

## DISGRIFIAD SWYDD

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

<b>TEITL SWYDD</b>	Cydlynnydd Grantiau ac Ymgysylltu
<b>LLEOLIAD</b>	Meirionnydd – Swyddfa Blaenau Ffestiniog
<b>ORIAU</b>	20 awr yr wythnos
<b>CYFLOG</b>	B3.5: £23,022.63 - £25,947.01 pro rata
<b>CYTUNDEB</b>	Rhagfyr 2024
<b>PRIF BWRPAS Y SWYDD</b>	
Pwrpas y swydd ydy mapio anghenion a darpariaeth pobl ifanc Meirionnydd, datblygu cysylltiadau newydd, dod o hyd i gyfleoedd ariannu newydd ac ysgrifennu a chydlynw ceisiadau grant. Ein nod yw datblygu gwasanaethau yn ardal Meirionnydd a chryfhau'r hyn allwn gynnig i bobl ifanc digartref a bregus yr ardal.	
<b>CYFRIFOLDEBAU ALLWEDDOL</b>	
<ul style="list-style-type: none"><li>✓ Datblygu Cynllun Pobl Ifanc Ardal Meirionnydd i GISDA</li><li>✓ Mapio'r darpariaeth gwasnaethau i bobl ifanc yn Nwyfor, anghenion pobl ifanc a'r bylchau</li><li>✓ Cydweithio gyda Cydlynnydd Llais Pobl Ifanc GISDA ar ymgynghori ac ymgysylltu gyda phobl ifanc yr ardal i adnabod eu anghenion a dyheadau</li><li>✓ Datblygu rhwydwaith o gysylltiadau presennol a newydd gyda sefydliadau ac unigolion sydd yn gweithredu yn ardal Meirionnydd</li><li>✓ Bod yn rhagweithiol wrth adnabod datblygiadau yn Meirionnydd a chyfleon am broiectau newydd a all wneud gwahaniaeth ac a fydd o fudd i bobl ifanc.</li><li>✓ Hwyluso sgyrsiau a mynychu cyfarfodydd i drafod y bwlcw am dai i bobl ifanc bregus yr ardal a chydweithio gyda staff eraill GISDA i ymgyrchu ar godi ymwybyddiaeth am yr angen am dai fforddiadwy i bobl ifanc bregus lleol fyw.</li><li>✓ Gweithio'n rhagweithiol i adnabod ffynhonnellau ariannu newydd i weithredu'r cynllun ardal</li><li>✓ Ysgrifennu a chwblhau ceisiadau grant i ansawdd uchel gan gynnwys cydlynw a chasglu gwybodeth cyllidebol, gweithredol, ymgynghorol ac unrhyw wybodaeth perthnasol arall i sicrhau cais grant o ansawdd uchel</li><li>✓ Cyfarch pobl ifanc a'r cyhoedd yn Hwb Pobl Ifanc GISDA ym Mlaenau Ffestiniog</li><li>✓ Cydweithio gyda Cydlynnydd Marchnata GISDA i hyrwyddo a marchnata gwasanaethau GISDA yn yr ardal.</li><li>✓ Cydweithio yn agos gyda Rheolwyr Prosiectau GISDA</li><li>✓ Ymchwilio i enghreifftiau o ymarfer da mewn ardaloedd eraill a dysgu ganddynt.</li></ul>	
<b>CYFRIFOLDEBAU CYFFREDINOL</b>	
<ul style="list-style-type: none"><li>✓ Gweithredu oddi mewn i bolisiau a gweithdrefnau GISDA yng nghyswilt cyfle cyfartal a chydraddoldeb.</li></ul>	

- ✓ Cyfrifoldeb i adrodd am unrhyw bryder neu amheuaeth bod plentyn neu oedolyn bregus yn cael ei gam-drin.
- ✓ I weithio o fewn fframwaith PIE, yn unol a model therapiwtig GISDA.
- ✓ I adeiladu perthynas gref, iach , a chyfeillgar gyda pobl ifanc gan roi y cyfle iddynt ymgysylltu/a mynegi ei hunain mewn awyrgylch ffurfiol ac anffurfiol.
- ✓ I greu awyrgylch di sefydliad, saff a chroesawgar sydd yn rhoi y cyfle i bobl ifanc drafod a mynegi ei teimladau /pryderon.
- ✓ I annog, ysgogi a credu mewn pobl ifanc .
- ✓ I gwblhau achrediadau Agored Cymru a cefnogi a hyrwyddo pob cyfle posib yn ymwneud a addysg/hyfforddiant/gwirfoddoli a'r bydgwaith.
- ✓ Cyfrannu tuag at hyfforddiant a datblygiad personol eich hun.
- ✓ Hyrwyddo agwedd gyfeillgar, gwrth-wahaniaethol ym mhob agwedd o'r gwaith tuag at ddefnyddwyr gwasanaeth, cyd-weithwyr, aelodau o'r Bwrdd Rheoli, aelodau o'r cyhoeddacasantiaethau eraill.
- ✓ Hyrwyddo gwerthoedd a diwylliant mewnol y Cwmni.
- ✓ Hyrwyddo nod ac amcanion y Cwmni.
- ✓ Ymgymryd ag unrhyw dasgau rhesymol yn ôl yr angen.
- ✓ Ymlynu at holl bolisiau a gweithdrefnau cyfredol y Cwmni.
- ✓ Cyfrannu at sesiynau arolygaeth.
- ✓ Cadw holl wybodaeth sy'n berthnasol i'r Cwmni, y staff a defnyddwyr gwasanaeth y Cwmni yn gyfrinachol.

MANYLDEB PERSON			
MEINI PRAWF	HANFODOL	DYMUNOL	DULL ASESU
Addysg a Chymhwysterau		Cymhwyster Addysg hyd at lefel NVQ 3 neu gyfatebol.	Ffurflen Gais a Thystysgrifau
Profiad ac Ymwybyddiaeth Perthnasol i Swydd	Y gallu i adnabod risgiau a gweithredu fel yr angen.	Eirioli a chynrychioli eraill	Ffurflen Gais a Chyfweliad
	Ymwybyddiaeth o anghenion a chyfleoedd plant / Pobl Ifanc.	Profiad o gynllunio gwaith / pecyn cefnogaeth	Ffurflen Gais a Chyfweliad
		Gweithio yn y Sector Wirfoddol	Ffurflen Gais a Chyfweliad
Sgiliau Perthnasol i Swydd	Diddordeb ac empathi tuag at bobl ifanc	Deallusrwydd o sgiliau gwrando..	Ffurflen Gais a Chyfweliad
	Dealltwriaeth o, a'r gallu, i weithredu ffiniau clir.	Y gallu i nodi risg a gweithredu camau perthnasol.	Ffurflen Gais a Chyfweliad
	Cyfathrebu mewn amrywiaeth o sefyllfaedd yn y Gymraeg a'r Saesneg.		Ffurflen Gais a Chyfweliad
	Sgiliau rhyngbersonol da.		Ffurflen Gais a Chyfweliad
	Cadw cofnodion ac ysgrifennu adroddiadau.		Ffurflen Gais a Chyfweliad
	Y gallu i weithio ar eich liwt eich hun.		Ffurflen Gais a Chyfweliad
	Y gallu i weithio fel aelod o dîm.		Ffurflen Gais a Chyfweliad
	Y gallu i ddefnyddio rhagleni cyfrifiadurol megis Word, Excel ag Outlook.		Ffurflen Gais a Chyfweliad
	Y gallu i ddelio gyda gwybodaeth sensitif a chyfrinachol		Ffurflen Gais a Chyfweliad
	Y gallu a'r hyder i herio penderfyniadau ar hawliau Defnyddwyr Gwasanaeth		Ffurflen Gais a Chyfweliad
	Rheolaeth amser effeithiol a'r gallu i gyrraedd targedau		Ffurflen Gais a Chyfweliad
Arall	Trwydded yrru llawn a chyfredol.	.	Ffurflen Gais a Chyfweliad

## JOB DESCRIPTION

<b>JOB TITLE</b>	Grants and Engagement Cordinator
<b>LOCATION</b>	Meirionnydd – Blaenau Ffestiniog Office
<b>HOURS</b>	20 hours per week
<b>SALARY</b>	B3.5: £23022.63 - £25947.01 pro rata
<b>CONTRACT</b>	December 2024
<b>MAIN PURPOSE OF THE ROLE</b>	
The purpose of the job is to map the needs and provision of young people in Meirionnydd, develop new connections, find new funding opportunities and write and coordinate grant applications. Our aim is to develop services in the Meirionnydd area and strengthen what we can offer to homeless and vulnerable young people in the area.	
<b>KEY RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>✓ Development of the Meirionnydd Area Young People's Plan for GISDA</li> <li>✓ Mapping the service provision for young people in Meirionnydd, the needs of young people and the gaps</li> <li>✓ Collaborate with the GISDA Young People's Voice Coordinator on consultation and engagement with young people in the area to identify their needs and aspirations</li> <li>✓ Develop a network of existing and new contacts with organizations and individuals who operate in the Meirionnydd area</li> <li>✓ Be proactive in identifying developments in Meirionnydd and opportunities for new projects that can make a difference and benefit young people.</li> <li>✓ Facilitate conversations and attend meetings to discuss the housing gap for vulnerable young people in the area and collaborate with other GISDA staff to campaign on raising awareness about the need for affordable housing for local vulnerable young people to live.</li> <li>✓ Work proactively to identify new sources of funding to implement the area plan</li> <li>✓ Writing and completing grant applications to a high quality including co-ordinating and gathering budgetary, operational, advisory and any other relevant information to ensure a high quality grant application</li> <li>✓ Greeting young people and the public at the GISDA Youth Hub in Pwllheli</li> <li>✓ Collaborate with the GISDA Marketing Coordinator to promote and market GISDA services in the area.</li> <li>✓ Collaborate closely with GISDA Project Managers</li> <li>✓ Investigate examples of good practice in other areas and learn from them.</li> </ul>	
<b>GENERAL RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>✓ Operate within GISDA's equal opportunities and equality policies and procedures.</li> <li>✓ Responsibility to report any concern or suspicion of abuse of a child or vulnerable adult.</li> <li>✓ To work within the AYP framework, in line with GISDA's therapeutic model.</li> <li>✓ To build strong, healthy relationships with young people giving them the opportunity to engage / express themselves in a formal and informal atmosphere. To create a non-institutional, safe and welcoming atmosphere that gives young people the opportunity to discuss and express their feelings / concerns.</li> <li>✓ To encourage, motivate and believe in young people.</li> <li>✓ To complete Agored Cymru accreditations and support and promote all possible</li> </ul>	

education / training / volunteering opportunities in the world of work.

- ✓ Contribute to own training and personal development.
- ✓ Promote a friendly, non-discriminatory attitude in all aspects of the work towards service users, colleagues, members of the Management Board, members of the public and other agencies.
- ✓ Promote the Company's internal values and culture.
- ✓ Promote the Company's aims and objectives.
- ✓ 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 its service users confidential.

## PERSON SPECIFICATION

BENCHMARKS	ESSENTIAL	DESIRABLE	ASSESSED
<b>Education and Qualifications</b>		Education at level NVQ3 or equivalent	Application Form and Certificates
<b>Experience and Awareness Relevant to Role</b>	Able to identify risk and act accordingly.	Advocate for and represent others.	Application Form and Interview
	Awareness of needs and opportunities for children and young people.	Experience of planning work/support packages	Application Form and Interview
		Working in the voluntary sector	Application Form and Interview
<b>Skills Relevant to Role</b>	Interest and empathy with young people	Understanding of listening skills	Application Form and Interview
	Understanding of and able to practice clear boundaries	Able to identify risk and act accordingly	Application Form and Interview
	Communicate in multi situations in Welsh and English		Application Form and Interview
	Good interpersonal skills		Application Form and Interview
	Keep written records and reports.		Application Form and Interview
	Able to work independently.		Application Form and Interview
	Able to work as part of a team.		Application Form and Interview
	Able to use IT programmes such as Word, Excel and Outlook.		Application Form and Interview
	Able to deal with sensitive and confidential information		Application Form and Interview
	Ability and confidence to challenge decisions and rights of service users		Application Form and Interview
	Effective time management and reaching targets		Application Form and Interview
<b>Other</b>	Full and current driving licence	.	Application Form and Interview