

SWYDD DDISGRIFIAD

SWYDDOG HYBU RYGBI

MAES RHAGLEN / ADRAN:	Y Gwasanaethau i Ddysgwyr
SAFLE / CAMPWS:	Pob campws
CYFLOG BLYNYDDOL:	GRADD 4 - £21,806.41 - £23,733.08
Y MATH O GONTRACT:	Cyfnod penodol hyd 31/08/2024
TELERAU'R CONTRACT:	Llawn amser
YN ATEBOL I:	Rheolwr y Prosiect Lles

PWRPAS Y SWYDD

Ariennir y swydd gyffrous hon am gyfnod penodol gan Undeb Rygbi Cymru a Grŵp Llandrillo Menai ar y cyd, a'i bwriad yw hybu cyfranogiad cynhwysol mewn gweithgareddau rygbi a lles ledled y Grŵp. Gan weithio'n agos gyda Rheolwr y Prosiect Lles, Rheolwr y Gwasanaethau i Ddysgwyr, Swyddogion Hwb Rygbi Undeb Rygbi Cymru a'r staff lles bydd deiliad y swydd yn hybu a datblygu rygbi'r undeb yng Ngrŵp Llandrillo Menai tra hefyd yn sefydlu, hyrwyddo a darparu gweithgareddau i gefnogi agweddau emosiynol, corfforol a chymdeithasol ar les y dysgwyr.

Bydd y Swyddog Hybu Rygbi'n cyfrannu at yr amcanion sy'n gysylltiedig â chyrhaeddiad academiaidd, ymgysylltu a chyfoethogi profiadau myfyrwyr, a datblygiad ehangach rygbi'r undeb ym maes AB.

PRIF DDYLETSWYDDAU A CHYFRIFOLDEBAU

1. Llundio, cyflwyno neu hwyluso'r gwaith o gyflwyno rhaglenni cwbl gynhwysol o weithgareddau rygbi sy'n ennyn diddordeb myfyrwyr o bob gallu.
2. Annog a chefnogi'r broses o drosglwyddo i glybiau cymunedol lleol, canolfannau clwstwr, neu gynigion amgen, fel y bo'n briodol.
3. Cefnogi GLIM a'r ysgolion sy'n ei fwydo, clybiau cymunedol lleol a chanolfannau clwstwr i ddatblygu a chynnal amgylchedd cwbl gynhwysol a phriodol i annog pobl ifanc i chwarae rygbi, yn benodol drwy addysgu a datblygu hyfforddwyr, dyfarnwyr a gwirfoddolwyr.
4. Meithrin dysgwyr GLIM i fod yn arweinwyr a gwirfoddolwyr drwy raglen Arweinwyr Rygbi Undeb Rygbi Cymru a chyfleoedd perthnasol eraill.
5. Cefnogi Grŵp Rheoli Rhanddeiliaid GLIM i ddatblygu amcanion a thargedau ar gyfer rhaglen Hwb GLIM, fel y bo'n briodol, ac i weithio tuag at gyflawni'r rhain.
6. Darparu a chynnal cofrestrau o'r holl weithgareddau a chyfranogwyr a llunio adroddiadau, gwerthuso effeithlonrwydd, rhannu arferion da a dathlu llwyddiant. Monitro effeithiolrwydd rhaglen Hwb GLIM, ac adrodd am hyn i Undeb Rygbi Cymru a GLIM yn ôl y galw.
7. Cefnogi Undeb Rygbi Cymru i gyflawni ei amcanion ar gyfer datblygu rygbi'r undeb drwy gydol y flwyddyn galendr drwy:
 - Gefnogi rhaglenni datblygu rygbi yn lleol, yn rhanbarthol ac yn genedlaethol, fel y cytunwyd gan Grŵp Rheoli Rhanddeiliaid GLIM
 - Cefnogi'r gwaith o drefnu a chyflwyno unrhyw raglenni hyfforddi neu raglenni prentisiaeth gan Undeb Rygbi Cymru yn GLIM

- Mynychu sesiynau hyfforddi, cyrsiau ac ati gan Undeb Rygbi Cymru'n ôl y galw, gyda'r bwriad o ddilyn rhaglen bersonol o ddatblygiad proffesiynol parhaus
- 8. Cyfrannu at ddatblygu a chynnal amgylchedd dysgu diogel a chynhwysol ym mhob man gwaith, gan gynnwys drwy gydymffurfio â pholisïau'n ymwneud ag iechyd a diogelwch, cydraddoldeb, diogelu, cyfrinachedd, cyfryngau cymdeithasol a diogelu data (yn unol â gofynion Undeb Rygbi Cymru a GLIM).
- 9. Gweithio gyda'r Swyddogion Lles a'r Swyddogion Cyfoethogi Profiadau Myfyrwyr i ddarparu gweithgareddau drwy Raglen Llysgenhadon Lles GLIM.
- 10. Defnyddio data ac adborth gan staff a myfyrwyr i drefnu, datblygu a darparu rhaglen arloesol sy'n seiliedig ar anghenion i gynyddu nifer y cyfleoedd a chynyddu cyfranogiad mewn gweithgareddau rygbi ar draws pob campws.
- 11. Gweithredu cynllun cyfathrebu i hyrwyddo a sicrhau cyfranogiad yn y rhaglen gweithgareddau rygbi yn ogystal ag arddangos llwyddiannau'r rhaglen.
- 12. Diweddarau hybiau lles GLIM (gwefannau), a chydlynu'r cynnwys ar dudalennau Lles cyfryngau cymdeithasol GLIM.
- 13. Bod yn gyfrifol am ymddygiad y cyfranogwyr yn ystod gweithgareddau gan sicrhau eu bod yn cydymffurfio â Chod Ymddygiad a pholisïau'r Grŵp.
- 14. Cymryd rhan ym mhob cyfle i gryfhau profiadau'r dysgwyr a chyflawni dyletswyddau sy'n gysylltiedig â hynny yn unol â chyfarwyddyd y rheolwr llinell, e.e. gweithgareddau recriwtio, nosweithiau agored, dyddiau cynefino, ffeiriau'r glas ac ati.
- 15. Bydd y swydd yn cynnwys teithio a gweithio ledled y gwahanol gampysau.
- 16. Ar adegau bydd y swydd yn golygu gweithio gyda'r nos ac ar benwythnosau.
- 17. Yn unol â'r raddfa gyflog, ymgymryd ag unrhyw waith arall a all fod yn angenrheidiol i ymdrin â newidiadau yn y galw.

GWYBODAETH YCHWANEGOL

Bydd gofyn i chi gymryd rhan yn y sesiynau hyfforddi gorfodol a ganlyn a diweddarau eich hyfforddiant yn y meysydd hyn:

- a. Hyfforddiant GDPR ar-lein
- b. Hyfforddiant ar-lein ar Gydraddoldeb a Hawliau Dynol
- c. PREVENT
- d. Hyfforddiant ar-lein ar ddiogelu
- e. Hyfforddiant ar Ymwybyddiaeth o Iechyd a Diogelwch
- f. Hyfforddiant Cymorth Cyntaf (os yw'n berthnasol)
- g. Hyfforddiant DSE

Gall y bydd gofyn i chi deithio rhwng safleoedd GLIM a chynrychioli'r Grŵp mewn digwyddiadau cenedlaethol. Felly, mae'n hanfodol eich bod yn gallu gwneud trefniadau teithio hyblyg.

Dylid nodi mai prif ddyletswyddau a chyfrifoldebau'r swydd yn unig a geir yn y Swydd Ddisgrifiad hwn ac y byddant yn cael eu hadolygu'n rheolaidd mewn cydweithrediad â'ch Rheolwr Llinell a'r adran Adnoddau Dynol. Gall hyn arwain at newidiadau yn sgil gofynion gweithredol y Grŵp.

MANYLEB DEILIAD Y SWYDD

	HANFODOL	DYMUNOL	DULL ASESU
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CYMWYSTERAU			
Cymhwyster cyfredol a pherthnasol ym maes hyfforddi chwaraeon	✓		Ffurflen Gais / Cyfweliad
Addysg gyffredinol dda hyd at lefel 3, gan gynnwys TGAU gradd C neu uwch mewn Saesneg (neu gymhwyster cyfwerth, e.e. Sgiliau Allweddol) Tystiolaeth o ddatblygiad proffesiynol parhaus	✓		Ffurflen Gais / Cyfweliad
<ul style="list-style-type: none"> ● Cymhwyster hyfforddi rygbi, o leiaf cymhwyster Hyfforddi Plant Lefel 1 URC ● Diogelu Plant a ● Phobl ifanc 	✓		Ffurflen Gais / Cyfweliad
<ul style="list-style-type: none"> ● Cymhwyster gyrru bws mini MIDAS ● Cymhwyster dyfarnu rygbi ● Cymorth Cyntaf 		✓	Ffurflen Gais / Cyfweliad
GWYBODAETH A PHROFIAD			
O leiaf 12 mis o brofiad o weithio ym maes datblygu chwaraeon: <ul style="list-style-type: none"> ● Profiad o hyfforddi neu weithio gyda phlant a phobl ifanc ● Profiad o weithio gyda gwirfoddolwyr 	✓		Ffurflen Gais / Cyfweliad
<ul style="list-style-type: none"> ● O leiaf 12 mis o brofiad o weithio ym maes datblygu rygbi ● Profiad o hyfforddi neu addysgu/datblygu dyfarnwyr 		✓	Ffurflen Gais / Cyfweliad
Profiad o weithio mewn amgylchedd addysg uwch		✓	Ffurflen Gais / Cyfweliad
Profiad o drefnu a darparu gweithgareddau	✓		Ffurflen Gais / Cyfweliad
Dealltwriaeth o'r hyn sy'n atal ymgysylltiad a phrofiad o strategaethau i ysgogi ac ennyn diddordeb pobl ifanc		✓	Ffurflen Gais / Cyfweliad
Y gallu i gadw cyfrinachedd bob amser. Ymrwymiad i Gyfle Cyfartal a sensitifrwydd i unrhyw faterion sy'n ymwneud â gwahaniaethu. Parodrwydd i	✓		Ffurflen Gais / Cyfweliad

weithredu'n gadarnhaol i sicrhau bod cyfle cyfartal ar gael i bawb			
SGILIAU A PHRIODOLEDDAU			
Sgiliau rhyngpersonol a sgiliau cyfathrebu rhagorol	✓		Ffurflen Gais / Cyfweliad
Y gallu i gyfathrebu drwy gyfrwng y Gymraeg		✓	Ffurflen Gais / Cyfweliad
Y gallu i ddefnyddio TGCh, e-bost a chyfryngau cymdeithasol yn fedrus	✓		Ffurflen Gais / Cyfweliad
Sgiliau trefnu ardderchog	✓		Ffurflen Gais / Cyfweliad
Profiad o ddefnyddio meddalwedd Google, gan gynnwys gmail a sheets		✓	Ffurflen Gais / Cyfweliad
GOFYNION YCHWANEGOL			
Bydd angen gweithio fin nos ac ar benwythnosau.	✓		Ffurflen Gais / Cyfweliad
Y gallu i deithio'n unol â gofynion y swydd	✓		Ffurflen Gais / Cyfweliad
Ymrwymiad i ddatblygiad personol a phroffesiynol pellach a pharhaus	✓		Ffurflen Gais / Cyfweliad
Ymrwymiad i Werthoedd y Grŵp	✓		Cyfweliad
GOFYNION GORFODOL			
<ul style="list-style-type: none"> - 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 Troseddwy'r 1974, bydd gofyn i unigolion gael gwiriad 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		
NIFER YR WYTHNOSAU	52 wythnos y flwyddyn		
GWYLIAU	<ul style="list-style-type: none"> - 28 diwrnod y flwyddyn (01 Medi i 31 Awst) - 8 Gŵyl Banc / Gwyliau Cyhoeddus traddodiadol Cymru bob blwyddyn. - Hyd at 5 diwrnod effeithlonrwydd / diwrnod y trefnwyd i'r safle fod wedi cau bob blwyddyn (i'w pennu gan y Gorfforaeth). 		
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, Cynhaliaeth ac Adleoli.		



	<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 i 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>
SGRINIO IECHYD	<p>Rhaid i ymgeiswyr llwyddiannus gael gwiriad iechyd boddhaol. Bydd gofyn i chi gwblhau holiadur iechyd ac efallai y bydd gofyn i chi gael archwiliad meddygol.</p>

JOB DESCRIPTION

RUGBY ENGAGEMENT OFFICER

PROGRAMME AREA / DEPARTMENT:	Learner Services
SITE / CAMPUS:	Across all campuses
ANNUAL SALARY:	Grade 4 - £21,806.41 - £23,733.08
CONTRACT TYPE:	Fixed term to 31/08/2024
CONTRACT TERMS:	Full time
REPORTING TO:	Wellbeing Project Manager

JOB PURPOSE

This exciting fixed term role, joint funded by the Welsh Rugby Union and Grŵp Llandrillo Menai, aims to promote inclusive participation in rugby and wellbeing activities across the Grŵp. Working closely with the Wellbeing Project Manager, Learner Services Managers, WRU Rugby Hub Officers and GLLM enrichment and wellbeing staff, the role will promote and develop rugby union at GLLM whilst also establishing, promoting and delivering learner activities to support the emotional, physical and social aspects of wellbeing.

The Rugby 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.

MAIN DUTIES AND ACCOUNTABILITIES

2. To formulate, deliver or facilitate the delivery of fully inclusive programmes of rugby activity which engage students of all abilities.
3. To encourage and support transition into local community clubs, cluster centres, or alternative offerings, as appropriate.
4. To support GLLM and its 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.
5. To develop GLLM learners to become leaders and volunteers through the WRU Rugby Leaders programme and other relevant opportunities.
6. To support the GLLM Stakeholder Management Group in developing objectives and targets for the GLLM Hub programme, as appropriate, and to work towards the fulfilment of these.
7. Provide and maintain registers of all activities and participants and produce reports, evaluating effectiveness, sharing practice and celebrating success. Monitor the effectiveness of the GLLM Hub programme, and to report this to the WRU and GLLM as required.
8. To support the WRU in fulfilling its objectives for the development of rugby union, across the whole calendar year including through:
 - Supporting rugby development programmes on a local, regional and national basis, as agreed by the GLLM Stakeholder Management Group

- Supporting the organisation and delivery of any WRU training / apprenticeship programme within GLLM
 - Attending WRU training sessions, courses, etc., as required, with a view to pursuing a personalised programme of continued professional development
9. 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 GLLM requirements).
 10. Work with the Wellbeing and Enrichment Officers to promote and deliver the activities within the GLLM Wellbeing Ambassador Programme.
 11. Make use of data and feedback from staff and students to organise, develop and deliver a needs based and innovative programme to increase the number of opportunities and increase participation in rugby activities across all campuses.
 12. Implement a communication plan to promote and ensure engagement in the rugby activity programme; as well as showcase the programme successes.
 13. Update GLLM wellbeing hubs (websites), and coordinate content on the GLLM Lles social media pages.
 14. To be responsible for the conduct of the participants during activities to ensure that they comply with the Grŵp Code of Conduct and policies.
 15. To engage in all opportunities to strengthen the learner experience and carry out all associated duties as directed by the line manager such as recruitment activities, open evenings, induction days, Freshers Fairs etc.
 16. The role will include travelling and working across different campuses.
 17. The role will require occasional evening and weekend work as agreed.
 18. Any other work commensurate with the grade as may be necessary to meet changes in demand.

ADDITIONAL INFORMATION

You will be required to undertake the following mandatory training sessions and keep training in these areas updated:

- a. GDPR online training
- b. Equality and Human Rights online training
- c. PREVENT
- d. Safeguarding on-line training
- e. Health and Safety awareness training
- f. 1st Aid training (if applicable)
- g. DSE training

There is a requirement to travel across all GLLM sites and to represent GLLM at National events. Access to suitable, flexible travel solutions is therefore a necessity.

It should be noted that this Job description merely provides a resume of the main duties and responsibilities of the post and will be subject to periodic review in conjunction with your Line Manager and Human Resources which may lead to revisions in light of the operational requirements of the Grŵp.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
QUALIFICATIONS			
A current, relevant sports coaching qualification	✓		Application form / Interview
Educated to level 3 with a good general standard of education to include GCSE at Grade C, or above, in English, or equivalent e.g. Key Skills Evidence of ongoing professional development	✓		Application form / Interview
<ul style="list-style-type: none"> ● Rugby coaching qualification, minimum WRU Level 1 Coaching Children ● Safeguarding Children and Young People 	✓		Application form / Interview
<ul style="list-style-type: none"> ● MiDAS minibus driver's qualification ● Rugby referee qualification ● First Aid 		✓	Application form / interview
KNOWLEDGE AND EXPERIENCE			
Minimum 12 months' experience working within sports development: <ul style="list-style-type: none"> ● Experience of coaching/ working with children and young people ● Experience of working with volunteers 	✓		Application form / Interview
<ul style="list-style-type: none"> ● Minimum 12 months' experience working within rugby development ● Experience as a coach or referee educator/developer 		✓	Application form / Interview
Experience of working within a further education environment		✓	Application form / Interview
Experience of organising and delivering activities	✓		Application form / Interview
Knowledge of the barriers to engagement and experience of strategies to motivate and engage young people		✓	Application form / Interview
Ability to maintain confidentiality at all times. Be committed to Equal Opportunities and to be sensitive to any matters relating to discrimination and take positive steps to ensure that	✓		Application form / Interview

equality of opportunity is provided to all			
SKILLS AND ATTRIBUTES			
Excellent interpersonal and communication skills	✓		Application form / Interview
Ability to communicate through the medium of Welsh		✓	Application form / Interview
Competent user of ICT, email and social media	✓		Application form / Interview
Excellent organisational skills	✓		Application form / Interview
Experience of using Google software including gmail and sheets		✓	Application form / Interview
ADDITIONAL REQUIREMENTS			
Evening and weekend working	✓		Application form / Interview
Able to travel as required to fulfil the requirements of the role	✓		Application form / Interview
Commitment to further and continuous Personal and Professional Development	✓		Application form / Interview
Commitment to Grŵp Values	✓		Interview
MANDATORY REQUIREMENTS			
<ul style="list-style-type: none"> - 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 OF SERVICE			
WORKING HOURS	37 hours per week		
NUMBER OF WEEKS	52 weeks per year		
HOLIDAYS	<ul style="list-style-type: none"> - 28 days leave per annum (01 September to 31 August) - 8 Bank / Public Holidays normally observed in Wales per annum. - Up to 5 days efficiency / scheduled closure days per annum (determined by the Corporation). 		
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.		

	<p>Successful applicants will be requested to complete a Drivers Assessment Form for Health screening upon appointment (if applicable). Copies of insurance certificates should also be provided to the Grŵp Finance department on an annual basis by all employees claiming mileage expenses for using their own car to confirm that “Business Use” insurance is in place.</p>
HEALTH SCREENING	<p>Applicants are subject to satisfactory health clearance. You will be required to complete a health questionnaire and maybe asked to attend a medical.</p>