

DISGRIFIAD SWYDD

TEITL SWYDD	Swyddog Llesiant a Iechyd Meddwl
LLEOLIAD	Gwynedd
ORIAU	30 awr yr wythnos
CYFLOG	B3: £24,819 – £26127 pro rata
CYFNOD	Rhagfyr 2026

PRIF AMCAN Y SWYDD

I gyfrannu at nod strategol Llesiant GISDA i sicrhau llesiant gwell i bob person ifanc gan sicrhau darpariaeth o gefnogaeth, ymwybyddiaeth a gweithgareddau.

CYFRIFOLDEBAU ALLWEDDOL

- ⇒ Gweithio yn agos gyda thîm FEDRA I i gynnig cefnogaeth i unigolion gydag anghenion iechyd meddwl
- ⇒ Cyfrannu at waith prosiect Tim o Amgylch y Person Ifanc a chydweithio gyda swyddogion y prosiect i gydlyn cefnogaeth y person ifanc.
- ⇒ Cydlynu gweithdai grŵp mewnol sy'n hybu iechyd a lles unigolion
- ⇒ Creu amserlen fisol o holl weithgareddau llesiant GISDA a'i hyrwyddo
- ⇒ Cefnogi cysylltwyr Fedra'I i ddarparu ymyriadau person-ganolog i unigolion a gefnogir gan y prosiect
- ⇒ Cynnal sesiynau hyfforddi a chodi ymwybyddiaeth o lesiant ac iechyd meddwl yn y gymuned.
- ⇒ Darparu cefnogaeth 1:1 a grŵp i bobl sydd angen cefnogaeth iechyd meddwl lefel isel.
- ⇒ Cadw cyswllt a rhannu gwybodaeth gyda unigolion a'r restr aros prosiect FEDRA'I
- ⇒ Trefnu a hwyluso sesiynau a gweithgareddau lles; mynd am dro, sesiynau celf, coginio, ymarfer corff a mwy.
- ⇒ Rhannu gwybodaeth am yr hyn sydd ar gael ag annog pobl ifanc i gymryd rhan.
- ⇒ Datblygu cysylltiadau cryf o fewn grwpiau Cymunedol
- ⇒ Datblygu perthynas gyda phartneriaid lleol.
- ⇒ Cefnogaeth gydag ystod o ymyriadau y cytunir arnynt gyda chysylltwyr Fedra'I a rheolwr prosiect.
- ⇒ Cefnogi darparu ymyriadau therapiwtig addas gan ddefnyddio deunydd Fedra'I, gan dynnu ar wybodaeth am therapïau seicolegol lefel isel a thechnegau sy'n seiliedig ar dystiolaeth.
- ⇒ Gweithio'n agos gyda hwb Fedra'I GISDA i gefnogi pobl gydag ystod eang o gefnogaeth asiantaeth.
- ⇒ Cynorthwyo gyda marchnata a hyrwyddo'r prosiect.
- ⇒ Cadw ystadegau a chofnod o holl weithgareddau llesiant a iechyd meddwl drwy ddefnyddio system casglu data INFORM

CYFRIFOLDEBAU CYFFREDINOL

- ⇒ Gweithredu o fewn polisïau a gweithdrefnau GISDA a BIPBC mewn perthynas â chyfle cyfartal a chydaddoldeb.
- ⇒ Cyfrifoldeb i adrodd am unrhyw bryder neu amheuaeth o gam-drin plentyn neu oedolyn bregus.
- ⇒ Gweithio o fewn y fframwaith PIE, yn unol â model therapiwtig GISDA.
- ⇒ Meithrin perthnasoedd cryf, iach a chyfeillgar gyda defnyddwyr gwasanaeth gan roi'r cyfle iddynt ymgysylltu / mynegi eu hunain mewn amgylchedd ffurfiol ac anffurfiol.
- ⇒ Creu awyrgylch an-sefydliadol, diogel a chroesawgar sy'n rhoi cyfle i ddefnyddwyr y Gwasanaeth drafod a mynegi eu teimladau / pryderon.
- ⇒ Annog, ysgogi a chredu yn ddefnyddwyr y Gwasanaeth.
- ⇒ Cwblhau achrediadau Agored Cymru a chefnogi a hyrwyddo'r holl gyfleoedd addysg / hyfforddiant / gwirfoddoli posibl yn y byd gwaith.
- ⇒ Cyfrannu at eich hyfforddiant a'ch datblygiad personol eich hun.
- ⇒ Hyrwyddo agwedd gyfeillgar, anwahaniaethol ym mhob agwedd o'r gwaith tuag at ddefnyddwyr gwasanaeth, cydweithwyr, aelodau'r Bwrdd Rheoli, aelodau'r cyhoedd ac asiantaethau eraill.
- ⇒ Hyrwyddo gwerthoedd a diwylliant mewnol y Cwmni.
- ⇒ Hyrwyddo nodau ac amcanion y Cwmni.
- ⇒ Ymgymryd ag unrhyw dasgau rhesymol yn ôl y gofyn.
- ⇒ 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'i ddefnyddwyr gwasanaeth yn gyfrinachol.

MANYLDEB PERSON			
MEINCIAU NOD	HANFODOL	DYMUNOL	DULL ASESU
Addysg a Chymwysterau		Cymhwyster mewn iechyd a lles diddordeb mewn iechyd meddwl a lles cadarnhaol.	Ffurflen Gais a Thystysgrifau
Profiad ac Ymwybyddiaeth Perthnasol	Profiad a diddordeb mewn llesiant positif.	Profiad o redeg gweithdai	Ffurflen Gais a Chyfweliad
	Eirioli dros a chynrhychioli eraill	Profiad o weithio gyda phobl fregus	Ffurflen Gais a Chyfweliad
	Ymwybyddiaeth o anghenion a chyfleoedd plant / Pobl Ifanc / Oedolion		Ffurflen Gais a Chyfweliad
	Syniadau creadigol ac arloesol i wella lles person		Ffurflen Gais a Chyfweliad
Sgilia Perthnasol	Diddordeb ac empathi ar gyfer Defnyddwyr Gwasanaeth	Dealltwriaeth o sgiliau gwranddo.	Ffurflen Gais a Chyfweliad
	Dealltwriaeth o ffiniau clir, a'r gallu i'w gweithredu.	Y gallu i nodi risg a rhoi camau priodol ar waith	Ffurflen Gais a Chyfweliad
	Cyfathrebu mewn amrywiaeth o sefyllfaoedd yn y Gymraeg a'r Saesneg	Cadw cofnodion ac ysgrifennu adroddiadau	Ffurflen Gais a Chyfweliad
	Sgiliau rhyngpersonol da		Ffurflen Gais a Chyfweliad
	Gallu gweithio'n annibynnol		Ffurflen Gais a Chyfweliad
	Gallu gweithio fel rhan o dîm		Ffurflen Gais a Chyfweliad
	Y gallu i ddefnyddio rhaglenni cyfrifiadurol fel Word, Excel ac Outlook		Ffurflen Gais a Chyfweliad
	Gallu ymdrin â gwybodaeth sensitif a chyfrinachol .		Ffurflen Gais a Chyfweliad
	Gallu a hyder i herio penderfyniadau ar hawliau Defnyddwyr Gwasanaeth		Ffurflen Gais a Chyfweliad
	Rheoli amser yn effeithiol a'r gallu i gwrdd â thargedau		Ffurflen Gais a Chyfweliad
Arall	Trwydded Yrru Lawn	.	Ffurflen Gais a Chyfweliad
Iaith	Y gallu i gyfathrebu yn ysgrifenedig ac ar lafar yn Gymraeg a Saesneg		Ffurflen Gais a Chyfweliad

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

JOB DESCRIPTION

JOB TITLE	Well-being and Mental Health Officer
LOCATION	Gwynedd
HOURS	30 hours per week
WAGE	B3: £24,819 – £26,127 pro rata
CONTRACT	December 2026

MAIN JOB OBJECTIVE

To contribute to GISDA's strategic aim of Well-being to ensure better well-being for all young people, ensuring the provision of support, awareness and activities.

KEY RESPONSIBILITIES

- Work closely with the FEDRA'I team to offer support to individuals with mental health needs.
- Contribute to the work of the team Around the Young Person project and collaborate with the project officers to co-ordinate the support of the young person.
- Co-ordinating internal group workshops that promote the health and well-being of individuals.
- Create a monthly schedule of all GISDA well-being activities and being able to promote it.
- Support FEDRA'I connectors to provide person-centred interventions to individuals supported by the project.
- Hold training sessions and raise awareness of wellbeing and mental health in the community.
- Provide 1:1 sessions and group support for people who need low level mental health support.
- Keep in touch and sharing information with individuals and the FEDRA'I project waiting list.
- Organize and facilitate wellness sessions and activities; going for a walk, art sessions, cooking, exercise and more.
- Sharing information about what is available and encouraging young people to participate/
- Develop strong links within Community groups.
- Develop relationships with local partners.
- Support with a range of interventions agreed with FEDRA'I liaisons and project manager.
- Sharing information about what is available and encouraging young people to participate.
- Develop strong links within Community groups.
- Develop relationships with local partners.
- Support with a range of interventions agreed with FEDRA'I liaisons and project manager.

- Support the provision of suitable therapeutic interventions using FEDAR'I material, drawing on knowledge of low-lever psychological therapies and evidence-based techniques.
- Working closely with GISDA's FEDRA'I hub to support people with a wide range of agency support.
- Assist with the marketing and promotion of the project.
- Keep statistics and a record of all well-being and mental health activities using the INFORM data collection system.

GENERAL RESPONSIBILITIES

- Act within GISDA and BCUHB policies and procedures in relation to equal opportunities and quality.
- Responsibility to report any concern or suspicion of abuse of a child or vulnerable adult.
- Working within the PIE framework, in accordance with the GISDA therapeutic model.
- Foster a strong, healthy and friendly relationships with service users giving them the opportunity to engage, express themselves in a formal and informal environment.
- Create a non-organisation, safe and welcoming atmosphere that gives Service users the opportunity to discuss and express their feelings or concerns.
- Encourage, motivate and believe in users of the Service.
- Complete Agored Cymru accreditations and support and promote all possible educations, training, volunteering opportunities in the world of work.
- Contribute to your own training and personal development.
- Promote a friendly, non discriminatory attitude in all aspects of the Management Bard, members of the public and other agencies.
- Promote the aims and objectives of the company.
- 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, it's staff and service users confidential.

PERSON SPECIFICATION			
CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Education and qualifications		A qualification in health and well-being	Application form and certificates
Experience and Relevant Awareness for the Job	Experience and an interest in well-being	Experience of working as part of a social enterprise/ running a group.	Application form and interview
	Advocate and represent others	Experience of working with vulnerable people	Application form and interview
	Awareness of the needs and opportunities children/ young people/ adults		Application form and interview
	Creative and innovate ideas to help with the persons well-being		Application form and interview
RELEVANT SKILLS	Interest and empathy for service users.	An understanding of listening skills	Application form and interview
	An understanding of clear boundries, and the ability to implement them.	The ability of noticing a risk, and acting upon it.	Application form and interview
	Communicate in a variety of siruations in Welsh and English.	Make notes and reports	Application form and interview
	Good interpersonal skills.		Application form and interview
	The ability to work independently .		Application form and interview
	Can work well as part of a team.		Application form and interview
	Can use computer programs well such as Word, Excel, Outlook and so on.		Application form and interview
	Have the ability to handle sensitive and confidential information.		Application form and interview
	Have the ability and confidence to challenge decisions on Service Users' rights.		Application form and interview
	Good time management, and reach expected targets.		Application form and interview
Other	Full driving licence	.	Application form and interview
Language	To communicate fluently, correctly, confidently written and oral in Welsh		Application form and interview