Grŵp Llandrillo Menai

Vari

SWYDD DDISGRIFIAD

SWYDDOG LLES A CHYFOETHOGI PROFIADAU - DYSGU SEILIEDIG AR WAITH

MAES RHAGLEN / ADRAN:	**Y Gwasanaethau i Ddysgwyr**
SAFLE / CAMPWS:	**Campws Bangor neu Llandrillo yn Rhos**
CYFLOG BLYNYDDOL:	**Gradd 3 - £19,980.60 - £21,395.07**
Y MATH O GONTRACT:	**Cyfnod penodol hyd 31/08/2023**
TELERAU'R CONTRACT:	**Llawn amser**
YN ATEBOL I:	**Rheolwr y Prosiect Lles**

PWRPAS Y SWYDD

Gan weithio'n agos gyda Rheolwr y Prosiect Lles, Rheolwyr Dysgu Seileig ar Waith, Aseswyr, Tiwtoriaid a Phartneriaid Consortiwm, Rheolwyr y Gwasanaethau i Ddysgwyr a staff, trefnu gweithgareddau a chyfoethogi profiadau eraill bydd deiliaid y swyddi cyfnod penodol newydd hyn yn cefnogi'r gwaith o weithredu Strategaeth Lles Staff a Dysgwyr Grŵp Llandrillo Menai 2021-2024 drwy ddatblygu a rhoi gweithgareddau lles a chyfoethogi profiadau ar waith ar gyfer staff a dysgwyr. Bydd y gweithgareddau hyn yn cefnogi agweddau emosiynol, corfforol a chymdeithasol ar les.

PRIF DDYLETSWYDDAU A CHYFRIFOLDEBAU

1. Gweithio gyda Rheolwr y Prosiect Lles a Rheolwyr Dysgu Seiliedig ar Waith i ddatblygu a darparu rhaglen gynhwysfawr o Weithgareddau Lles, gan sicrhau darpariaeth effeithiol ac effeithlon ar gyfer rhanddeiliaid dysgu seiliedig ar waith.
2. Gweithio gyda rhanddeiliaid a phartneriaid i ddarparu Rhaglen o Weithgareddau Lles.
3. 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 lles ar draws y gwasanaeth dysgu seiliedig ar waith.
4. Rhedeg y Rhaglen Llysgenhadon Lles a rhoi cymorth ymarferol i'r llysgenhadon i gyflawni eu rolau.
5. Darparu a chynnal cofrestrau o'r holl weithgareddau a chyfranogwyr a llunio adroddiadau, gwerthuso effeithlonrwydd, rhannu arferion da a dathlu llwyddiant.
6. Gweithio gyda'r Tîm Gwasanaethau Dysgu Seiliedig ar Waith, Tîm Gwasanaethau i Ddysgwyr, Undeb y Myfyrwyr, Rheolwyr Meysydd Rhaglen, Arweinwyr Rhaglenni, Tiwtoriaid Personol a'r adran AD i ddatblygu'r rhaglen, creu adnoddau, hyrwyddo gweithgareddau gwirfoddoli a chodi arian.
7. Gweithredu cynllun cyfathrebu i hyrwyddo a sicrhau cyfranogiad yn y rhaglen gweithgareddau lles yn ogystal ag arddangos llwyddiannau'r rhaglen (e.e. cyfryngau cymdeithasol, gwefannau, calendr o weithgareddau ac ati).
8. Diweddaru'r hybiau lles (gwefannau), a chydlynu'r cynnwys ar dudalennau Lles cyfryngau cymdeithasol GLlM.
9. Cyfrannu at lunio calendr o weithgareddau lles misol.

10. Bod yn ymwybodol o holl bolisïau, gweithdrefnau, arferion gwaith a rheoliadau'r Grŵp a Dysgu Seiliedig ar Waith, a gweithio'n unol â hwy fel y bo'n berthnasol. Yn benodol, cydymffurfio â'r Cynllun Cydraddoldeb Unigol, y Polisi Diogelu, y Rheoliadau Ariannol, y Polisi Iechyd a Diogelwch a'r Cod Ymddygiad.
11. Bod yn gyfrifol am ymddygiad y cyfranogwyr yn ystod gweithgareddau gan sicrhau eu bod yn cydymffurfio â Chod Ymddygiad a pholisïau'r Grŵp.
12. Cymryd rhan ym mhob cyfle i gryfhau profiadau'r dysgwyr a chyflawni dyletswyddau sy'n gysylltiedig â hynny yn unol â chyfarwyddyd y rheolwr, e.e. gweithgareddau recriwtio, nosweithiau agored, dyddiau cynefino, ffeiriau'r glas ac ati.
13. Bydd y swydd yn cynnwys teithio a gweithio ledled y gwahanol safleoedd.
14. Ar adegau bydd y swydd yn golygu gweithio gyda'r nos ac ar benwythnosau.
15. 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 diweddaru 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 GLlM a safleoedd Dysgu Seiliedig ar Waith 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
CYMWYSTERAU			
Addysg gyffredinol dda hyd at lefel 3, gan gynnwys TGAU gradd C neu uwch mewn Saesneg (neu gymhwyster cyfwerth, e.e. Sgiliau Allweddol).	✓		Ffurflen Gais / Cyfweliad

Tystiolaeth o ddatblygiad proffesiynol parhaus.			
• Cymwysterau hyfforddi. • Cymhwyster Iechyd a Diogelwch. • Cymhwyster Cymorth Cyntaf. • Cymhwyster Gwaith Ieuenctid. • Cymhwyster/trwydded i yrru bws mini.		✓	Ffurflen Gais / Cyfweliad
Profiad o weithio gyda phlant a phobl ifanc.	✓		Ffurflen Gais / Cyfweliad
Profiad o weithio mewn amgylchedd addysg bellach.		✓	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 weithredu'n gadarnhaol i sicrhau bod cyfle cyfartal ar gael i bawb.	✓		Ffurflen Gais / Cyfweliad
Sgiliau rhyngbersonol 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
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

- 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 Troseddwyr 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 diweddaru'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	- 28 diwrnod y flwyddyn (01 Medi i 31 Awst), yn codi i 32 diwrnod. - 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. 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.
SGRINIO IECHYD	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.

JOB DESCRIPTION

WELLBEING AND ENRICHMENT OFFICER - WORK BASED LEARNING

PROGRAMME AREA / DEPARTMENT:	**Learner Services**
SITE / CAMPUS:	**Bangor or Rhos on Sea campus**
ANNUAL SALARY:	**Grade 3 - £19,980.60 - £21,395.07**
CONTRACT TYPE:	**Fixed term to 31/08/2023**
CONTRACT TERMS:	**Full time**
REPORTING TO:	**Wellbeing Project Manager**

JOB PURPOSE

These exciting new fixed term role will work closely with the Wellbeing Project Manager, Work Based Learning Managers, Assessors and Tutors, Consortium Partners, Learner Services Managers and other enrichment and activity staff to support the implementation of the Grŵp Llandrillo Menai Staff and Learner Wellbeing Strategy 2021-2024 through the development and implementation of wellbeing and engagement activities for staff and learners. Activities will support the emotional, physical and social aspects of wellbeing.

MAIN DUTIES AND ACCOUNTABILITIES

1. Work with the Wellbeing Project Manager and Work Based Learning Managers to develop and deliver a comprehensive Wellbeing Activity Programme, ensuring effective and efficient delivery for Work Based Learning stakeholders.
2. Work with stakeholders and partners to deliver the Wellbeing Activity Programme.
3. Make use of data and feedback from staff and learners to organise, develop and deliver a needs based and innovative wellbeing activity programme to increase the number of opportunities and increase participation in wellbeing activities across work based learning.
4. Deliver the Wellbeing Ambassador Programme and actively support the ambassadors in fulfilling their roles.
5. Provide and maintain registers of all activities and participants and produce reports, evaluating effectiveness, sharing practice and celebrating success.
6. To work with the Work Based Learning Team, Learner Services Team, the Student Union, Programme Area Managers, Programme Leaders, Personal Tutors and HR to develop the programme, produce resources, promote volunteering and fundraising.
7. Implement a communication plan to promote and ensure engagement in the wellbeing activity programme; as well as showcase the programme successes (e.g. social media, websites, activity calendars etc).
8. Update the wellbeing hubs (websites), and coordinate content on the GLLM Lles social media pages.
9. Contribute towards generating a monthly wellbeing activity calendar.
10. To be aware of, and work in accordance with all the Grŵp and Work Based Learning policies, procedures, working practice and regulations as applicable. In particular to comply with the Single

Equality Scheme, Safeguarding Policy, Financial Regulations, Health & Safety Policy and Code of Conduct.

11. To be responsible for the conduct of the participants during activities to ensure that they comply with the Grŵp Code of Conduct and policies.
12. To engage in all opportunities to strengthen the learner experience and carry out all associated duties as directed by the manager such as recruitment activities, open evenings, induction days, Freshers Fairs etc.
13. The role will include travelling and working across different sites.
14. The role will require occasional evening and weekend work as agreed.
15. 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 and Work Based Learning 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			
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
• Coaching qualifications • Health and safety qualification • First aid qualification • Youth Work qualification • Mini bus driver licence/qualification		✓	Application form / Interview

KNOWLEDGE AND EXPERIENCE			
Experience of working with children and young people	✓		Application form / Interview
Experience of working with 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 equality of opportunity is provided to all	✓		Application form / Interview
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			
- 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	- 28 days leave per annum (01 September to 31 August) rising to 32. - 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. 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.
HEALTH SCREENING	Applicants are subject to satisfactory health clearance. You will be required to complete a health questionnaire and maybe asked to attend a medical.