

| Swydd Ddisgrifiad: Cydlynnydd Hostel                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                               |
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| Maes Rhaglen / Adran                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Gwasanaethau Academaidd                                                       |
| Prif Safle                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Hostel Glanrafon, Glynllifon                                                  |
| Cyflog                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | £20,209.61 - £21,930.59 y flwyddyn<br>Cymorth Busnes<br>Graddfa 5 Pwynt 25-28 |
| Y Math o Gontract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Parhaol                                                                       |
| Telerau'r Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Amser Tymor                                                                   |
| Yn atebol i                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Rheolwr Gwasanaethau Academaidd CM/CMD                                        |
| Pwrpas y Swydd                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                               |
| <p>Fel Cydlynnydd yr Hostel byddwch yn gyfrifol am gymryd trosolwg o weinyddiaeth dydd i ddydd yr hostel, gan gynnwys arolygu'r myfyrwyr a'r ffreutur. Byddwch hefyd yn gyfrifol, am arwain staff i sicrhau rhaglen sefydlog o weithgareddau a digwyddiadau ar gyfer dysgwyr Hostel Glanrafon, Glynllifon fydd yn breswyl yn yr hostel.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                               |
| Prif Ddyletswyddau a Chyfrifoldebau                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                               |
| <p><b>Cyfrifoldebau Gweithredol dros yr Hostel a'r Ffreutur</b></p> <ol style="list-style-type: none"> <li>1. Cydlynu'r broses o ddenu myfyrwyr i'r hostel, gan gynnwys hyrwyddo'r ddarpariaeth a chyd gysylltu gyda rhieni a darpar fyfyrwyr</li> <li>2. Trefnu'r ddarpariaeth letya gan sicrhau bod ystafelloedd yn cael eu dyrannu yn ôl yr anghenion gan uchafu potensial y ddarpariaeth</li> <li>3. Paratoi pecynnau gwybodaeth i ddarpar breswylwyr gan sicrhau bod dogfennau/cyfarwyddiadau/rheolau yn gyfredol ac yn berthnasol</li> <li>4. Anwytho myfyrwyr i'r hostel a'r rhaglen gweithgareddau</li> <li>5. Trefnu a chynnal Grwpiau Ffocws cyson ar gyfer preswylwyr yr hostel gan ymateb i unrhyw faterion sy'n codi</li> <li>6. Ymdrin ag unrhyw ymholiadau/materion sy'n codi yn ystod y flwyddyn mewn perthynas a'r hostel</li> <li>7. Sicrhau amgylchedd iach a diogel i'r preswylwyr</li> <li>8. Sicrhau bod cofrestriadau a chofnodion yn cael eu cadw'n gyfredol ar gyfer holl Wasanaethau Hostel Glanrafon</li> <li>9. Arwain staff yr hostel i sicrhau profiad sefydlog, diogel a pleserus i breswylwyr.</li> </ol> <p><b>Cyfrifoldebau Cydlynu Gweithgareddau Myfyrwyr</b></p> <ol style="list-style-type: none"> <li>1. Asesu anghenion a diddordebau preswylwyr yr hostel o safbwynt rhaglen o weithgareddau hamdden</li> <li>2. Cynorthwyo gyda'r cynllunio, cydlynu a threfnu gweithgareddau gan lunio rhaglen o weithgareddau, sesiynau chwaraeon, siaradwyr gwadd, gweithdai a gweithgareddau cymdeithasol.</li> <li>3. Paratoi asesiadau risg ar gyfer yr holl weithgareddau</li> <li>4. Dod o hyd i leoliadau addas ar gyfer ymweliadau a gweithgareddau a rhoi trefniadau yn eu lle.</li> </ol> |                                                                               |

5. Archwilio trefniadau yswiriant, trwyddedu ac iechyd a diogelwch a rhoi asesiadau risg mewn lle sydd yn ymwneud ag unrhyw weithgaredd
6. Trefnu gwahoddiadau a chyhoeddusrwydd i'r gweithgareddau a sicrhau cyfranogiad y dysgwyr preswyl
7. Cynorthwyo i gydlynw'r broses o gofrestru preswylwyr newydd, prosesu gwaith papur a thaliadau.
8. Trefnu cludiant addas ar gyfer gweithgareddau
9. Trefnu a benthyg unrhyw gyfarpar/offer sydd ei angen ar gyfer gweithgareddau
10. Sicrhau bod y digwyddiadau'n rhedeg yn ddiffwdan a'u bod yn cadw at y cyllidebau.
11. Gwerthuso'r rhaglen weithgareddau yn gyson gan sicrhau ei bod yn cyfarfod ag anghenion a diddordebau myfyrwyr
12. Cymryd rhan ym mhroses adolygu perfformiad y Grŵp Llandrillo Menai gyda'r nod o wella yn barhaus eich perfformiad unigol a diweddarw eich sgiliau a gwybodaeth.
13. Ymgymryd ag unrhyw ddyletswyddau eraill, yn unol a'ch graddfa, y gofynnir gennych gan eich rheolwr llinell a/neu cyfarwyddwr.

| Manyleb Deiliad y Swydd                                                              | Hanfodol | Dymunol | Dull Asesu                |
|--------------------------------------------------------------------------------------|----------|---------|---------------------------|
| <b>Cymwysterau</b>                                                                   |          |         |                           |
| Cymwysterau Lefel 3 neu uwch                                                         | X        |         | Ffurflen Gais / Cyfweliad |
| Cymhwyster lefel Gradd                                                               |          | X       | Ffurflen Gais / Cyfweliad |
| Cymhwyster Dysgu                                                                     |          | X       | Ffurflen Gais / Cyfweliad |
| Cymwysterau hyfforddi chwaraeon                                                      |          | X       | Ffurflen Gais / Cyfweliad |
| Cymwysterau Iechyd a Diogelwch / Cymoth Cyntaf                                       |          | X       | Ffurflen Gais / Cyfweliad |
| <b>Gwybodaeth a Phrofiad</b>                                                         |          |         |                           |
| Profiad diweddar o drefnu neu weinyddu, gan gynnwys arolygu pobl ac ymdrin â chyllid | X        |         | Ffurflen Gais / Cyfweliad |
| Trefniadau Diogelu Plant a Phobl Ifanc                                               | X        |         | Ffurflen Gais / Cyfweliad |
| Profiad o weithio gyda phobl ifanc 16-18 oed.                                        |          | X       | Ffurflen Gais / Cyfweliad |
| Profiad o hyfforddi neu ddysgu                                                       |          | X       | Ffurflen Gais / Cyfweliad |
| Profiad o ymwneud â dyfarniadau megis Dug Caeredin                                   |          | X       | Ffurflen Gais / Cyfweliad |
| Profiad o ymwneud â'r mudiad Ffermwyr Ifanc                                          |          | X       | Ffurflen Gais / Cyfweliad |
| Gwybodaeth am Addysg Bellach                                                         |          | X       | Ffurflen Gais / Cyfweliad |
| <b>Sgiliau a Phriodweddau</b>                                                        |          |         |                           |
| Sgiliau rhyngbersonol cryf                                                           | X        |         | Ffurflen Gais / Cyfweliad |
| Sgiliau trefniadol cryf                                                              | X        |         | Ffurflen Gais / Cyfweliad |
| Y gallu i gyrraedd targedau o fewn terfynau amser pendant                            | X        |         | Ffurflen Gais / Cyfweliad |

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| Defnyddiwr cymwys o dechnoleg gwybodaeth a chyfryngau digidol                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X                                                                                                                                                            |   | Ffurflen Gais / Cyfweliad |
| Trwydded yrru ddilys ar gyfer y DU                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | X                                                                                                                                                            |   | Ffurflen Gais / Cyfweliad |
| Gallu ymateb yn addas a chydweithio'n dda gyda phobl ifanc                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | X                                                                                                                                                            |   |                           |
| Yn berson creadigol sy'n barod i gynnig syniadau newydd                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | X                                                                                                                                                            |   |                           |
| Aelod brwd o dim sydd yn barod i fabwysiadu dulliau gweithio hyblyg ac ymatebol                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | X                                                                                                                                                            |   |                           |
| Ymroddedig i ddatblygiad personol a phroffesiynol parhaus                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | X                                                                                                                                                            |   |                           |
| Gallu i hyfforddi mewn maes chwaraeon e.e. Pêl-droed, Rygbi, Hoci                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                              | X | Ffurflen Gais / Cyfweliad |
| Trwydded Yrru bws mini gyfredol                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                              | X | Ffurflen Gais / Cyfweliad |
| <b>Gofynion Ychwanegol</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                              |   |                           |
| Y gallu i deithio'n unol â gofynion y swydd                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | X                                                                                                                                                            |   | Ffurflen Gais / Cyfweliad |
| <b>Sgiliau Cymraeg</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                              |   |                           |
| Ceir manylion llawn am lefelau sgiliau Cymraeg yn: <a href="https://www.gllm.ac.uk/cy/jobs">https://www.gllm.ac.uk/cy/jobs</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                              |   |                           |
| <b>Dealltwriaeth o'r Gymraeg</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Uwch                                                                                                                                                         |   | Cyfweliad                 |
| <b>Yn siarad Cymraeg</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Uwch                                                                                                                                                         |   | Cyfweliad                 |
| <b>Llythrennedd Cymraeg</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Uwch                                                                                                                                                         |   | Cyfweliad                 |
| <b>Noder os gwelwch yn dda</b> - 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                              |   |                           |
| <b>Gofynion Gorfodol</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                              |   |                           |
| 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.<br><br>Mae'r Grŵp wedi ymrwymo i ddiogelu ac amddiffyn iechyd a Lles plant, pobl ifanc ac oedolion agored i niwed. Yn unol â Deddf Adsefydlu Troseddwyd 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 - <a href="https://www.gov.uk/dbs-update-service">https://www.gov.uk/dbs-update-service</a> .<br><br>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. |                                                                                                                                                              |   |                           |
| <b>Crynodeb o'r Telerau a'r Amodau</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                              |   |                           |
| <b>Oriau Gwaith</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 30 awr yr wythnos                                                                                                                                            |   |                           |
| <b>Wythnos Waith</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 38 o wythnosau'r flwyddyn                                                                                                                                    |   |                           |
| <b>Gwyliau Blynyddol</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>28 diwrnod y flwyddyn, yn codi i 32 diwrnod ar ôl pum mlynedd lawn o wasanaeth di-dor (01 Medi i 31 Awst).</li> </ul> |   |                           |

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|                       | <ul style="list-style-type: none"> <li>• Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol.</li> <li>• Hyd at 5 diwrnod effeithlonrwydd / diwrnod y trefnwyd i'r safle fod ar gau bob blwyddyn, i'w pennu'n flynyddol.</li> <li>• Bydd gan y rhai ar gontractau Rhan-amser hawl pro rata i'r hyn a nodir uchod.</li> <li>• 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.</li> </ul>                                                                                                                    |
| <b>Pensiwn</b>        | Cynllun Pensiwn Llywodraeth Leol ( <a href="https://www.lgpsmember.org/">https://www.lgpsmember.org/</a> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Teithio</b>        | <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, Cynhaliaeth ac Adleoli.</p> <p>Yn dilyn eu penodiad, bydd gofyn i ymgeiswyr llwyddiannus gwblhau Ffurflen Asesu Gyrwyr ar gyfer Sgrinio Iechyd (os yw'n berthnasol). I gadarnhau bod ganddynt 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.</p> |
| <b>Sgrinio Iechyd</b> | Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

| Job description: Hostel Coordinator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                               |
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| <b>Programme area / Department</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Learner Services                                                              |
| <b>Main site</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Glanrafon Hostel, Glynllifon                                                  |
| <b>Salary</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | £20,209.61 - £21,930.59 per annum<br>Business Support<br>Scale 5 Points 25-28 |
| <b>Contract type</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Permanent                                                                     |
| <b>Contract terms</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Term Time                                                                     |
| <b>Reporting to</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Learner Services Manager CM/CMD                                               |
| Job purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                               |
| As Hostel Coordinator you will be responsible for supervising the day to day running of the hostel, including supervising the students and the canteen. You will also be responsible for leading staff to ensure an established programme of activities and events for learners at Hostel Glanrafon, Glynllifon who will be staying at the hostel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                               |
| Main duties and responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                               |
| <p><b>Additional Responsibilities for the Hostel and the Canteen</b></p> <ol style="list-style-type: none"> <li>1. Co-ordinating the process of attracting students to the hostel including promoting provision and co-ordinating with the parents and prospective students</li> <li>2. Organising accommodation ensuring rooms are allocated according to need to make the most of the facility's potential.</li> <li>3. Preparing information packages for prospective residents ensuring that documents/instructions/rules are current and relevant.</li> <li>4. Familiarising the students with the hostel and the activity programme</li> <li>5. Organising and holding regular focus groups for the residents and the hostel and responding to any matters arising</li> <li>6. Dealing with any enquiries/matters arising during the year in relation to the hostel</li> <li>7. Ensure a healthy and safe environment for the residents.</li> <li>8. Ensuring that records and logs are kept up to date for all Glanrafon Hostel Services</li> <li>9. Leading hostel staff to ensure a well established, safe and enjoyable experience for residents.</li> </ol> <p><b>Coordinating Student Activity Duties</b></p> <ol style="list-style-type: none"> <li>1. Assessing the residents' needs and interests in view of organising a programme of leisure activities</li> <li>2. Assisting with the planning, co-ordinating and organising activities by devising a programme of activities, sport sessions, guest speakers, workshops and social activities.</li> <li>3. Preparing risk assessments for all the activities</li> <li>4. Finding suitable locations for visits and activities and putting arrangements in place.</li> <li>5. Researching insurance arrangements, licences and health and safety issues and putting risk assessments in place in relation to activities.</li> <li>6. Organising invitations and publicity for the activities and ensure that the resident learners contribute</li> <li>7. Assisting to coordinate the process of registering new residents, processing paperwork and payments.</li> <li>8. Organising suitable transport for activities</li> <li>9. Organising and lending equipment that's suitable for activities</li> </ol> |                                                                               |

10. Ensuring that the activities run smoothly and that they keep to budget.
11. Evaluating the activity programme regularly ensuring it meets the student's needs and interests
12. Taking part in the process of reviewing the performance of Grŵp Llandrillo Menai with the aim of continually improving your individual performance and updating your skills and information.
13. Taking part in any other duties, according to scale required by your line manager and/or Director.

| Person specification                                                                                     | Essential | Desirable | Assessment method            |
|----------------------------------------------------------------------------------------------------------|-----------|-----------|------------------------------|
| <b>Qualifications</b>                                                                                    |           |           |                              |
| Level 3 Qualification or Higher                                                                          | X         |           | Application form / Interview |
| Degree Qualification                                                                                     |           | X         | Application form / Interview |
| Teaching Qualification                                                                                   |           | X         | Application form / Interview |
| Sports coaching qualifications                                                                           |           | X         | Application form / Interview |
| Health and Safety Qualifications/First Aid                                                               |           | X         | Application form / Interview |
| <b>Knowledge and experience</b>                                                                          |           |           |                              |
| Recent experience of organising or administrating, including supervising people and dealing with finance | X         |           | Application form / Interview |
| Children and Young People Protection Arrangements                                                        | X         |           |                              |
| Experience of working with young people aged 16-18                                                       |           | X         | Application form / Interview |
| Experience of training or teaching                                                                       |           | X         | Application form / Interview |
| Experience of the awards such as The Duke of Edinburgh Award                                             |           | X         | Application form / Interview |
| Experience of working with or taking part in the Young Farmers movement                                  |           | X         | Application form / Interview |
| Information about Further Education                                                                      |           | X         | Application form / Interview |
| <b>Skills and attributes</b>                                                                             |           |           |                              |
| Strong interpersonal skills                                                                              | X         |           | Application form / Interview |
| Strong organisational skills                                                                             | X         |           | Application form / Interview |
| Able to reach targets within specific time limits                                                        | X         |           | Application form / Interview |
| Competent user of information technology and digital media                                               | X         |           | Application form / Interview |
| Valid UK Driving Licence                                                                                 | X         |           | Application form / Interview |
| Able to respond and work well with young people                                                          | X         |           | Application form / Interview |
| Creative and willing to offer new ideas                                                                  | X         |           | Application form / Interview |
| A team member who's willing to adopt flexible and responsive working methods                             | X         |           | Application form / Interview |

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|------------------------------|
| Committed to continual personal and professional development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | X                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   | Application form / Interview |
| Able to coach the following sports e.g. football, rugby, hockey                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X | Application form / Interview |
| Valid Mini Bus Driving Licence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | X | Application form / Interview |
| <b>Additional requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |   |                              |
| Able to travel as required to fulfil the requirements of the role                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | X                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   | Application form / Interview |
| <b>Welsh language skills</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |   |                              |
| Full details of the Welsh skill levels can be found at: <a href="https://www.gllm.ac.uk/jobs">https://www.gllm.ac.uk/jobs</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |   |                              |
| <b>Welsh Understanding</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Advanced                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |   | Interview                    |
| <b>Welsh Speaking</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Advanced                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |   | Interview                    |
| <b>Welsh Literacy</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Advanced                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |   | Interview                    |
| <b>Please note:</b> 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |   |                              |
| <b>Mandatory requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |   |                              |
| <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 - <a href="https://www.gov.uk/db-update-service">https://www.gov.uk/db-update-service</a>.</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> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |   |                              |
| <b>Summary of the terms and conditions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |   |                              |
| <b>Working hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 30 hours per week                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   |                              |
| <b>Working weeks</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 38 weeks per year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   |                              |
| <b>Annual leave</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>• 28 days leave per annum, rising to 32 days after 5 full holiday years' continuous service (01 September to 31 August).</li> <li>• All normally observed public holidays, determined annually.</li> <li>• Up to 5 days efficiency closure days per annum, determined annually.</li> <li>• Part Time contracts will receive a pro rata entitlement to the above.</li> <li>• Term Time contracts will receive a pro rata entitlement to the above paid as part of annual salary.</li> </ul> |   |                              |
| <b>Pension</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Local Government Pension Scheme ( <a href="https://www.lgpsmember.org/">https://www.lgpsmember.org/</a> )                                                                                                                                                                                                                                                                                                                                                                                                                         |   |                              |
| <b>Travel</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <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</p>                                                                              |   |                              |

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|                         | by all employees claiming mileage expenses for using their own car to confirm that “Business Use” insurance is in place. |
| <b>Health screening</b> | Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.          |