymgyrchoedd
- Gweithio'n hyblyg wrth gynnal a chynnig gweithdai a sesiynau digidol.
- Darparu gofod saff i bobl ifanc rhannu eu lleisiau

Cyfyngau A Chysylltiadau Cyhoeddus

- Defnyddio cyfyngau cymdeithasol i godi ymwybyddiaeth a hyrwyddo straeon pobl ifanc
- Creu deunyddiau i godi ymwybyddiaeth o GISDA ynghyd a materion sydd yn effeithio pobl ifanc.
- Creu cysylltiadau cyhoeddus.
- Cydlynu a bod yn bwynt cyswllt i'r wasg a chyfyngau ynglyn a chyfranogiad pobl ifanc.
- Cynnal digwyddiadau rhannu llais "pop up" e.e. Rali Gwrando Arnom Ni i sicrhau bod cyfleon i bobl ifanc yn integreiddio gyda'r gymuned
- Cydweithio gyda phartneriaid a mudiadau lleol ar draws Gwynedd a Môn

Senedd Ieuenctid a Fforwm Llais Gwynedd

- Cefnogi cynrychiolydd GISDA ar Senedd Ieuenctid Cymru.
- Bod yn bwynt cyswllt GISDA gyda Senedd Ieuenctid Cymru
- Paratoi adroddiad i ddiweddarau a rhannu gwybodaeth gyda Fforwm Llais Gwynedd



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 bolisiâu 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.

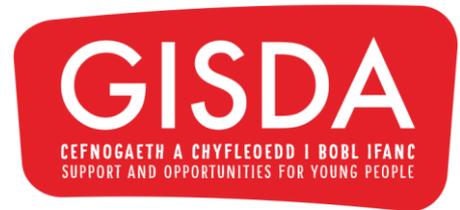
Ni all unrhyw ddisgrifiad swydd gwmpasu pob mater a all godi yn y rôl ar wahanol adegau. Er mwyn cynnal gwasanaeth effeithiol efallai y bydd gofyn i chi ymgymryd ag unrhyw dasgau rhesymol eraill sy'n weddol gyson â'r rhai yn y ddogfen hon fel y penderfynir gan eich pennaeth adran



MANYLDEB PERSON			
MEINI PRAWF	HANFODOL	DYMUNOL	DULL ASESU
Addysg a Chymhwysterau	TGAU Cymraeg a Saesneg	Cymhwyster gweithio gyda phobl ifanc	Ffurflen Gais a Thystysgrifau
		Cymhwyster cyfryngol/creadigol	Ffurflen Gais a Thystysgrifau
Profiad Perthnasol i Swydd	Profiad o waith cyfathrebu	Profiad o hyrwyddo, marchnata a datblygu gwasanaethau	Ffurflen Gais a Chyfweliad
	Profiad o gydlynu prosiectau creadigol	Profiad o gydlynu ymgyrchoedd marchnata	Ffurflen Gais a Chyfweliad
		Profiad o drefnu/cydlynu digwyddiadau	Ffurflen Gais a Chyfweliad
		Profiad o weithio efo pobl ifanc	Ffurflen Gais a Chyfweliad
		Profiad o weinyddu gwefan	Ffurflen Gais a Chyfweliad
		Profiad o gasglu a monitro data	Ffurflen Gais a Chyfweliad
Sgiliau Perthnasol i Swydd	Hyderus iawn wrth gyfathrebu yn gyhoeddus ar lafar ac ysgrifenedig	Asesu a rheoli risg	Ffurflen Gais a Chyfweliad
	Gweithio mewn grwpiau a sgiliau hwyluso da efo pobl ifanc	Cyfrannu ar bolisiau a gweithdrefnau	Ffurflen Gais a Chyfweliad
	Rhwydweithio a rhyngweithio	Ymchwilio i gadw i fyny gyda deddfwriaeth neu unrhyw weithdrefnau newydd	Ffurflen Gais a Chyfweliad
	Y gallu i gasglu a dadansoddi gwybodaeth i gynnig gwelliannau		Ffurflen Gais a Chyfweliad
	Blaenoriaethu a threfnu gwaith		Ffurflen Gais a Chyfweliad
	Sgiliau rhyngbersonol dda.		Ffurflen Gais a Chyfweliad
	Y gallu i ddelio a gwybodaeth gyfrinachol a sensitif.		Ffurflen Gais a Chyfweliad
	Y gallu i weithio o dan bwysau yn hyderus		Ffurflen Gais a Chyfweliad
	Gweithio ar ben dy hun neu fel rhan o dîm		Ffurflen Gais a Chyfweliad
	Sgiliau gweinyddu		Ffurflen Gais a Chyfweliad
	Y gallu i gynrychioli'r cwmni		Ffurflen Gais a Chyfweliad
	Y gallu i ddefnyddio rhaglenni cyfrifiadurol a		Ffurflen Gais a Chyfweliad



	fyddai'n berthnasol i'r swydd e.e. piktochart, canva, publisher, photoshop		
	Defnyddio meddalwedd fel Word, Excel, Outlook a Poerpoint		Ffurflen Gais a Chyfweliad
	Sgiliau trefnu ardderchog gyda llygad am fanylder		Ffurflen Gais a Chyfweliad
Arall	Trwydded yrru lawn a defnydd o gar gydag yswiriant busnes		Ffurflen Gais a Chyfweliad
laith	Gallu gweithio a chyfathrebu'n effeithiol yn y Gymraeg a Saesneg ar lafar ac yn ysgrifenedig		Ffurflen Gais a Chyfweliad



JOB DESCRIPTION

JOB TITLE	Young People's Voice Coordinator Gwynedd and Môn
LOCATION	Caernarfon, Blaenau or Pwllheli
HOURS	30 hours per week
SALARY	B3.5 pro rata £26,474-£27,398
CONTRACT	End March 2028.
MAIN PURPOSE OF ROLE	
<p>This is a strategic and operational role that is at the heart of GISDA's vision.</p> <p>Voice is one of GISDA's main Strategic Goals and the guidance of young people to the future of GISDA is very important. The Voice Coordinator will work closely with the Management Team, staff, partners and young people to ensure that all young people's messages are heard, respected and influenced internally and externally at all levels when developing and co-producing a service for young people.</p> <p>The Voice Coordinator will empower and enable young people, especially the most vulnerable, to use their voice in creative, constructive and influential ways - within GISDA and externally at local, regional and national level with the aim of influencing to create the best possible world for young people.</p> <p>The Voice Coordinator will promote the rights, equality, diversity and identity of young people, ensuring that all young people feel safe, respected and able to express themselves fully.</p> <p>LLAIS is necessary to create positive outputs for vulnerable young people The role will combine direct work with young people with co-ordination, influencing and strategic working across GISDA</p>	
KEY RESPONSIBILITIES	
<p>Develop strategies to help young people recognize their voice, their rights and how to use it in creative, constructive and influential ways. It will be necessary to use creative methods to bring out the best in young people as they communicate their feelings and wishes.</p> <p>Political</p> <p>The Voice Coordinator will support young people to understand, challenge and influence the political systems that affect their lives through:</p> <ul style="list-style-type: none">➤ To equip and empower young people to understand political and electoral processes. Support them to understand how their voices can make a difference to policy and be part of creating change where necessary.➤ Be a point of contact between young people and local elected Members to promote the project➤ Encourage and guide young people to lobby, campaign and influence policies and legislation that are or affect	



- Developing campaigns including digital content and using popular platforms with young people to raise their voice and attract attention.
- Investigate national networks that we can contribute to that relate to the rights and voice of young people.

Consultations and collecting feedback

- Contribute to the development, coordination and implementation of GISDA's consultation strategy
- Collecting the opinion, voice and feedback of young people and ensuring that there is an appropriate route for it within the company and externally and ensuring that there are clear and effective routes for that feedback to be used
- Encourage young people when discussing to consider what changes they need to see in order to overcome challenges and change their lives for the better
- Coordinating response to public consultations.

Young People's Board and Forum

Ensuring that the voice of young people is an integral part of GISDA decisions through:

- Organizing various forums to gather opinions about GISDA services and projects and other issues that affect them
- Establish, develop and maintain the GISDA Young People's Board as a formal method to discuss the voice of young people.
- Support the work of the LGBTQ Board and ensure that their voices, desires and wishes are heard clearly.
- Collaborate with the Communications Co-ordinator to ensure that the voice of young people is central to all GISDA communication strategies and plans.

Voice – Participation and Coproduction

- Encourage young people to participate and co-produce with GISDA staff and ensure that meaningful opportunities are offered to them
- Encourage young people to participate and co-produce with partnerships and other stakeholders and ensure that young people have opportunities to participate
- Attending young people's social evenings and being among young people to get to know them.

Rights, Equality and Identity

- Ensuring that the rights of children and young people, as set out in the United Nations Convention on the Rights of Young People, are at the heart of all aspects of the role
- Promote and support the voice of children and young people, ensuring that they are heard, respected and included in decisions that affect them.
- Enable children and young people to understand their rights and empower them to express opinions confidently and safely
- Collect, record and share feedback from young people in a safe and respectful way



- Monitor and evaluate how children's rights are implemented in practice, and contribute to continuous improvements in services.

Creative Methods

- Use various creative interventions if appropriate to give young people a strong voice e.g. looking for money to hold Theatr Forwham workshops
- Using GISDA's digital tools to develop posters to raise awareness of issues that affect young people.

Business Development

- Collaborate with the Creative Team to identify ways to develop small social businesses that help to read the voice and opinion of young people in public e.g. to develop a t-shirt or mug business with effective logos.

Strategic and Administrative

- Develop the GISDA Voice Strategy as a strong supplement to all GISDA business plans.
- Develop an effective way of measuring the impact of the Voice Strategic Aim and present this to the GISDA Management Team.
- Keep a record and statistics of all work relevant to the role e.g. consultations and campaigns
- Work flexibly when holding and offering workshops and digital sessions.
- Provide a safe space for young people to share their voices.

Media and Public Relations

- Using social media to raise awareness and promote young people's stories
- Create materials to raise awareness of GISDA together with issues that affect young people.
- Create public relations.
- Coordinating and being a point of contact for the press and media regarding the participation of young people.
- Hold "pop up" voice sharing events e.g. Rally Listen to Us to ensure that there are opportunities for young people to integrate with the community
- Collaboration with partners and local organizations across Gwynedd and Anglesey.

Youth Parliament and Gwynedd Voice Forum

- Support the GISDA representative on the Welsh Youth Parliament.
- Be GISDA's point of contact with the Welsh Youth Parliament
- Prepare a report to update and share information with the Gwynedd Voice Forum.

GENERAL RESPONSIBILITIES

- ⇒ Contribute to own training and personal development.
- ⇒ Promote a friendly, non-judgmental, non-discriminatory attitude in all aspects of the work towards service users, colleagues, members of the Management Board and members of the public / 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 the Company's service users confidential.

No job description can cover every issue that may arise in the role at different times. In order to maintain an effective service you may be required to undertake any other reasonable tasks reasonably consistent with those in this document as determined by your head of department



PERSON SPECIFICATION			
BENCHMARKS	ESSENTIAL	DESIRABLE	ASSESSED
Education and Qualifications	GCSE Welsh and English	Qualification for working with young people	Application Form and Certificates
		Media/creative qualification	Application Form and Certificates
Relevant Experience	Experience of communication work	Experience of promoting, marketing and developing services	Application Form and Interview
	Experience of coordinating creative projects	Experience of coordinating marketing campaigns	Application Form and Interview
		Experience of organizing/coordinating events	Application Form and Interview
		Experience of working with young people	Application Form and Interview
		Experience of website administration	Application Form and Interview
		Experience of collecting and monitoring data	Application Form and Interview
Relevant Skills	Very confident when communicating in public both verbally and in writing	Able to assess and manage risk	Application Form and Interview
	Working in groups and good facilitation skills with young people	Contribute on policies and procedures	Application Form and Interview
	Networking and interaction	Research to keep up with legislation or any new procedures	Application Form and Interview
	The ability to collect and analyze information to propose improvements		Application Form and Interview
	Prioritize and organize work		Application Form and Interview
	Good interpersonal skills.		Application Form and Interview
	Ability to deal with confidential and sensitive information.		Application Form and Interview
	The ability to work under pressure with confidence		Application Form and Interview
	Work alone or as part of a team		Application Form and Interview
	Administrative skills		Application Form and Interview
	Able to represent the company		Application Form and Interview



	The ability to use computer programs that would be relevant to the job e.g. piktochart, canva, publisher, photoshop		Application Form and Interview
	Use software such as Word, Excel, Outlook and Powerpoint		Application Form and Interview
	Excellent organizational skills with an eye for detail		Application Form and Interview
Other	Full driving licence and use of a car with busniness insurance		Application Form and Interview
Language	Being able to work and communicate effectively in Welsh and English orally and in writing		Application Form and Interview