

SWYDD DDISGRIFIAD

TEITL Y SWYDD: SWYDDOG YMGYSYLLTU RYGBI

STATWS: LLAWN AMSER, CYFNOD PENODOL HYD AT AWST 2020

LEFEL Y CYFLOG: £19,359 - £24,035 Y FLWYDDYN

**PRIF LEOLIAD: COLEG MENAI, BANGOR NEU GOLEG LLANDRILLO,
LLANDRILLO-YN-RHOS**

YN ATEBOL I: RHEOLWR GWASANAETHAU I DDYSGWYR

Fel aelod o dîm rheoli Grŵp Llandrillo Menai, bydd deiliad y swydd yn ymrwymo i genhadaeth y Grŵp sef:

Ysbrydoli llwyddiant drwy gynnig addysg a hyfforddiant rhagorol

ac i werthoedd y Grŵp sef:

- *Cydraddoldeb*
- *Ansawdd*
- *Arloesedd*
- *Proffesiynoldeb*

1. Pwrpas y Swydd:

Bydd gofyn i'r Swyddog Ymgysylltu ddatblygu a hyrwyddo camp rygbi'r undeb yn GLLM.

Bydd hyn yn cynnwys datblygu a chyflwyno rhaglenni a fydd yn recriwtio neu'n annog chwaraewyr i barhau i ddilyn y gamp ar ôl cyrraedd 16 oed. Bydd hefyd yn cyfrannu at ddatblygiad pellach rygbi mewn ysgolion cysylltiedig yn cynnwys datblygu hyfforddwyr, dyfarnwyr, gweinyddwyr a gwirfoddolwyr a sefydlu cysylltiadau â'r grwpiau/clystyrau a chlybiau sefydlog yr ardal.

Bydd y Swyddog Ymgysylltu yn cyfrannu at yr amcanion sy'n berthnasol â chyrhaeddiad academiaidd, ymgysylltu â chyfoethogi myfyrwyr; a datblygiad rygbi'r undeb yn ehangach o fewn AB; ac at iechyd a lles y gymuned mae GLLM yn rhan ohoni.

2. Dyletswyddau Penodol:

- I gynnig neu gefnogi darpariaeth rygbi'r undeb i ddynion a merched
- I lunio, cyflwyno neu hyrwyddo rhaglenni cynhwysfawr o weithgareddau rygbi sy'n apelio at fyfyrwyr o bob gallu
- I annog a chefnogi dynion a merched i symud i glybiau cymunedol lleol, canolfannau clwstrwr neu gynigion amgen fel sy'n briodol
- I gefnogi GLLM, ysgolion sy'n bwydo i'r coleg, clybiau cymunedol lleol a chanolfannau clwstrwr i ddatblygu a chynnal amgylchedd cynhwysol a phriodol i annog pobl ifanc i chwarae rygbi, ac yn cynnwys datblygu ac addysgu hyfforddwyr, dyfarnwyr a gwirfoddolwyr.
- I gefnogi amcanion GLLM i godi lefelau cyrhaeddiad academaidd, ymgysylltu a chyfoethogi myfyrwyr, cydlyniad cymunedol a recriwtio myfyrwyr
- I ddatblygu pobl ifanc fel arweinwyr a gwirfoddolwyr drwy raglen Arweinwyr Rygbi Undeb Rygbi Cymru (WRU) a chyfleoedd perthnasol eraill.
- I gefnogi Grŵp Rheoli Rhanddeiliaid Lleol i ddatblygu amcanion a thargedau ar gyfer y rhaglen Hwb fel sy'n briodol, a gweithio i gyflawni'r targedau hynny.
- I gasglu a chynnal data fel sy'n briodol i fonitro effeithlonrwydd y rhaglen Hwb ac adrodd yn ôl ar hyn i'r WRU a'r sefydliad addysg fel sy'n briodol
- I gefnogi'r WRU i gyflawni ei amcanion dros ddatblygu rygbi'r undeb, yn ystod y tymor ac yn benodol y tu allan i'r tymor:
 - Cefnogi datblygiad rhaglenni rygbi ar lefel leol, ranbarthol a chenedlaethol yn ôl y galw
 - Cynorthwyo i drefnu a chyflwyno hyfforddiant WRU / rhaglenni prentisiaeth o fewn ardal addysgu'r coleg
 - Mynychu sesiynau hyfforddi WRU, cyrsiau ayyb yn ôl y galw gyda'r nod o ddilyn rhaglen datblygiad proffesiynol parhaus bersonol.
- Cyfrannu at ddatblygu a chynnal amgylchedd gwaith sy'n ddiogel a chynhwysol ym mhob lleoliad gwaith, a chydymffurfio â pholisïau iechyd a diogelwch, cydraddoldeb, diogelu, cyfrinachedd, cyfryngau cymdeithasol a diogelu data (yn unol â gofynion y WRU a'r sefydliad Addysgol)
- Cyflawni dyletswyddau eraill sy'n hanfodol at y gwaith o gyflawni gofynion y rhaglen Hwb WRU a gytunwyd ar y cyd â GLLM, a hynny heb unrhyw gyfyngiadau.

MANYLEB Y PERSON

TEITL Y SWYDD: Swyddog Hwb Rygbi

	HANFODOL	DYMUNOL
Addysg/ Cymwysterau	Cymhwyster hyfforddi chwaraeon perthnasol cyfredol	Cymhwyster hyfforddi rygbi, o leiaf cymhwyster Lefel 1 WRU Hyfforddi Plant <ul style="list-style-type: none"> • Diogelu Plant a Phobl Ifanc • Cymhwyster dyfarnu rygbi, WRU Lefel 1 • Cymorth Cyntaf Brys yn y Gweithle • Wedi derbyn hyfforddiant bws mini MIDAS
Profiad	O leiaf 12 mis o brofiad yn gweithio ym maes datblygu chwaraeon <ul style="list-style-type: none"> • Profiad o hyfforddi a/neu weithio gyda phlant a phobl ifanc • Profiad o weithio gyda gwirfoddolwyr 	O leiaf 12 mis o brofiad yn gweithio ym maes datblygu chwaraeon <ul style="list-style-type: none"> • Profiad fel hyfforddwr neu ddyfarnwr, addysgwr/datblygwr • Profiad o weithio yn y sector uwchradd neu addysg bellach
Sgiliau	<ul style="list-style-type: none"> • Hunanysgogol, trefnus, egnïol, yn gweld ei waith • Sgiliau rhyngpersonol cadarn, gallu meithrin perthynas a dylanwadu - gallu uniaethu'n dda â phobl ifanc ac oedolion • Sgiliau ysgrifenedig a llafar ardderchog • Sgiliau TG rhagorol, yn benodol Microsoft, Office, Google Drive, llwyfannau cyfryngau cymdeithasol perthnasol 	
Arall	<ul style="list-style-type: none"> • Trwydded yrru'r DU sydd yn lân a chyfredol • Bydd gofyn cynnal gwiriad manwl y Gwasanaeth Datgelu a Gwahardd ar ddeiliad y swydd • Dealltwriaeth ac ymrwymiad i gyfleodd cyfartal ym maes addysg, gwaith a chwaraeon • Dealltwriaeth o gyfrifoldeb unigolyn i gydymffurfio â pholisiau WRU a GLLM a'r trefniadau mewn perthynas ag Iechyd a Diogelwch, cyfrinachedd, diogelu data ayyb. 	
Gofynion* ieithyddol	Gallu i gyfathrebu drwy gyfrwng y Gymraeg	

JOB DESCRIPTION

JOB TITLE: RUGBY ENGAGEMENT OFFICER

STATUS: FULL TIME, FIXED TERM UNTIL AUGUST 2020

SALARY LEVEL: £19,359 - £24,035 PER ANNUM

MAIN LOCATION: COLEG MENAI BANGOR OR COLEG LLANDRILLO RHOS

REPORTING TO: LEARNER SERVICES MANAGER

As a member of the Grŵp Llandrillo Menai management team, the postholder will be committed to the Grŵp's mission which is:

Inspiring success by providing excellent education and training

and to the Grŵp's Values which are:

- *Equity*
- *Quality*
- *Innovation*
- *Professionalism*

1. Job Purpose:

The Engagement Officer will be required to promote and develop rugby union at GLLM.

This will involve developing and delivering programmes of participation which recruit or retain players within the game after the age of 16, while also contributing to the wider development of rugby within associated feeder schools, including development of coaches, referees, administrators and volunteers, with established links to club/cluster and community provision.

The Engagement Officer will contribute to the objectives relating to the academic attainment, engagement and enrichment of students; to the development of rugby union more widely within FE; and to the health and wellbeing of the community which GLLM is located in.

2. Job Specific Duties

- To deliver, or to support the delivery of, rugby union for males and females
- To formulate, deliver or facilitate the delivery of fully inclusive programmes of rugby activity which engage students of all abilities

- To encourage and support males and females to transition into local community clubs, cluster centres, or alternative offerings, as appropriate
- To support GLLM, feeder schools, local community clubs and cluster centres in developing and maintaining a fully inclusive and appropriate environment to encourage young people to play rugby, including and especially through coach, referee and volunteer education and development
- To support the objectives of GLLM such as raising standards of academic attainment, student engagement and enrichment, community cohesion, and student recruitment
- To develop young people as leaders and volunteers through the WRU Rugby Leaders programme and other relevant opportunities.
- To support the Local Stakeholder Management Group in developing objectives and targets for the Hub programme, as appropriate, and to work towards the fulfilment of these
- To gather and maintain such data as may be required for monitoring the effectiveness of the Hub programme, and to report this to the WRU and educational setting as required
- To support the WRU in fulfilling its objectives for the development of rugby union, both inside but especially outside term-time, including through:
 - Supporting rugby development programmes on a local, regional and national basis, as required
 - Supporting the organisation and delivery of any WRU training / apprenticeship programme within the locality of the Educational settings
 - Attending WRU training sessions, courses, etc., as required, with a view to pursuing a personalised programme of continued professional development
- To contribute to the development and maintenance of a safe and inclusive working environment in all places of work, including through compliance with policies relating to health and safety, equality, safeguarding, confidentiality, social media and data protection (as per WRU and Educational setting requirements)
- Without limitation, to perform all such other duties, and do all such other things, as may be considered necessary to fulfil the objectives of the WRU Hub Programme as agreed with GLLM.

PERSON SPECIFICATION

JOB TITLE: WRU Rugby Hub Officer

	ESSENTIAL	DESIRABLE
Education/ Qualifications	A current, relevant sports coaching qualification	Rugby coaching qualification, minimum WRU Level 1 Coaching Children <ul style="list-style-type: none"> • Safeguarding Children and Young People • Rugby referee qualification, WRU Level 1 • Emergency First Aid at Work • MiDAS minibus driver's qualification
Experience	Minimum 12 months' experience working within sports development <ul style="list-style-type: none"> • Experience of coaching and/or working with children and young people • Experience of working with volunteers 	Minimum 12 months' experience working within rugby development <ul style="list-style-type: none"> • Experience as a coach or referee educator/developer • Experience of working in a secondary or further education environment
Skills	<ul style="list-style-type: none"> • Self-starter, well-organised, motivated and energetic • Strong interpersonal skills, relationship-building and influencing – able to relate well to young person and adults • Excellent written and verbal communication skills • Excellent IT Skills, specifically Microsoft, Office, Google Drive, related social media platforms 	
Other	<ul style="list-style-type: none"> • Current, clean UK driving licence • This role is subject to an enhanced DBS disclosure check • An understanding and commitment to equal opportunities in employment, sport and education • An understanding of individual responsibility in complying with the WRU and GLLM policies and arrangements in respect of Health & Safety, confidentiality, data protection etc. 	
Language* requirements	The ability to communicate through the medium of Welsh	