

DISGRIFIAD SWYDD

TEITL SWYDD	Cydlynnydd Actif (GISDACTIF)
LLEOLIAD	Gwynedd
ORIAU	30 awr yr wythnos
CYFLOG	B3.5 £24992.76 - £27917.24 (pro rata)
CYFNOD	Mehefin 2024 – Mehefin 2026 (2 flynedd)

PRIF AMCAN Y SWYDD

I gyfrannu at nod strategol Llesiant GISDA i sicrhau llesiant gwell i bob person ifanc drwy gydlynu amryw o ddarpariaeth actif (chwaraeon, cadw'n heini, diet a mwy) yn cynnwys codi ymwybyddiaeth, cefnogaeth uniongyrchol, gweithgareddau a gweithdai.

CYFRIFOLDEBAU ALLWEDDOL

- ⇒ Cydlynu ac arwain ar holl ddarpariaeth a gwybodaeth GISDActif
- ⇒ Cydlynu gweithdai grŵp mewnol sy'n hybu iechyd a lles unigolion e.e;
 - Chwaraeon amrywiol; peldroed, rygbi, dawnsio, dosbarth ffitrwydd ayyb
 - Clybiau Cerdded/ Rhedeg
 - Bwyta'n iach / Deiet
 - Defnyddio canolfan hamdden / ymarfer corff cyffredinol
 - Gweithgareddau awyr agored
- ⇒ Creu amserlen fisol o'r holl weithgareddau llesiant corfforol a lles bydd yn cael eu cynnig a'i hyrwyddo
- ⇒ Cynnal sesiynau hyfforddi a chodi ymwybyddiaeth o lesiant corfforol, cadw'n actif, diet iach ac iechyd meddwl yn y gymuned.
- ⇒ Codi ymwybyddiaeth am bwysigrwydd cadw'n actif a iach ymysg pobl ifanc.
- ⇒ Darparu cefnogaeth 1:1 a grŵp i bobl sydd angen cefnogaeth iechyd corfforol a cadw'n actif.
- ⇒ Datblygu a cwblhau achrediaid Agored Cymru sydd yn ymwneud ac unrhyw beth o gwmpas Iechyd corfforol, Cadw'n actif, Diet, a Lles yn gyffredinol.
- ⇒ Cadw cyswllt a rhannu gwybodaeth gyda unigolion bydd yn derbyn ymyrraeth.
- ⇒ Gweithio at godi lefelau cyfranogi mewn gweithgareddau chwaraeon a hamdden ar draws GISDA.
- ⇒ Gweithio yn agos gyda prosiectau ymgysylltu GISDA i gynnig cefnogaeth i unigolion gydag anghenion iechyd corfforol a lles.
- ⇒ Cyfrannu at waith prosiect Tim o Amgylch y Person Ifanc a chydweithio gyda swyddogion y prosiect i gydlynu cefnogaeth y person ifanc.
- ⇒ Cynnal sesiynau ymgynghori efo pobl ifanc i drafod syniadau gweithgareddau.
- ⇒ Gweithio yn agos ac ar y cyd efo 'Byw'n Iach' Gwynedd i gynnig sesiynau a gweithgareddau gwahanol yn ei canolfannau hamdden ar draws y sir.

- ⇒ Datblygu cysylltiadau gyda mudiadau a gwasanaethau i gyd-weithio ar brosiectau lles a i gynnig gweithgareddau a profiadau newydd e.e - Partneriaeth awyr agored, Urdd, Street Football Wales, Parc Cenedlaethol Eryri ayyb.
- ⇒ Cydweithio gyda clybiau a timau lleol a cefnogi a annog pobl ifanc i ymuno/cymryd rhan.
- ⇒ Cefnogi darparu ymyriadau therapiwtig addas gan ddefnyddio deunydd Fedra’l, gan dynnu ar wybodaeth am therapiau seicolegol lefel isel a thechnegau sy’n seiliedig ar dystiolaeth.
- ⇒ Marchnata a hyrwyddo y prosiect
- ⇒ Creu ymgyrchoedd ar-lein i godi ymwybodiaeth o iechyd a lles
- ⇒ I fod yn bencampwr lles corfforol y Cwmni a rhannu gwybodaeth ac annog staff I gymryd rhan mewn gweithgareddau corfforol.
- ⇒ Cadw ystadegau a chofnod o holl weithgareddau drwy ddefnyddio system casglu data INFORM a cwblhau ffurflenni monitro i bob sesiwn.
- ⇒ Casglu data - nifer bydd yn mynychu y sesiynau, casglu adborth gan y bobl ifanc efo’r effaith mae’r sesiynau a chefnogaeth ychwanegol wedi cael arnynt.
- ⇒ Defnyddio dull mesur WEMWEBS sydd yn ddull mesur llesiant, I fesur effaith y sesiynau ar lesiant y pobl ifanc.

CYFRIFOLDEBAU CYFFREDINOL

- ⇒ Gweithredu o fewn polisiau a gweithdrefnau GISDA a BIPBC mewn perthynas â chyfle cyfartal a chydaddoldeb.
- ⇒ Cyfrifoldeb i adrodd am unrhyw bryder neu amheuaeth o gam-drin plentyn neu oedolyn bregus.
- ⇒ Gweithio o fewn y fframwaith PIE, yn unol â model therapiwtig GISDA.
- ⇒ Meithrin perthnasoedd cryf, iach a chyfeillgar gyda defnyddwyr gwasanaeth gan roi’r cyfle iddynt ymgysylltu / mynegi eu hunain mewn amgylchedd ffurfiol ac anffurfiol.
- ⇒ Creu awyrgylch an-sefydliadol, diogel a chroesawgar sy’n rhoi cyfle i ddefnyddwyr y Gwasanaeth drafod a mynegi eu teimladau / pryderon.
- ⇒ Annog, ysgogi a chredu yn ddefnyddwyr y Gwasanaeth.
- ⇒ Cwblhau achrediadau Agored Cymru a chefnogi a hyrwyddo’r holl gyfleoedd addysg / hyfforddiant / gwirfoddoli posibl yn y byd gwaith.
- ⇒ Cyfrannu at eich hyfforddiant a'ch datblygiad personol eich hun.
- ⇒ Hyrwyddo agwedd gyfeillgar, anwahaniaethol ym mhob agwedd o'r gwaith tuag at ddefnyddwyr gwasanaeth, cydweithwyr, aelodau'r Bwrdd Rheoli, aelodau'r cyhoedd ac asiantaethau eraill.
- ⇒ Hyrwyddo gwerthoedd a diwylliant mewnol y Cwmni.
- ⇒ Hyrwyddo nodau ac amcanion y Cwmni.
- ⇒ Ymgymryd ag unrhyw dasgau rhesymol yn ôl y gofyn.
- ⇒ Cadw at holl bolisiau a gweithdrefnau cyfredol y Cwmni.
- ⇒ Cyfrannu at sesiynau goruchwyllo.
- ⇒ Cadw'r holl wybodaeth sy'n berthnasol i'r Cwmni, ei staff a'i ddefnyddwyr gwasanaeth yn gyfrinachol.

MANYLDEB PERSON			
MEINCIAU NOD	HANFODOL	DYMUNOL	DULL ASESU
Addysg a Chymwysterau		Cymhwyster mewn iechyd a lles diddordeb mewn iechedd meddwl a lles cadarnhaol.	Ffurflen Gais a Thystysgrifau
Profiad ac Ymwybyddiaeth Perthnasol	Profiad a diddordeb mewn llesiant positif.	Profiad o redeg gweithdai	Ffurflen Gais a Chyfweliad
	Eirioli dros a chynrhychioli eraill	Profiad o weithio gyda phobl fregus	Ffurflen Gais a Chyfweliad
	Ymwybyddiaeth o anghenion a chyfleoedd plant / Pobl Ifanc / Oedolion		Ffurflen Gais a Chyfweliad
	Syniadau creadigol ac arloesol i wella lles person		Ffurflen Gais a Chyfweliad
Sgiliau Perthnasol	Diddordeb ac empathi ar gyfer Defnyddwyr Gwasanaeth	Dealltwriaeth o sgiliau gwrando.	Ffurflen Gais a Chyfweliad
	Dealltwriaeth o ffiniau clir, a'r gallu i'w gweithredu.	Y gallu i nodi risg a rhoi camau priodol ar waith	Ffurflen Gais a Chyfweliad
	Cyfathrebu mewn amrywiaeth o sefyllfaoedd yn y Gymraeg a'r Saesneg	Cadw cofnodion ac ysgrifennu adroddiadau	Ffurflen Gais a Chyfweliad
	Sgiliau rhyngpersonol da		Ffurflen Gais a Chyfweliad
	Gallu gweithio'n annibynnol		Ffurflen Gais a Chyfweliad
	Gallu gweithio fel rhan o dîm		Ffurflen Gais a Chyfweliad
	Y gallu i ddefnyddio rhaglenni cyfrifiadurol fel Word, Excel ac Outlook		Ffurflen Gais a Chyfweliad
	Gallu ymdrin â gwybodaeth sensitif a chyfrinachol .		Ffurflen Gais a Chyfweliad
	Gallu a hyder i herio penderfyniadau ar hawliau Defnyddwyr Gwasanaeth		Ffurflen Gais a Chyfweliad
	Rheoli amser yn effeithiol a'r gallu i gwrdd â thargedau		Ffurflen Gais a Chyfweliad
Arall	Trwydded Yrru Lawn	.	Ffurflen Gais a Chyfweliad
laith	Y gallu i gyfathrebu yn ysgrifenedig ac ar lafar yn Gymraeg a Saesneg		Ffurflen Gais a Chyfweliad

THIS IS A JOB WHERE THE ABILITY TO SPEAK AND WRITE WELSH FLUENTLY IS ESSENTIAL

JOB DESCRIPTION

JOB TITLE	Active Coordinator (GISDACTIVE)
LOCATION	Gwynedd
HOURS	30 hours per week
WAGE	B3.5 £24992.76 - £27917.24 (pro rata)
CONTRACT	June 2024 – June 2026 (2 years)

MAIN JOB OBJECTIVE
To contribute to GISDA’s strategic aim of Well-being to ensure better well-being for all young people, ensuring the provision of support, awareness and activities.
KEY RESPONSIBILITIES
<ul style="list-style-type: none"> ⇒ Coordinating and leading on all provision and information GISDActif ⇒ Coordinating internal group workshops promoting individuals' health and well-being e.g. <ul style="list-style-type: none"> · Various sports; football, rugby, dancing, fitness classes, etc. · Walking/Running Clubs · Healthy Eating / Diet · Using leisure center / general physical exercise · Outdoor activities ⇒ Creating a monthly schedule of all physical fitness and well-being activities to be offered and promoted ⇒ Holding training sessions and raising awareness of physical well-being, staying active, healthy diet, and mental health in the community. ⇒ Raising awareness of the importance of staying active and healthy among young people. ⇒ Providing 1:1 and group support for people needing physical health support and staying active. ⇒ Developing and completing ‘Agored Cymru’ qualifications related to anything around Physical health, Staying active, Diet, and General well-being. ⇒ Maintaining contact and sharing information with individuals receiving intervention. ⇒ Working to increase participation levels in sports and leisure activities across GISDA. ⇒ Working closely with GISDA engagement projects to offer support to individuals with physical health and well-being needs. ⇒ Contributing to the work of the Team Around the Young Person project and collaborating with project officers to coordinate support for the young person. ⇒ Holding consultation sessions with young people to discuss activity ideas.

- ⇒ Working closely with 'Byw'n Iach' Gwynedd to offer sessions and different activities in their leisure centres and various other locations across the county.
- ⇒ Developing connections with organizations and services to collaborate on well-being projects and to offer new activities and experiences e.g. - Outdoor Partnership, Urdd, Street Football Wales, Snowdonia National Park, etc.
- ⇒ Collaborating with local clubs and teams and supporting and encouraging young people to join/participate.
- ⇒ Supporting the delivery of appropriate therapeutic interventions using ICAN resources, drawing on low-level psychological therapy information and evidence-based techniques.
- ⇒ Marketing and promoting the project.
- ⇒ Creating online campaigns to raise awareness of health and well-being.
- ⇒ To be a physical well-being champion for the Company and share information and encourage staff to participate in physical activities.
- ⇒ Keeping statistics and records of all activities using the INFORM data collection system and completing monitoring forms for each session.
- ⇒ Data collection - tracking the number attending sessions, collecting feedback from young people on the impact sessions and additional support have had on them.
- ⇒ Using the WEMWEB method to measure well-being, to measure the impact of sessions on the well-being of young people.

GENERAL RESPONSIBILITIES

- ⇒ Act within GISDA and BCUHB policies and procedures in relation to equal opportunities and quality.
- ⇒ Responsibility to report any concern or suspicion of abuse of a child or vulnerable adult.
- ⇒ Working within the PIE framework, in accordance with the GISDA therapeutic model.
- ⇒ Foster a strong, healthy and friendly relationships with service users giving them the opportunity to engage, express themselves in a formal and informal environment.
- ⇒ Create a non-organisation, safe and welcoming atmosphere that gives Service users the opportunity to discuss and express their feelings or concerns.
- ⇒ Encourage, motivate and believe in users of the Service.
- ⇒ Complete Aged Cymru accreditations and support and promote all possible educations, training, volunteering opportunities in the world of work.
- ⇒ Contribute to your own training and personal development.
- ⇒ Promote a friendly, non-discriminatory attitude in all aspects of the Management Bard, members of the public and other agencies.
- ⇒ Promote the aims and objectives of the company.
- ⇒ Undertake any reasonable tasks as required.
- ⇒ Adhere to all current Company policies and procedures.
- ⇒ Contribute to supervision sessions.
- ⇒ Keep all information relevant to the Company, its staff and service users confidential.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Education and qualifications		A qualification in health and well-being	Application form and certificates
Experience and Relevant Awareness for the Job	Experience and an interest in well-being	Experience of working as part of a social enterprise/ running a group.	Application form and interview
	Advocate and represent others	Experience of working with vulnerable people	Application form and interview
	Awareness of the needs and opportunities children/ young people/ adults		Application form and interview
	Creative and innovate ideas to help with the persons well-being		Application form and interview
RELEVANT SKILLS	Interest and empathy for service users.	An understanding of listening skills	Application form and interview
	An understanding of clear boundaries, and the ability to implement them.	The ability of noticing a risk, and acting upon it.	Application form and interview
	Communicate in a variety of situations in Welsh and English.	Make notes and reports	Application form and interview
	Good interpersonal skills.		Application form and interview
	The ability to work independently .		Application form and interview
	Can work well as part of a team.		Application form and interview
	Can use computer programs well such as Word, Excel, Outlook and so on.		Application form and interview
	Have the ability to handle sensitive and confidential information.		Application form and interview
	Have the ability and confidence to challenge decisions on Service Users' rights.		Application form and interview
	Good time management, and reach expected targets.		Application form and interview
Other	Full driving licence	.	Application form and interview
Language	To communicate fluently, correctly, confidently written and oral in Welsh		Application form and interview