

Swydd Ddisgrifiad: Cynorthwydd Gweinyddol Prosiect Lluosi (2 swydd)	
Maes Rhaglen / Adran	Addysg Gymunedol i Oedolion
Prif Safle	I'w gytuno
Cyflog	Graddfa 3 - £21, 514 - £22, 785 y flwyddyn
Y Math o Gontract	Dros dro hyd cyfnod y prosiect (Rhagfyr 2024)
Telerau'r Contract	Llawr Amser
Yn atebol i	Rheolwr Prosiect Lluosi
Pwrpas y Swydd	
Bydd y Cynorthwywyr Gweinyddol yn gyfrifol am gefnogi'r tîm Lluosi (prosiect cyffrous fydd yn darparu cyrsiau rhifedd i oedolion yng Ngwynedd, Môn, Conwy a Dinbych er mwyn cynyddu eu hyder a sgiliau rhifedd neu i weithio tuag at gymhwyster). Mae'r rôl hon yn cynnwys rheoli dogfennaeth, trefnu cyfarfodydd mewnol ac allanol gyda phartneriaid a rhanddeiliad a chynorthwyo'r rheolwr prosiect i gadw cofnodion cywir, gan gyfrannu yn y pen draw at effeithlonrwydd a llwyddiant y prosiect.	
Prif Ddyletswyddau a Chyfrifoldebau	
1. Cynnal system ffeilio electronig effeithiol gan sicrhau fod gwaith papur wedi ei gwblhau yn llawn yn unol â gofynion y prosiect. 2. Trefnu cyfarfodydd mewnol ac allanol yn ogystal â digwyddiadau penodol eraill. 3. Cofnodi cofnodion cyfarfodydd mewnol ac allanol a sicrhau eu bod ar gael i aelodau perthnasol o'r tîm. 4. Cysylltu a chyfathrebu ag unigolion allanol a mewnol (ar y ffôn, wyneb yn wyneb ac yn electronig), gan sicrhau gwasanaeth cwrtais, prydlon a chydlynol i aelodau o'r cyhoedd, rhanddeiliaid a dysgwyr. 5. Datblygu systemau a threfniadau gweinyddol ar gyfer datblygiadau newydd, fel y bo'r galw, ac arwain gwelliant parhaus y systemau presennol. 6. Prosesu gwaith papur cofrestru dysgwyr gyda'r coleg a chyrff dyfarnu. 7. Cyd-weithio â'r Darlithwyr Rhifedd a'r Cydlynwyr Cwricwlwm i sicrhau bod data dysgwyr yn cael ei gofnodi a'i adrodd mewn modd cyflawn ac amserol. 8. Sicrhau bod nwyddau traul yn cael eu cofnodi, eu harchebu a'u prynu mewn modd effeithiol. Bydd hyn yn cynnwys cyfathrebu ag adrannau eraill gan gynnwys Ystadau a TGCh ynghylch offer penodol. 9. Prosesu taflenni amser staff a delir fesul awr a hawliadau tâl cysylltiedig yn brydlon, gan sicrhau monitro a chofnodi cywir. 10. Rheoli amserlen gwaith fel bod gwaith yn cael ei flaenoriaethu, bod terfynau amser yn cael eu bodloni a bod cofnodion cyfarfodydd yn cael eu cwblhau'n brydlon. 11. Defnyddio'r gwasanaeth cyfieithu a phrawf ddarllen mewnol (TROSİ) i gael dogfennau perthnasol wedi'u cyfieithu yn ôl yr angen.	

12. Darparu cymorth gweinyddol i'r tîm yn ôl yr angen.

13. Cyflawni'r holl ddyletswyddau yn unol â pholisïau a gweithdrefnau'r Grŵp.

14. Unrhyw ddyletswyddau rhesymol eraill sy'n unol â phwrrpas y swydd a gytunir â'r Rheolwr Llinell.

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
Yn meddu ar gymhwyster perthnasol mewn TG neu Weinyddu Busnes.	x		Ffurflen Gais
Gwybodaeth a Phrofiad			
Gwybodaeth weithredol a phrofiad o ddefnyddio pecynnau meddalwedd TG, gan gynnwys Google Suite, systemau gwybodaeth rheolaeth, a gweinyddu swyddfeydd.	x		Ffurflen Gais / Cyfweliad
Yn meddu ar brofiad o fewnbynnu a monitro data i system gyfrifiadurol.	x		Ffurflen Gais / Cyfweliad
Profiad o reoli amserlen brysur ac amrywiaeth o ddyddiaduron staff.		x	Ffurflen Gais / Cyfweliad
Sgiliau a Phriodweddau			
Y gallu i weithio'n hyblyg ac o dan bwysau i orffen gwaith mewn pryd.	x		Ffurflen Gais / Cyfweliad
Yn gallu gweithio ar ei liwt ei hun a chymryd cyfrifoldeb am ei ddyletswyddau ei hun yn ôl yr angen.	x		Ffurflen Gais / Cyfweliad
Sgiliau rhyngpersonol da a'r gallu i gyfathrebu'n effeithiol ar bob lefel o fewn rhwydwaith y Grŵp, a chyda'r cyhoedd ac asiantaethau allanol.	x		Ffurflen Gais / Cyfweliad
Gofynion Ychwanegol			
Hyblygrwydd i helpu gyda digwyddiadau yn y coleg - y tu allan i oriau ac ar safleoedd gwahanol os oes angen.	x		Ffurflen Gais / Cyfweliad
Ymrwymiad i ddatblygiad personol a phroffesiynol pellach a pharhaus.	x		Ffurflen Gais
Y gallu i deithio'n unol â gofynion y swydd	x		Ffurflen Gais

Sgiliau Cymraeg

Ceir manylion llawn am lefelau sgiliau Cymraeg yn: <https://www.gllm.ac.uk/cy/jobs>

Noder os gwelwch yn dda - fe roddir ystyriaeth i ymgeiswyr sy'n nodi eu bod o fewn 1 lefel i fodloni'r gofyniad sgiliau Cymraeg gofynnol ar gyfer y swydd ar yr amod y byddai unrhyw gynnig o gyflogaeth yn cynnwys cytundeb dan gcontract i ddatblygu eu Sgiliau Cymraeg.

Dealltwriaeth o'r Gymraeg	Canolradd	Ffurflen Gais
Yn siarad Cymraeg	Canolradd	Ffurflen Gais
Llythrennedd Cymraeg	Canolradd	Ffurflen Gais

Gofynion Gorfodol

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 DBS trwy wasanaeth diweddarau'r DBS yn cael eu derbyn yn unol â'r canllawiau a geir yn - <https://www.gov.uk/dbs-update-service>.

O dan adran 8 Deddf Mewnfudo a Lloches 1986, mae'n ofyniad cyfreithiol ar unigolion i ddarparu tystiolaeth ddogfennol sy'n cadarnhau bod ganddynt hawl i weithio yn y Deyrnas Unedig.

Crynodeb o'r Telerau a'r Amodau

Oriau Gwaith	37 awr yr wythnos
Wythnos Waith	52 o wythnosau'r flwyddyn
Gwyliau Blynyddol	28 diwrnod y flwyddyn, yn codi i 32 diwrnod ar ôl pum mlynedd lawn o wasanaeth di-dor (01 Medi i 31 Awst). - Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol. - Hyd at 5 diwrnod effeithlonrwydd / diwrnod y trefnwyd i'r safle fod ar gau bob blwyddyn, i'w pennu'n flynyddol. - Bydd gan y rhai ar gcontractau Rhan-amser hawl pro rata i'r hyn a nodir uchod. - Bydd gan y rhai ar gcontractau Amser Tymor hawl pro rata i'r hyn a nodir uchod a delir fel rhan o'r cyflog blynyddol.
Pensiwn	Cynllun Pensiwn Llywodraeth Leol (https://www.lgpsmember.org/)
Teithio	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, Cynhalieth ac Adleoli. 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.
Sgrinio Iechyd	Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.

Job description: Multiply Project Administrative Assistant (2 posts)	
Programme area / Department	Adult Community Learning
Main site	To be agreed
Salary	Grade 3 £21, 514 - £22, 785 per annum
Contract type	Temporary for the duration of the project (December 2024)
Contract terms	Full time
Reporting to	Multiply Project Manager
Job purpose	
The Administrative Assistants will be responsible for supporting the Multiply team (an exciting project that will provide numeracy courses for adults in Gwynedd, Anglesey, Conwy and Denbigh in order to increase their confidence and numeracy skills or to work towards a qualification). This role includes managing documentation, organising internal and external meetings with partners and stakeholders and assisting the project manager in keeping accurate records, ultimately contributing to the efficiency and success of the project.	
Main duties and responsibilities	
1. Maintain an effective electronic filing system ensuring that paperwork is fully completed in accordance with the project's requirements. 2. Organise internal and external meetings as well as other specific events. 3. Record the minutes of internal and external meetings and ensure they are available to relevant members of the team. 4. Contact and communicate with external and internal individuals (on the phone, face to face and electronically), ensuring a courteous, prompt and coherent service to members of the public, stakeholders and learners. 5. Develop administrative systems and arrangements for new developments, as demand arises, and lead the continuous improvement of existing systems. 6. Process learners' registration paperwork with the college and awarding bodies. 7. Liaise with the Numeracy Lecturers and Curriculum Co-ordinators to ensure that learner data is recorded and reported in a complete and timely manner. 8. Ensure that consumables are recorded, ordered and purchased in an effective manner. This will include communicating with other departments including Estates and ICT regarding specific equipment. 9. Timely processing of hourly paid staff timesheets and related pay claims, ensuring accurate monitoring and recording. 10. Manage your own work schedule so that work is prioritised, deadlines are met and meeting minutes are completed promptly. 11. Use the internal translation and proofreading service (TROSi) to have relevant documents translated as required.	

12. Provide administrative support to the team as required.
13. Carry out all duties in accordance with the Grŵp's policies and procedures.
14. Undertake any other reasonable duties that are in line with the purpose of the job, as agreed with the Line Manager.

Person specification	Essential	Desirable	Assessment method
Qualifications			
Have a relevant qualification in IT or Business Administration.	x		Application form
Knowledge and experience			
Working knowledge and experience of using IT software packages, including Google Suite, management information systems, and office administration.	x		Application form / Interview
Have experience of entering and monitoring data into a computer system.	x		Application form / Interview
Experience of managing a busy schedule and a variety of staff diaries.		x	Application form / Interview
Skills and attributes			
The ability to work flexibly and under pressure to finish work on time.	x		Application form / Interview
Be able to work on their own initiative and take responsibility for their own duties as necessary.	x		Application form / Interview
Have good interpersonal skills and be able to communicate effectively at all levels within the Grŵp network, with the general public and with external agencies.	x		Application form / Interview
Additional requirements			
Flexibility to help with events at the college - out of hours and at different sites if required.	x		Application form / Interview
Commitment to continual personal and professional development.	x		Application form
Able to travel as required to fulfil the requirements of the role.	x		Application form

Welsh Language Skills

Full details of the Welsh skill levels can be found at: <https://www.gllm.ac.uk/jobs>

Please note: consideration will be given to applicants who indicate that they are within 1 level of meeting the required Welsh skills requirement for the post on the proviso that any offer of employment would include a contractual agreement to develop their Welsh Skills.

Welsh Understanding	Intermediate	Application form
Welsh Speaking	Intermediate	Application form
Welsh Literacy	Intermediate	Application form

Mandatory requirements

The Grŵp is committed to Safeguarding and protecting the Health and Welfare of children, young people and vulnerable adults. Individuals will be required to complete an Enhanced Disclosure with the Disclosure and Barring Service in accordance with the Rehabilitation of Offenders Act 1974 to ascertain their suitability to work in an educational environment. DBS certificates via the DBS update subscription service will be accepted in accordance with guidance provided - <https://www.gov.uk/dbs-update-service>.

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.

Summary of the terms and conditions

Working hours	37 hours per week
Working weeks	52 weeks per year
Annual leave	• 28 days leave per annum, rising to 32 days after 5 full holiday years' continuous service (01 September to 31 August). • All normally observed public holidays, determined annually. • Up to 5 days efficiency closure days per annum, determined annually. • Part Time contracts will receive a pro rata entitlement to the above. • Term Time contracts will receive a pro rata entitlement to the above paid as part of annual salary.
Pension	Local Government Pension Scheme (https://www.lgpsmember.org/)
Travel	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. Successful applicants will be required to complete a Drivers Assessment Form for Health screening upon appointment (if applicable). Copies of insurance certificates must be provided to the Grŵp Finance department on an annual basis by all employees claiming mileage expenses for using their own car to confirm that "Business Use" insurance is in place.
Health screening	Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.