

Swydd Ddisgrifiad: Cyd-gysylltydd Ymgysylltu Prosiect Multiply DE GWYNEDD	
Maes Rhaglen / Adran	Addysg Gymunedol i Oedolion
Prif Safle	De Gwynedd, Lleoliad i'w gytuno
Cyflog	£30,513.97 - £32,557.02 y flwyddyn Cymorth Busnes Graddfa 6 Pwynt 29 - 31
Y Math o Gontract	Dros dro hyd cyfnod y prosiect(31/12/2024)
Telerau'r Contract	Llawn amser
Yn atebol i	Rheolwr Prosiect Multiply
Pwrpas y Swydd	
<p>Bydd yn gyfrifol am gefnogi'r Rheolwr MULTIPLY i farchnata a hybu darpariaeth y prosiect yn ne Gwynedd. Bydd angen gweithio'n gyda cynrychiolwyr o'r awdurdod lleol i adnabod a datblygu cyfleoedd ymgysylltu newydd.</p> <p>Bydd yn gyfrifol am ymgysylltu â rhanddeiliaid cymuned a datblygu rhwydweithiau newydd. Bydd angen cydweithio'n agos gyda'r cyd-gysylltydd cwricwlwm er mwyn sicrhau bod y ddarpariaeth yn cyfarfod ag anghenion partneriaid ac er mwyn sicrhau cyrraedd targedau'r prosiect.</p> <p>Mae'n bosibl y bydd gofyn gweithio gyda'r nos ac ar ddyddiau Sadwrn, ac am hynny rhoddir amser i ffwrdd yn ystod yr wythnos.</p>	
Prif Ddyletswyddau a Chyfrifoldebau	
<ol style="list-style-type: none"> 1. Ymgysylltu ag unigolion perthnasol, grwpiau, sefydliadau, cyflogwyr, rhanddeiliaid eraill ac asiantaethau i greu a chynnal cysylltiadau allanol a chreu galw am gyrsiau MULTIPLY. 2. Cefnogi'r Rheolwr MULTIPLY i adnabod ac ymgysylltu â rhanddeiliaid cymuned, cyflogwyr ac ysgolion er mwyn a hwyluso mynediad i'r ddarpariaeth MULTIPLY. 3. Cynghori rhanddeiliaid, partneriaid, grwpiau cymuned ac unigolion o'r math o ddarpariaeth a chyfleoedd sydd ar gael. 4. Cynnal systemau tracio electronig o gysylltiadau cyflogwyr gan gynnwys cyfarfodydd, ymweliadau, gweithgareddau a chanlyniadau. Diweddarau'r gwybodaeth ar y wefan fel sy'n ofynnol. 5. Sicrhau fod gwaith papur cleientiaid wedi ei gwblhau yn llawn yn unol â gofynion cyllido ac archwilio. 6. Mynychu a chyfrannu at gyfarfodydd mewnol ac allanol perthnasol eraill a chyfathrebu'n rheolaidd ac yn effeithiol â'r Rheolwr MULTIPLY ac aelodau staff perthnasol ar faterion allweddol. 7. Cefnogi, trefnu a chynrychioli'r prosiect MULTIPLY mewn cyfarfodydd rhanddeiliaid. 8. Cyd-weithio yn agos gyda gweddill staff Multiply yn ogystal â'r timau Addysg Oedolion yn agos er mwyn sicrhau bod y tîm yn gwbl ymwybodol o anghenion sefydliadau partner a grwpiau cymuned. 9. Cynorthwyo'r Rheolwr MULTIPLY i gydlynu'r gweithgareddau marchnata a chysylltiadau cyhoeddus ar ran y ddarpariaeth Addysg Gymunedol i Oedolion gan gynnwys ond ddim yn gyfyngedig i ddatganiadau i'r wasg, llythyrau newyddion, cyfryngau cymdeithasol a diweddarau'r wefan. 10. Creu modelau newydd ac arloesol ar gyfer ymgysylltu â grwpiau cymuned a sefydliadau. 	

11. Penderfynu ar y dulliau mwyaf cost effeithiol o farchnata arbenigedd a chymhwysedd y ddarpariaeth Addysg Gymunedol i Oedolion a gweithredu'r strategaethau unwaith y cytunwyd arnynt.
12. Defnyddio bws mini i gludo dysgwyr/staff lle'n ofynnol. (Bydd angen categori D1 ar y trwydded yrru)
- 13.

Dyletswyddau Eraill

1. Bod yn ymwybodol o'r holl ddatblygiadau perthnasol o fewn y sector Addysg Gymunedol i Oedolion yng Nghymru er mwyn cynllunio gwelliannau yn y dyfodol.
2. Rhwydweithio gydag asiantaethau allanol a gwybod am fentrau Llywodraeth Cymru fel bod yna ymwybyddiaeth o fentrau ariannu eraill a fyddai yn elwa partneriaid, dysgwyr a GLLM.
3. Cadw cofnodion o'r gwaith a gyflawnwyd ar gyfer gwiriadau archwilio mewnol ac allanol.
4. Sicrhau bod yr holl ddogfennau a chofnodion cyllido yn cael eu cynnal ar gyfer dibenion archwilio
5. Adnabod anghenion datblygu personol ac ymgymryd â datblygiad proffesiynol parhaus yn unol â gofynion y swydd
6. Cyflawni pob dyletswydd gan roi ystyriaeth lawn i Weithdrefnau lechyd a Diogelwch a Chyfleoedd Cyfartal.
7. Cyflawni pob dyletswydd yn unol â pholisïau a gweithdrefnau'r coleg.
8. Unrhyw ddyletswyddau rhesymol eraill sy'n unol â Phwrpas y Swydd

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
Addysgwyd i lefel 4 gyda Saesneg a Mathemateg TGAU ar radd C neu'n uwch	X		Ffurflen Gais
Gwybodaeth a Phrofiad			
Gwybodaeth weithredol o becynnau meddalwedd TG gan gynnwys Google Suite	X		Ffurflen Gais / Cyfweliad
Profiad o ymgysylltu â chyflogwyr/grwpiau a sefydliadau cymunedol	X		Ffurflen Gais / Cyfweliad
Dealltwriaeth/profiad o ddulliau marchnata		X	Ffurflen Gais / Cyfweliad
Gwybodaeth am y sector Addysg Gymunedol yng Nghymru		X	Ffurflen Gais / Cyfweliad
Sgiliau a Phriodweddau			
Hyblygrwyd a safon uchel o sgiliau rhyngpersonol a gofal cwsmer	X		Ffurflen Gais / Cyfweliad
Dangos ymrwymiad i ddatblygiad proffesiynol personol a bod yn fodlon dysgu cymwysiadau a sgiliau newydd yn ôl y gofyn	X		Ffurflen Gais / Cyfweliad
Y gallu i gyfathrebu â staff ar bob lefel.	X		Ffurflen Gais / Cyfweliad

Gwybodaeth weithredol am gyfryngau cymdeithasol		X	Ffurflen Gais / Cyfweliad
Profiad o gwblhau prosiect yn llwyddiannus		X	Ffurflen Gais / Cyfweliad
Gofynion Ychwanegol			
Trwydded Gyrru Llawn gyda'r gallu l yrru Bws Mini (Bydd angen category D1 ar y trwydded yrru)	X		Ffurflen Gais / Cyfweliad
Sgiliau Cymraeg			
Ceir manylion llawn am lefelau sgiliau Cymraeg yn: https://www.gllm.ac.uk/cy/jobs			
Dealltwriaeth o'r Gymraeg	Canolradd		Aseidiadau ar-lein / Cyfweliad
Yn siarad Cymraeg	Canolradd		Aseidiadau ar-lein / Cyfweliad
Llythrennedd Cymraeg	Canolradd		Aseidiadau ar-lein / Cyfweliad
Noder os gwelwch yn dda - fe roddir ystyriaeth i ymgeiswyr sy'n nodi eu bod o fewn 1 lefel i fodloni'r gofyniad sgiliau Cymraeg gofynnol ar gyfer y swydd ar yr amod y byddai unrhyw gynnig o gyflogaeth yn cynnwys cytundeb cytundebol i ddatblygu eu Sgiliau Cymraeg.			
Gofynion Gorfodol			
Yn unol â Rheoliadau Cyngor y Gweithlu Addysg 2015 mae'n ofyniad statudol bod unigolion yn cofrestru â'r Cyngor cyn dechrau gweithio yn y Grŵp.			
Mae'r Grŵp wedi ymrwymo i ddiogelu ac amddiffyn lechyd a Lles plant, pobl ifanc ac oedolion agored i niwed. Yn unol â Deddf Adsefydlu Troseddwy'r 1974, bydd gofyn i unigolion gael gwiriad manwl gan y Gwasanaeth Datgelu a Gwahardd i gadarnhau eu bod yn addas i weithio mewn amgylchedd addysgol. Bydd tystysgrifau GDG trwy wasanaeth diweddarau'r GDG yn cael eu derbyn yn unol â'r canllawiau a geir yn - https://www.gov.uk/dbs-update-service .			
O dan adran 8 Deddf Mewnfudo a Lloches 1986, mae'n ofyniad cyfreithiol ar unigolion i ddarparu tystiolaeth ddogfennol sy'n cadarnhau bod ganddynt hawl i weithio yn y Deyrnas Unedig.			
Crynodeb o'r Telerau a'r Amodau			
Oriau Gwaith	37 awr yr wythnos		
Wythnos Waith	52 o wythnosau'r flwyddyn		
Gwyliau Blynyddol	<ul style="list-style-type: none"> • 28 diwrnod y flwyddyn, yn codi i 32 diwrnod ar ôl pum mlynedd lawn o wasanaeth di-dor (01 Medi i 31 Awst). • Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol. • Hyd at 5 diwrnod effeithlonrwydd / diwrnod y trefnwyd i'r safle fod ar gau bob blwyddyn, i'w pennu'n flynyddol. • Bydd gan y rhai ar gontractau Rhan-amser hawl pro rata i'r hyn a nodir uchod. • Bydd gan y rhai ar gontractau Amser Tymor hawl pro rata i'r hyn a nodir uchod a delir fel rhan o'r cyflog blynyddol. 		
Pensiwn	Cynllun Pensiwn Llywodraeth Leol (https://www.lgpsmember.org/)		
Teithio	<p>Caiff y trefniadau ar gyfer ad-dalu treuliau i aelodau staff sy'n mynd i gostau ychwanegol wrth wneud gwaith swyddogol i Grŵp Llandrillo Menai eu hegluro yn y Polisi Teithio, Cynhaliadaeth ac Adleoli.</p> <p>Yn dilyn eu penodiad, bydd gofyn i ymgeiswyr llwyddiannus gwblhau Ffurflen Aseu Gyrwyr ar gyfer Sgrinio lechyd (os yw'n berthnasol). I gadarnhau bod ganddynt</p>		

	yswiriant at "Ddibenion Busnes", mae'n rhaid i bob gweithiwr sy'n hawlio treuliau am ddefnyddio eu ceir personol gyflwyno copïau o'u tystysgrifau yswiriant i Adran Gyllid y Grŵp bob blwyddyn.
Sgrinio Iechyd	Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.

Job description: Multiply Project Engagement Coordinator - South Gwynedd	
Programme area / Department	Adult Community Learning
Main site	South Gwynedd, Location to be agreed
Salary	£30,513.97 - £32,557.02 per annum Business Support Scale 6 Points 29 - 31
Contract type	Temporary until end of contract (31/12/2024)
Contract terms	Full Time
Reporting to	Multiply Project Manager
Job purpose	
<p>Will be responsible for supporting the MULTIPLY Manager in marketing and promoting the project provision in the south of Gwynedd. Will be required to work with local authority representatives to identify and develop new engagement opportunities.</p> <p>Will be required to engage with community stakeholders and develop new networks. Will be required to work closely with the Curriculum Co-ordinator to ensure that the provision meets the needs of partners and to ensure that project targets are met.</p> <p>There may be a requirement to work evenings and Saturdays, for this time off will be given during the week.</p>	
Main duties and responsibilities	
<ol style="list-style-type: none"> 1. Engage with relevant individuals, groups, organisations, employers, other stakeholders and agencies to create and maintain external links to determine and generate demand for Multiply courses. 2. Support the Multiply manager and work with the Curriculum Coordinator to identify and engage with community stakeholders, employers, schools that would be interested in developing and accessing provision. 3. Advise stakeholders, partners, community groups and individuals of the type of provision and opportunities available. 4. Maintain an electronic tracking system of contacts including meetings, visits, activities and outcomes. 5. Ensure paperwork is completed fully in compliance with funding and audit requirements. 6. Attend and contribute to relevant internal and external meetings and communicate regularly and effectively with the Multiply Manager and relevant staff members on key issues. 7. Support, organise and represent Multiply manager at local stakeholder meetings and other project activities. 8. Liaise closely the Multiply and ACL teams to ensure the teams are kept fully aware of the needs of partner organisations and community groups. 9. Assist the Multiply Manager to co-ordinate the marketing and promotion of the provision including but not limited to press releases, newsletters, posters, case studies, social media, the GLLM web site updates and media coverage of appropriate events. 10. Create new and innovative models for engagement with community groups and organisations. 11. Determine the most cost-effective methods of marketing the Multiply provision and implement the strategies once agreed. 12. Use minibus to transport learners/staff when required. (Category D1 will be required on the Driving Licence) 	

Other duties and Responsibilities

1. Aware of the relevant developments within the Adult Community Learning sector in Wales in order to assist in planning future improvements
2. Network with external agencies and keep abreast of Welsh Government initiatives so that there is an awareness of other initiatives which would benefit partners, learners and GLLM.
3. Maintain records of work undertaken for internal and external audit checks
4. Ensure all relevant funding documentation and accounts are maintained for audit purposes
5. Identify personal development needs and undertake continuous professional development in line with the demands of the post
6. Carry out all duties with full regard to Health and Safety Procedures and Equal Opportunities
7. Carry out all duties in line with college policies and procedures
8. Any other duties which can be reasonably expected in line with the Job Purpose

Person specification	Essential	Desirable	Assessment method
Qualifications			
Educated to Level 4 with English and Maths GCSE at Grade C or above	X		Application form
Knowledge and experience			
Working knowledge of IT software packages including Google Suite	X		Application form / Interview
Experience of engagement with employers/community groups and organisations	X		Application form / Interview
Understanding/experience of marketing methods		X	Application form / Interview
Knowledge of Community Learning sector in Wales		X	Application form / Interview
Skills and attributes			
Flexibility and high standard of interpersonal skills and customer care	X		Application form / Interview
Show a commitment of personal professional development and be willing to learn new applications and skills as required.	X		Application form / Interview
Ability to communicate with staff at all levels	X		Application form / Interview
Working knowledge of social media platforms		X	Application form / Interview
Experience of delivering a project successfully		X	Application form / Interview
Additional requirements			
Full Driving Licence with ability to drive minibus (Category D1 will be required on the Driving Licence)	X		Application form / Interview
Welsh language skills			
Full details of the Welsh skill levels can be found at: https://www.gllm.ac.uk/jobs			

Welsh Understanding	Intermediate	On-line assessment / Interview
Welsh Speaking	Intermediate	On-line assessment / Interview
Welsh Literacy	Intermediate	On-line assessment / Interview
Please note: consideration will be given to applicants who indicate that they are within 1 level of meeting the required Welsh skills requirement for the post on the proviso that any offer of employment would include a contractual agreement to develop their Welsh Skills.		
Mandatory requirements		
<p>In accordance with the Education Workforce Council (EWC) Regulations 2015 it is a statutory requirement that individuals register with the EWC prior to commencing employment with the Grŵp.</p> <p>The Grŵp is committed to Safeguarding and protecting the Health and Welfare of children, young people and vulnerable adults. Individuals will be required to complete an Enhanced Disclosure with the Disclosure and Barring Service in accordance with the Rehabilitation of Offenders Act 1974 to ascertain their suitability to work in an educational environment. DBS certificates via the DBS update subscription service will be accepted in accordance with guidance provided - https://www.gov.uk/dbs-update-service.</p> <p>Under section 8 of the Asylum and Immigration Act 1986 individuals are required by law to provide documentary evidence confirming their eligibility to work in the United Kingdom.</p>		
Summary of the terms and conditions		
Working hours	37 hours per week	
Working weeks	52 weeks per year	
Annual leave	<ul style="list-style-type: none"> ● 28 days leave per annum, rising to 32 days after 5 full holiday years' continuous service (01 September to 31 August). ● All normally observed public holidays, determined annually. ● Up to 5 days efficiency closure days per annum, determined annually. ● Part Time contracts will receive a pro rata entitlement to the above. ● Term Time contracts will receive a pro rata entitlement to the above paid as part of annual salary. 	
Pension	Local Government Pension Scheme (https://www.lgpsmember.org/)	
Travel	<p>Arrangements to reimburse employees who incur additional expense whilst carrying out their official duties on behalf of the Grŵp is outlined in the Travel, Subsistence and Relocation policy.</p> <p>Successful applicants will be required to complete a Drivers Assessment Form for Health screening upon appointment (if applicable). Copies of insurance certificates must be provided to the Grŵp Finance department on an annual basis by all employees claiming mileage expenses for using their own car to confirm that "Business Use" insurance is in place.</p>	
Health screening	Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.	