

DISGRIFIAD SWYDD

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

TEITL SWYDD	Rheolwr Gwasanaethau Therapiwtig
LLEOLIAD	Caernarfon
ORIAU	37 awr yr wythnos
CYFLOG	B5 £36,151 - £41,750
CYTUNDEB	Parhaol
PRIF BWRPAS Y SWYDD	
Mae GISDA'n elusen flaengar sy'n cefnogi iechyd a llesiant pobl ifanc yng Ngwynedd. Drwy amrywiaeth o brosiectau a rhaglenni arloesol rydym yn hyrwyddo llesiant corfforol, iechyd meddwl a chynhwysiant cymdeithasol. Fel Rheolwr Therapiwtig byddwch yn gyfrifol am ddatblygu, arwain a goruchwyllo gwasanaethau therapiwtig GISDA. Byddwch yn rheoli nifer o brosiectau arloesol ac yn sicrhau bod Model Fi, fframwaith therapiwtig GISDA, yn cael ei ddatlbygu, ei ddiweddarau, a'i gyflwyno'n effeithiol. Yn ogystal byddwch yn Bencampwr Cydraddoldeb a Chynhwysiant GISDA gan hybu diwylliant cydraddoldeb, amrywiaeth a chynhwysiant o fewn y cwmni	
CYFRIFOLDEBAU ALLWEDDOL	
Gweithgareddau Therapiwtig - Rheoli y prosiectau canlynol • ICAN – prosiect iechyd meddwl a llesiant • GISDActif – prosiect llesiant corfforol • GISDA Creadigol • Prosiect LHDTC+ • Prosiect LLAIS - Datblygu, diweddarau a chynnal Model Fi a Fframwaith NYTH gan gynnwys • Sicrhau bod polisiau, gweithdrefnau a gweithgareddau GISDA yn gyson efo egwyddorion Model Fi a NYTH • Cyflwyno a diweddarau hyfforddiant ar Model Fi a'r Fframwaith NYTH i staff newydd a phresenol • Codi ymwybyddiaeth o ddealltwriaeth o'r fframweithiau ymhlith staff a phartneriaid Arweinyddiaeth a Rheoli Prosiectau • Arwain a rheoli'r holl brosiectau therapiwtig o fewn GISDA • Sicrhau bod pob 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 prosiectau a sicrhau bod canlyniadau a dangosyddion perfformiad yn cael eu cyflawni • Hyrwyddo dulliau gwaith arloesol a seiliedig ar dystiolaeth i wella iechyd meddwl a llesiant pobl ifanc • Sicrhau bod y prosiectau yn cyfrannu at weledigaeth a strategaeth GISDA	

Cydraddoldeb a Chynhwysiant

- Gweithio fel Pencampwr Cydraddoldeb a Chynhwysiant GISDA gan gefnogi datblygu polisiau ac arferion cydraddoldeb a chynhwysiant
- Cynorthwyo i hybu amgylchedd diogel a chynhwysol i staff a phobl ifanc gan gynnwys gweithgareddau hyfforddi a gweithdai ymwybyddiaeth
- Adolygu a sicrhau bod gwasanaethau a phrosiectau therapiwtig GISDA'n ymgorffori egwyddorion cydraddoldeb a chynhwysiant
- Cefnogi rheolwyr a staff eraill i sicrhau bod holl wasanaethau a phrosiectau GISDA'n ymgorffori egwyddorion cydraddoldeb a chynhwysiant
- Ymgysylltu â rhanddeiliaid i ddatblygu arferion gorau sy'n cefnogi amrywiaeth, cydraddoldeb a llesiant

Rheoli Staff a Thimau

- Arwain, cefnogi a datblygu staff sy'n gweithio o fewn y prosiectau
- 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 chynnal perthnasoedd cryf gyda phartneriaid therapiwtig, sefydliadau iechyd a gwasanaethau cymdeithasol i gefnogi pobl ifanc.
- Cydweithio'n agos gyda rheolwyr, gwasanaethau a phrosiectau eraill o fewn GISDA i sicrhau'r canlyniadau therapiwtig, cynhwysol a llesiant gorau i bobl ifanc
- Cydweithio gyda gwasanaethau lleol a phartneriaid allanol i sicrhau bod pobl ifanc yn cael mynediad at gefnogaeth, gweithgareddau a gwasanaethau llesiant perthnasol gan gynnwys rhaglenni sy'n cefnogi cymunedau LHDTG+
- Cynrychioli GISDA mewn cyfarfodydd, rhwydweithiau a digwyddiadau perthnasol i hyrwyddo ymarfer therapiwtig, cydraddoldeb, cynhwysiant a safonau llesiant
- Datblygu cyfleoedd newydd i wella mynediad pobl ifanc at wasanaethau therapiwtig, gweithgareddau creadigol a rhaglenni llesiant gan gynnwys prosiectau sy'n hyrwyddo cynhwysiant LHDTG+

Cyllid, Grantiau a Rheoli Perfformiad

- Datblygu a chyflwyno ceisiadau grant ar gyfer prosiectau gan sicrhau bod y ceisiadau yn adlewyrchu anghenion therapiwtig, cydraddoldeb a chreadigol pobl ifanc a blaenoriaethau GISDA
- Rheoli cyllidebau prosiectau a sicrhau defnydd effeithiol o adnoddau
- Monitro incwm a gwariant prosiectau 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 uwch rheolwyr, partneriaid a chyllidwyr
- Defnyddio data a thystiolaeth i werthuso effaith y prosiectau a llywio pernderfyniadau strategol

Sicrhau Ansawdd a Chydymffurfiaeth

- Sicrhau bod pob prosiect yn gweithredu yn unol â pholisiau a gweithdrefnau GISDA
- Sicrhau bod safnonnau 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 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.

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 reoli prosiect	profiad o weithio yn y trydydd sector	Ffurflen Gais a Chyfweliad
	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 rheoli, trefnu a gweinyddol cryf yn cynnwys llygad am		Ffurflen Gais a Chyfweliad

	fanylder a'r gallu i aml-dasgio		
	sgiliau cyfathrebu ysgrifenedig a llafar cryf		Ffurflen Gais a Chyfweliad
laith	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	Therapeutic Services Manager
LOCATION	Caernarfon
HOURS	37 hours a week
SALARY	B5 £36,151 - £41,750
CONTRACT	Permanent

MAIN PURPOSE OF THE JOB

GISDA is a progressive charity that supports the health and well-being of young people in Gwynedd. Through a variety of innovative projects and programs we promote physical well-being, mental health and social inclusion.

As Therapeutic Services Manager you will be responsible for developing, leading and overseeing GISDA's therapeutic services. You will manage a number of innovative projects and ensure that Model Fi, GISDA's therapeutic framework, is developed, updated and delivered effectively. In addition you will be a GISDA Equality and Inclusion Champion promoting a culture of equality, diversity and inclusion within the company

KEY RESPONSIBILITIES

Therapeutic Activities

- Manage the following projects
 - ICAN – mental health and well-being project
 - GISDAActive – physical well-being project
 - Creative GISDA
 - LGBTQ+ Project
 - Project VOICE
- Develop, update and maintain Fi Model and Nest Framework including
 - Ensure that GISDA policies, procedures and activities are consistent with the principles of Model Fi and NYTH
 - Introduce and update training on Model Fi and the NYTH Framework to new and existing staff
 - Raise awareness of understanding of the frameworks among staff and partners

Leadership and Project Management

- Lead and manage all the therapeutic projects within GISDA
- Ensure that all projects provide high quality services that meet the needs of vulnerable young people
- Develop clear project plans with goals, targets and performance measurements
- Monitor the progress of projects and ensure that results and performance indicators are achieved
- Promoting innovative and evidence-based working methods to improve the mental health and well-being of young people
- Ensure that the projects contribute to GISDA's vision and strategy

Equality and Inclusion

- Work as a GISDA Equality and Inclusion Champion supporting the development of equality and inclusion policies and practices
- Assist in promoting a safe and inclusive environment for staff and young people including training activities and awareness workshops
- Review and ensure that GISDA's therapeutic services and projects incorporate the principles of equality and inclusion
- Support managers and other staff to ensure that all GISDA services and projects incorporate the principles of equality and inclusion
- Engage with stakeholders to develop best practices that support diversity, equality and well-being

Managing Staff and Teams

- Lead, support and develop staff working within the projects
- Conduct regular supervision, performance appraisals and team meetings
- Ensure that staff receive appropriate training and support to fulfill their roles
- Create a supportive and professional positive culture within the teams
- Managing staff performance and supporting their professional development

Partnerships and Collaboration

- Develop and maintain strong relationships with therapeutic partners, health organizations and social services to support young people.
- Collaborate closely with other managers, services and projects within GISDA to ensure the best therapeutic, inclusive and well-being outcomes for young people
- Collaborate with local services and external partners to ensure that young people have access to support, activities and relevant well-being services including programs that support LGBTQ+ communities
- Represent GISDA in relevant meetings, networks and events to promote therapeutic practice, equality, inclusion and well-being standards
- Develop new opportunities to improve young people's access to therapeutic services, creative activities and well-being programs including projects that promote LGBTQ+ inclusion

Finance, Grants and Performance Management

- Develop and submit grant applications for projects ensuring that the applications reflect the therapeutic, equality and creative needs of young people and GISDA's priorities
- Manage project budgets and ensure effective use of resources
- Monitor project income and expenditure identifying financial risks and taking action to manage them
- Collect, maintain and analyze relevant data and statistics to measure the performance and results of the projects
- Ensure that there is a robust system in place to record the progress of young people and the projects' activities
- Prepare and write regular progress reports for senior management, partners and funders
- Use data and evidence to evaluate the impact of the projects and inform strategic decisions

Quality Assurance and Compliance

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

GENERAL RESPONSIBILITIES

- ⇒ Contribute towards one's own training and personal development.
- ⇒ Promote a friendly, nonjudgmental, anti-discriminatory attitude in all aspects of the work towards service users, co-workers, members of the Board of Management and members of the public / other agencies.
- ⇒ Promote the Company's internal values and culture.
- ⇒ To further the aim and objectives of the Company.
- ⇒ Undertake any reasonable tasks as necessary.
- ⇒ Adhere to all current Company policies and procedures.
- ⇒ Contribute to supervision sessions.
- ⇒ Keep confidential all information relevant to the Company, staff and service users of the Company.

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 department head

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 managing 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.