

TEITL Y SWYDD	Gweithiwr Ymgysylltu Cyflogaeth
LLEOLIAD	Arfon a Phwllheli
ORIAU	37 awr yr wythnos
CYFLOG	B3: £26,435.76 - £27,089.92
CYTUNDEB	Penodol - 12 mis

PRIF BWRPAS Y SWYDD

Darparu cefnogaeth bwrpasol, ymarferol a chyson i bobl ifanc er mwyn eu galluogi i oresgyn rhwystrau, datblygu eu hyder a'u sgiliau, a symud ymlaen tuag at brofiadau gwirfoddoli a chyflogaeth gynaliadwy. Bydd y rôl yn gweithio'n agos gyda phobl ifanc, Hyfforddwyr Gwaith, Gweithwyr Allweddol GISDA a phartneriaid perthnasol i sicrhau bod pob unigolyn yn cael y gefnogaeth briodol i gyflawni eu nodau.

Bydd y swydd hefyd yn gyfrifol am adolygu a monitro anghenion, risgiau a chynlluniau cefnogi pobl ifanc, darparu cefnogaeth gyda chyflogadwyedd, budd-daliadau, gwasanaethau digidol, a chynnal cofnodion cywir a chyfredol. Bydd y rôl yn sicrhau cyfathrebu effeithiol rhwng gwasanaethau, yn nodi ac yn cyfeirio pobl ifanc at gyfleoedd a gwasanaethau priodol, ac yn monitro cynnydd, canlyniadau ac effaith y gefnogaeth a ddarperir.

CYFRIFOLDEBAU ALLWEDDOL

CEFNOGI POBL IFANC

- Adnabod y rhwystrau sydd ynghlwm â'r unigolyn drwy'r cynlluniau unigol a'r asesiadau anghenion
- Adolygu a diweddarau asesiadau risg priodol a sicrhau bod unrhyw risgiau a nodir yn cael eu rheoli a'u hadolygu'n effeithiol.
- Adolygu cynlluniau cefnogi'n rheolaidd, gan sicrhau eu bod yn parhau'n hyblyg wrth iddynt symud ymlaen tuag at hyfforddiant a chyflogaeth gynaliadwy
- Darparu cefnogaeth ymarferol i bobl ifanc wrth chwilio am swyddi, gan eu helpu i nodi cyfleoedd addas a gwneud cais amdanynt.
- Darparu cefnogaeth cyflogadwyedd, gan gynnwys datblygu ac ysgrifennu CV, cwblhau ffurflenni cais am swyddi a pharatoi ar gyfer cyfweiliadau.
- Cefnogi pobl ifanc i gwblhau ceisiadau am fudd-daliadau a darparu arweiniad wrth ddefnyddio systemau perthnasol.
- Cefnogi pobl ifanc i gael mynediad at gyfleoedd dysgu ar-lein a datblygu eu sgiliau digidol.
- Cefnogi pobl ifanc i gael mynediad at systemau a gwasanaethau DWP ac addysg ar-lein, gan ddarparu arweiniad a chefnogaeth ymarferol lle bo angen.
- Mynychu apwyntiadau gyda phobl ifanc, lle bo angen, er mwyn darparu cefnogaeth, eiriolaeth ac anogaeth, a sicrhau eu bod yn gallu ymgysylltu'n effeithiol â gwasanaethau perthnasol.

CYDWEITHIO

- Cydweithio'n agos â'r Hyfforddwyr Gwaith
- Cydweithio'n agos â Gweithwyr Allweddol GISDA er mwyn sicrhau bod y gefnogaeth a ddarperir yn gyson
- Datblygu perthnasau effeithiol gyda gwasanaethau cyflogadwyedd a hyfforddiant
- Nodi cyfleoedd priodol ar gyfer pobl ifanc a'u cyfeirio ymlaen pan fyddant yn barod i symud i gam nesaf eu taith
- Cyfeirio pobl ifanc at brofiadau gwaith neu wirfoddoli at y Cydlynnydd Gwirfoddoli ac Addysg, er mwyn cael mynediad at gyfleoedd perthnasol.
- Cyfeirio pobl ifanc at wasanaethau perthnasol pan fyddant yn barod i chwilio am waith, hyfforddiant neu gyfleoedd pellach
- Sicrhau cyfathrebu effeithiol rhwng y gwasanaethau a'r gweithwyr proffesiynol sy'n ymwneud â chefnogi'r person ifanc

GWEINYDDU, MONITRO A CHADW COFNODION

- Cadw cofnodion cywir a chyfredol am bobl ifanc ar system ddata INFORM.
- Cofnodi a diweddarw cynlluniau cefnogi, asesiadau anghenion ac asesiadau risg yn fanwl ac yn amserol
- Cadw cofnodion manwl o'r holl sesiynau, gweithgareddau a chefnogaeth a ddarperir
- Monitro ac adolygu cynnydd pobl ifanc yn rheolaidd
- Casglu data perthnasol a chynhyrchu adroddiadau chwarterol sy'n dangos cynnydd, canlyniadau ac effaith y gefnogaeth
- Sicrhau bod yr holl gofnodion yn cydymffurfio â pholisïau a gweithdrefnau'r sefydliad, gan gynnwys gofynion cyfrinachedd a diogelu data
- Sicrhau bod unrhyw bryderon ynghylch llesiant neu ddiogelwch pobl ifanc yn cael eu cofnodi a'u huwchgyfeirio'n briodol
- Adrodd storïau o lwyddiant at yr Hyfforddwyr Gwaith yn wythnosol

CYFRIFOLDEBAU CYFFREDINOL

- Cyfrannu at eich hyfforddiant a'ch datblygiad personol eich hun.
- Hyrwyddo agwedd gyfeillgar, anfeirniadol, anwahaniaethol ym mhob agwedd o'r gwaith tuag at ddefnyddwyr gwasanaeth, cydweithwyr, aelodau o'r Bwrdd Rheoli ac aelodau'r cyhoedd / asiantaethau eraill.
- Hyrwyddo gwerthoedd a diwylliant mewnol y Cwmni
- Hyrwyddo nodau ac amcanion y Cwmni
- Ymgymryd ag unrhyw dasgau rhesymol yn ôl yr angen
- Cadw at holl bolisïau a gweithdrefnau cyfredol y Cwmni
- Cyfrannu at sesiynau goruchwyllo
- Cadw'r holl wybodaeth sy'n berthnasol i'r Cwmni, ei staff a defnyddwyr gwasanaeth y Cwmni yn gyfrinachol

Ni all unrhyw ddisgrifiad swydd gwmpasu pob mater a allai 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 gyson â'r rhai yn y ddogfen hon fel y penderfynir gan eich pennaeth adran

JOB TITLE	Employment Engagement Worker
LOCATION	Arfon and Pwllheli
HOURS	37 hours a week
SALARY	B3: £26,435.76 - £27,089.92
CONTRACT	Fixed term – 12 months

MAIN PURPOSE OF THE ROLE

To provide purposeful, practical and consistent support to young people to enable them to overcome barriers, develop their confidence and skills, and progress towards volunteering opportunities and sustainable employment. The role will work closely with young people, Work Coaches, GISDA Key Workers and relevant partners to ensure that each individual receives the appropriate support to achieve their goals.

The post holder will also be responsible for reviewing and monitoring young people's needs, risks and support plans, providing support with employability, benefits and digital services, and maintaining accurate and up-to-date records. The role will ensure effective communication between services, identify and refer young people to appropriate opportunities and services, and monitor progress, outcomes and the impact of the support provided.

KEY RESPONSIBILITIES

SUPPORTING YOUNG PEOPLE

- Identify barriers affecting the individual through individual support plans and needs assessments.
- Review and update appropriate risk assessments and ensure that any identified risks are effectively managed and reviewed.
- Regularly review support plans, ensuring they remain flexible as young people progress towards training and sustainable employment.
- Provide practical support to young people in their job search, helping them identify and apply for suitable opportunities.
- Provide employability support, including CV development and writing, completing job application forms and preparing for interviews.
- Support young people to complete benefit applications and provide guidance on the use of relevant systems.
- Support young people to access online learning opportunities and develop their digital skills.
- Support young people to access DWP systems and online education services, providing practical guidance and support where required.
- Attend appointments with young people where necessary to provide support, advocacy and encouragement, ensuring they can engage effectively with relevant services.

COLLABORATION

- Work closely with Work Coaches.
- Work closely with GISDA Key Workers to ensure consistency in the support provided.
- Develop effective relationships with employability and training services.
- Identify suitable opportunities for young people and refer them on when they are ready to move to the next stage of their journey.
- Refer young people for work experience or volunteering opportunities to the Volunteering and Education Coordinator to enable access to relevant opportunities.
- Refer young people to relevant services when they are ready to seek employment, training or further opportunities.

- Ensure effective communication between services and professionals involved in supporting the young person.

ADMINISTRATION, MONITORING AND RECORD KEEPING

- Maintain accurate and up-to-date records of young people on the INFORM data system.
- Record and update support plans, needs assessments and risk assessments thoroughly and in a timely manner.
- Maintain detailed records of all sessions, activities and support provided.
- Monitor and review young people's progress regularly.
- Collect relevant data and produce quarterly reports demonstrating progress, outcomes and the impact of support.
- Ensure all records comply with organisational policies and procedures, including confidentiality and data protection requirements.
- Ensure any concerns regarding the wellbeing or safety of young people are recorded and escalated appropriately.
- Report success stories to the Work Coaches on a weekly basis.

GENERAL RESPONSIBILITIES

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

No job description can cover every issue that may arise within a role at different times. To maintain an effective service, you may be required to undertake any other reasonable duties consistent with those outlined in this document, as determined by your line manager.