

GRŴP LLANDRILLO-MENAI

SWYDD DDISGRIFIAD

TEITL Y SWYDD:	SWYDDOG CYFOETHOGI PROFIAD Y MYFYRIWR
STATWS:	LLAWN AMSER, PARHAOL
CYFLOG	GRADDFA 5 – PWYNTIAU 25 – 28 £24,352 - £26,425 Y FLWYDDYN
ORIAU GWAITH	37 AWR YR WYTHNOS
LLEOLIAD	COLEG LLANDRILLO, CAMPWS LLANDRILLO-YN-RHOS
YN ATEBOL I:	RHEOLWR GWASANAETHAU I DDYSGWYR LLANDRILLO

Gofynnir am wiriad gan Y Gwasanaeth Datgelu a Gwahardd (DBS) ar gyfer y swydd hon gyda Chyngor y Gweithlu Addysg.

Pwrpas y Swydd

Bydd deilydd y swydd yn chwarae rhan allweddol yn ymgysylltu â myfyrwyr yn hyrwyddo gweithgareddau i wella'r profiad dysgu ac i gryfhau'r gymuned yn y coleg. Gan weithio'n agos gyda Llywyddion y Myfyrwyr, Swyddog Addysg Uwch, Cynrychiolwyr y Myfyrwyr a Rheolwyr Gwasanaethau i Ddysgwyr bydd y Swyddog Cyfoethogi Profiad yn ymgysylltu â'r holl ddysgwyr gyda gweithgareddau Llais y Dysgwr, digwyddiadau cyfoethogi, hyrwyddo elusen y coleg, cefnogi Fframwaith Lles a chydlynu gydag asiantaethau allanol i wella cyfleoedd dinasyddiaeth gymunedol ymhellach.

Cyfrifoldebau Cyffredinol yn y Coleg

1. Cyfrannu'n effeithiol at y gwaith o gynnig profiadau dysgu a hyfforddi o ansawdd uchel i bob dysgwr, gan ddarparu gwasanaethau mewn modd priodol ac ymatebol sy'n cyrraedd y safon uchaf bosibl o ran gofalu am gwsmeriaid.
2. Bod yn ymwybodol o holl bolisiau, gweithdrefnau, arferion gwaith a rheoliadau'r coleg, a gweithio'n unol â hwy fel y bo'n berthnasol. Yn benodol, cydymffurfio â Chynllun Cydraddoldeb, Polisi Diogelu, Rheoliadau Ariannol, Polisi Iechyd a Diogelwch a Chod Ymddygiad Grŵp Llandrillo Menai.
3. Ymgymryd â dyletswyddau rhesymol eraill ar adegau prysur yn ystod y broses dderbyn.
4. Ymgymryd â hyfforddiant a datblygiad staff priodol i'ch cynorthwyo i gyflawni'ch dyletswyddau a darparu gwasanaethau'n effeithiol.

Prif Ddyletswyddau a Chyfrifoldebau

1. Cydweithio gyda Gwasanaethau i Ddysgwyr a'r Rheolwyr Maes Rhaglen, datblygu rhaglen eang o weithgareddau cyfoethogi sydd ynghlwm â chalendr y coleg sy'n adlewyrchu ymrwymiad y Grŵp i gydraddoldeb, amrywiaeth a chynhwysiant i gynnig cyfleoedd i'r myfyrwyr i gyd i gymryd rhan mewn gweithgareddau a phrofiadau a fydd yn cyd-fynd â'i dysgu ffurfiol;
2. Cyfrannu tuag at ddatblygiad cyfres o themâu ar draws y grŵp y gellir eu cyflwyno gan diwtoriaid ar adegau y cytunir arnynt mewn rhaglen flynyddol o weithgareddau cyfoethogi
3. Hyrwyddo ac annog ymgysylltu â gweithgareddau cyfoethogi wedi eu trefnu ar draws y Grŵp;
4. Chwarae rôl allweddol yn natblygiad mecanwaith a chyfleoedd i glywed Llais y Dysgwr;
5. Cefnogi pob dysgwr i gymryd rhan yn y system Cynrychioli'r Myfyriwr;
6. Cydweithio gyda PC Gwasanaethau i Ddysgwyr i drefnu a hyrwyddo'r Gynhadledd Flynyddol i Ddysgwyr;
7. Cefnogi gwaith Llywyddion yr Undeb a'r Swyddog Addysg Uwch, hebrwng/cefnogi cynrychiolwyr y myfyrwyr mewn ambell gynhadledd a digwyddiad;
8. Trefnu, hyrwyddo a chydweithio gyda 'Ffair y Glas' ar bob safle;
9. Hyrwyddo a marchnata gweithgareddau cymunedol 'Ein Bro' a'r fenter cynhwysiant.
10. Cynnal a datblygu perthynas effeithiol â sefydliadau lleol, rhanbarthol a chenedlaethol sy'n gallu cynnig cyfleoedd ar gyfer gweithgaredd cymunedol a chynnig cyfleoedd ac adnoddau dysgu;
11. Cefnogi datblygiad a chyfranogiad grwpiau a chymdeithasau i fyfyrwyr ar safle pob coleg;
12. Cymryd rhan mewn digwyddiadau hyrwyddo, marchnata, cofrestru a chynefino yn ôl y galw;
13. Cefnogi'r Fframwaith Lles a sicrhau bod myfyrwyr yn cymryd rhan wrth ei roi ar waith yn llwyddiannus;
14. Cefnogi gweithgareddau codi arian i godi ymwybyddiaeth ac arian dros elusen a ddewiswyd gan y Grŵp;
15. Cyflawni unrhyw ddyletswyddau priodol sy'n unol â graddfa gyflog y swydd.

MANYLEB DEILIAD Y SWYDD

Nodweddion Hanfodol:

1. Y gallu i gyfathrebu yn y Gymraeg a'r Saesneg
2. Profiad diweddar o weithio gyda phobl ifanc a threfnu digwyddiadau cymdeithasol a chymunedol.
3. Gallu i ysbrydoli a symbylu dysgwyr drwy arddangos dull cadarnhaol ac egniol o fynd i'r afael ag ymgysylltu â'r dysgwyr.
4. Sgiliau rhifedd a llythrennedd o'r radd flaenaf, hyd at lefel 3.
5. Sgiliau TGC'h da ynghyd â'r gallu i ddysgu defnyddio meddalwedd/platfformau newydd yn gyflym.
6. Sgiliau cyfathrebu ardderchog yn y Gymraeg a'r Saesneg.
7. Yn meddu ar sgiliau trefniadol effeithiol, y gallu i reoli amser a'r gallu i weithio ar eich liwt eich hun.
8. Gallu cynrychioli Grŵp Llandrillo Menai mewn modd proffesiynol.
9. Yn gallu ymwneud yn dda â dysgwyr a chydweithwyr.
10. Dealltwriaeth o'r ystod o wasanaethau/darparwyr cefnogi lleol a chenedlaethol.
11. Gallu gweithio'n adeiladol fel aelod o dîm sy'n cynnwys cynrychiolwyr darparwyr, busnesau ac asiantaethau cefnogi lleol.
12. Dangos gallu i ddefnyddio'r cyfryngau cymdeithasol i rannu gwybodaeth â dysgwyr ac i ymgysylltu â'r dysgwyr.

Nodweddion Dymunol

1. Y gallu i deithio rhwng gwahanol gampysau'r Coleg.
2. Gwybodaeth o'r isod yng nghyswllt AB: Lles, Addysg ar gyfer Datblygu Cynaliadwy a Dinasyddiaeth Fyd-eang (ESDGC), Dinasyddiaeth, Bagloriaeth Cymru.
3. Cymhwyster Iechyd a Diogelwch
4. Cymhwyster Cymorth Cyntaf.

GRWP LLANDRILLO-MENAI

JOB DESCRIPTION

POST TITLE	STUDENT ENRICHMENT OFFICER
STATUS	FULL TIME, PERMANENT
SALARY	GRADE 5, POINTS 25 - 28 £24,352 - £26,425 PER ANNUM
WORKING HOURS	37 HRS A WEEK
LOCATION	COLEG LLANDRILLO, RHOS-ON-SEA CAMPUS
REPORTING TO	LEARNER SERVICES MANAGER LLANDRILLO

A satisfactory enhanced DBS check is required for this post as is the personal registration with the Education Workforce Council.

Job Purpose

The post holder will play a key role in engaging with students, to promote activities to enhance the learning experience and to strengthen the college community. Working closely with the Student Presidents, HE Officer, Student Representatives and the Learner Services Managers the Student enrichment Officer will support the organisation and engagement of all learners with Learner Voice activities, enrichment events, actively promote the college charity, champion the Wellbeing Framework and liaise with external agencies to further enhance community citizenship opportunities.

General College Responsibilities

1. To effectively contribute towards the delivery of a high quality educational and training experience for all learners, delivering services in a way that is appropriate and responsive and which displays the highest standard of customer care.
2. To be aware of, and work in accordance with all college policies, procedures, working practice and regulations as applicable. In particular to comply with Grŵp Llandrillo-Menai's Equality Scheme, Safeguarding Policy, Financial Regulations, Health & Safety Policy and Code of Conduct.
3. To undertake other duties as may be reasonably required during busy times of the admission process.
4. To undertake appropriate training and staff development to support the effective delivery of duties and services.

Main Duties and Responsibilities

1. In collaboration with the Learner Services' and Programme Area Managers, develop a diverse programme of enrichment activities that is linked to the college calendar and reflective of the Grŵp's commitment to equality, diversity and inclusion to offer opportunities for all students to take part in activities and experiences that will complement their formal learning;
2. To contribute towards the development of a series of cross Grŵp themes which can be delivered by tutors at agreed points in annual programmes of enrichment and tutorial activity;
3. To promote and encourage engagement with the enrichment activities arranged across the Grŵp;
4. To play a key role in the development of mechanisms and opportunities to allow for the Learner Voice to be heard;
5. To champion participation of all learners in the Student Representative system;
6. In liaison with the AP Learner Services organise and promote the annual Learner Conference;
7. To support the work of the student Presidents and HE officer and chaperone / support student representatives attending occasional conferences and events;
8. To organise, promote and collaborate with the 'Fresher's Fayres' held at every site;
9. Promote and endorse the 'Ein Bro' community activity and inclusion initiative;
10. To build and maintain relationships with local, regional and national organisations that can provide opportunities for community activity and provide learning opportunities and resources;
11. To support the development and participation of student groups and societies at every college site;
12. To take part in promotional, marketing events, enrolment and induction events as required;
13. To champion the Wellbeing framework and ensure students participate in its successful implementation;
14. To support fundraising activities to raise awareness and funds for the Grŵp's chosen charity;
15. To undertake any other appropriate duties commensurate with the post's grade.

PERSONAL SPECIFICATION

Essential Qualities:

1. Ability to communicate through the medium of Welsh and English.
2. Experience of working with young people and organising social and community events.
3. Ability to inspire and motivate learners through portraying a positive and energetic approach to learner engagement.
4. Excellent numeracy and literacy skills to level 3.
5. Proficient ICT skills along with the ability to quickly learn to use new software/platforms.
6. Excellent communication skills in both Welsh and English.
7. Possess and demonstrate effective organisational and time management skills and ability to work on own initiative.
8. Ability to represent Grŵp Llandrillo Menai in a professional manner.
9. Ability to relate well to learners and colleagues.
10. Possess and understanding of the range of local and national support services/providers.
11. Ability to work constructively as part of a team, including representatives from local providers, businesses and local support agencies.
12. Demonstrate an ability in the use of social media to inform and engage learners.

Desirable Qualities

1. Ability to travel between College campuses.
2. Knowledge of the following within an FE context: Wellbeing, ESDGC, Citizenship, the WBQ.
3. Health and Safety qualification.
4. First Aid qualification.