



DISGRIFIAD SWYDD

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

| | |
|---|-----------------------------|
| TEITL SWYDD | Cydlynnydd Llais Pobl Ifanc |
| CYFRIFOL I | Rheolwr Prosiect |
| LLEOLIAD | Caernarfon |
| ORIAU | 37 awr |
| CYFLOG | B3.5 (£23,022-£25-947) |
| CYTUNDEB | at Rhagfyr 2024 |
| PRIF BWRPAS Y SWYDD | |
| <p>Mae LLAIS yn angenrheidiol i greu allbynnau positif i bobl ifanc bregus megis magu hyder, cymhelliant, datblygu sgiliau newydd a mynegi eu hunain yn well.</p> <p>Integreiddio llais bobl ifanc i bob rhan o'r prosiect gan wrando, clywed ag adlewyrchu i greu newid a gwahaniaeth, nid yn unig o fewn y prosiect ond o fewn y bartneriaeth ac mewn ymgynghoriadau allanol ar lefel lleol, rhanbarthol a cenedlaethol.</p> | |
| CYFRIFOLDEBAU ALLWEDDOL | |
| <ul style="list-style-type: none"> ⇒ Cyfrannu at ddatblygu, cydlynu a gweithredu strategaeth ymgynghori GISDA ⇒ Casglu barn, llais ac adborth pobl ifanc a sicrhau bod llwybr priodol iddo o fewn y cwmni ac yn allanol ⇒ Annog pobl ifanc wrth drafod i ystyried pa newidiadau mae nhw angen gweld er mwyn goresgyn heriau a newid eu bywydau er gwell ⇒ Annog ac arwain pobl ifanc i lobio. ⇒ Trefnu fforymau amrywiol i gasglu barn am wasanaethau a phrosiectau GISDA a materion eraill sydd yn eu effeithio ⇒ Sefydlu, datblygu a chynnal Bwrdd Pobl Ifanc GISDA fel dull ffurfiol i drafod llais pobl ifanc. ⇒ Cydweithio efo'r Cydlynnydd Cyfathrebu i sicrhau fod llais pobl ifanc yn ganolog i holl strategaethau a chynlluniau cyfathrebu GISDA ⇒ Annog pobl ifanc i gyfranogi a chyd-gynhyrchu gyda staff GISDA a sicrhau bod staff y cwmni yn rhoi'r cyfleoedd i bobl ifanc. ⇒ Annog pobl ifanc i gyfranogi a chyd-gynhyrchu efo partneriaethau a rhanddeiliaid eraill a sicrhau bod pobl ifanc yn cael cyfleoedd i gyfranogi ⇒ Cydlynu ymateb i ymgynghoriadau cyhoeddus. ⇒ Mynychu nosweithiau cymdeithasol pobl ifanc a bod ymysg pobl ifanc i ddod i'w hadnabod. ⇒ Defnyddio ffyrdd creadigol os yn briodol i ddenu llais a barn pobl ifanc a chydweithio efo'r tim creadigol i gynorthywo efo hyn e.e. Theatr Fforwm | |



- ⇒ Cydweithio efo'r Tim Creadigol i adnabod ffyrdd o ddatblygu busnesau cymdeithasol bychain sy'n cynorthwyo i readru llais a barn pobl ifanc yn gyhoeddus e.e. i ddatblygu busnes crysau-t neu mygiau
- ⇒ Cadw cofnod a ystadegau o waith ymgynghori y cwmni.
- ⇒ Gweithio'n hyblyg wrth gynnal a cynnig gweithdai a sesiynau digidol.
- ⇒ Defnyddio cyfryngau cymdeithasol i godi ymwybyddiaeth a hyrwyddo straeon pobl ifanc
- ⇒ Creu deunyddiau i godi ymwybyddiaeth o GISDA ynghyd a materion sydd yn effeithio pobl ifanc.
- ⇒ Creu cysylltiadau cyhoeddus.
- ⇒ Cydlynu a bod yn bwynt cyswllt i'r wasg a chyfryngau ynglyn a chyfranogiad pobl ifanc
- ⇒ Creu cynllun cyd gynhyrchu pobl ifanc Gwynedd ar y cyd gyda Rheolwr Prosiect a Chyd Gynhyrchu Cymru.
 - Datblygu pecyn hyfforddi pobl ifanc ar y cyd gyda Chyd Gynhyrchu Cymru.
 - Datblygu a chynllunio model banc amser.
 - Cyd gynhyrchu logo a brand i'r Cyngor gyda phobl ifanc
 - Hwyluso sesiynau Cyngor Pobl ifanc Gwynedd
 - Cynnal digwyddiadau rhannu llais "pop up"
 - Darparu gofod saff i bobl ifanc rhannu eu lleisiau
 - Cyd gynhyrchu ymgyrchoedd a deunyddiau ymgyrchu digidol gyda'r bobl ifanc
 - Cefnogi cynrychiolydd GISDA ar senedd ieuentid Cymru.
 - Ymateb i unrhyw ymgynghoriadau perthnasol
 - Darparu adroddiadau ar lais pobl ifanc i'r Bartneriaeth.
- ⇒ Annog ac arwain pobl ifanc i lobio

CYFRIFOLDEBAU CYFFREDINOL

- ⇒ Cyfrannu tuag at hyfforddiant a datblygiad personol eich hun.
- ⇒ Hyrwyddo agwedd gyfeillgar, anfarnol, gwrth-wahaniaethol ym mhob agwedd o'r gwaith tuag at ddefnyddwyr gwasanaeth, cyd-weithwyr, aelodau o'r Bwrdd Rheoli ac aelodau o'r cyhoedd / asiantaethau 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.

Ni all unrhyw ddisgrifiad swydd gwmpasu pob mater a all godi yn y rôl ar wahanol adegau. Er mwyn cynnal gwasanaeth effeithiol efallai y bydd gofyn i chi ymgymryd ag unrhyw dasgau rhesymol eraill sy'n weddol gyson â'r rhai yn y ddogfen hon fel y penderfynir gan eich pennaeth adran



Wedi ei ariannu gan
Llywodraeth y DU

WEDI'I YRRU GAN
**FFYNIANT
— BRO —**



| MANYLDEB PERSON | | | |
|-----------------------------------|---|--|-------------------------------|
| MEINI PRAWF | HANFODOL | DYMUNOL | DULL ASESU |
| Addysg a Chymhwysterau | TGAU Cymraeg a Saesneg | Cymhwyster gweithio gyda phobl ifanc | Ffurflen Gais a Thystysgrifau |
| | | Cymhwyster cyfryngol/creadigol | Ffurflen Gais a Thystysgrifau |
| Profiad Perthnasol i Swydd | Profiad o waith cyfathrebu | Profiad o hyrwyddo, marchnata a datblygu gwasanaethau | Ffurflen Gais a Chyfweliad |
| | Profiad o gydlynu prosiectau creadigol | Profiad o gydlynu ymgyrchoedd marchnata | Ffurflen Gais a Chyfweliad |
| | | Profiad o drefnu/cydlynu digwyddiadau | Ffurflen Gais a Chyfweliad |
| | | Profiad o weithio efo pobl ifanc | Ffurflen Gais a Chyfweliad |
| | | Profiad o weinyddu gwefan | Ffurflen Gais a Chyfweliad |
| | | Profiad o gasglu a monitro data | Ffurflen Gais a Chyfweliad |
| | | | |
| Sgiliau Perthnasol i Swydd | Hyderus iawn wrth gyfathrebu yn gyhoeddus ar lafar ac ysgrifenedig | Aseu a rheoli risg | Ffurflen Gais a Chyfweliad |
| | Gweithio mewn grwpiau a sgiliau hwyluso da efo pobl ifanc | Cyfrannu ar bolisiau a gweithdrefnau | Ffurflen Gais a Chyfweliad |
| | Rhwydweithio a rhyngweithio | Ymchwilio i gadw i fyny gyda deddfwriaeth neu unrhyw weithdrefnau newydd | Ffurflen Gais a Chyfweliad |
| | Y gallu i gasglu a dadansoddi gwybodaeth i gynnig gwelliannau | | Ffurflen Gais a Chyfweliad |
| | Blaenoriaethu a threfnu gwaith | | Ffurflen Gais a Chyfweliad |
| | Sgiliau rhyngbersonol dda. | | Ffurflen Gais a Chyfweliad |
| | Y gallu i ddelio a gwybodaeth gyfrinachol a sensitif. | | Ffurflen Gais a Chyfweliad |
| | Y gallu i weithio o dan bwysau yn hyderus | | Ffurflen Gais a Chyfweliad |
| | Gweithio ar ben dy hun neu fel rhan o dîm | | Ffurflen Gais a Chyfweliad |
| | Sgiliau gweinyddu | | Ffurflen Gais a Chyfweliad |
| | Y gallu i gynrychioli'r cwmni | | Ffurflen Gais a Chyfweliad |
| | Y gallu i ddefnyddio rhaglenni cyfrifiadurol a fyddai'n berthnasol i'r swydd e.e. piktochart, | | Ffurflen Gais a Chyfweliad |

disgrifiad swydd – Cydlynedd Llais Pobl Ifanc



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| | | | |
|--------------|--|--|-------------------------------|
| | canva, publisher, photoshop | | |
| | Defnyddio meddalwedd fel Word, Excel, Outlook a Poerpoint | | Ffurflen Gais a Chyfweliad |
| | Sgiliau trefnu ardderchog gyda llygad am fanylder | | Ffurflen Gais a Chyfweliad |
| Arall | Trwydded yrru lawn a defnydd o gar gydag yswiriant busnes | | Ffurflen Gais a Chyfweliad |
| laith | Gallu gweithio a chyfathrebu'n effeithiol yn y Gymraeg a Saesneg ar lafar ac yn ysgrifenedig | | Ffurflen Gais a Chyfweliad |



JOB DESCRIPTION

| | |
|-------------------|----------------------------------|
| JOB TITLE | Young People's Voice Coordinator |
| REPORTS TO | Project Manager |
| LOCATION | Caernarfon |
| HOURS | 37 hours |
| SALARY | B3.5 (£23,022-£25-947) |
| CONTRACT | Permanent |

MAIN PURPOSE OF THE ROLE

VOICE is necessary to create positive outputs for vulnerable young people such as building confidence, motivation, developing new skills and expressing themselves better.

Integrate the voice of young people into every part of the project by listening, hearing and reflecting to create change and difference, not only within the project but within the partnership and in external consultations at local, regional and national level.

KEY RESPONSIBILITIES

- ⇒ Attending young people's social evenings and being among young people to get to know them.
- ⇒ Use creative ways if appropriate to attract the voice and opinion of young people and work together with the creative team to help with this e.g. Forum Theater
- ⇒ Collaborate with the Creative Team to identify ways to develop small social businesses that help to read the voice and opinion of young people in public e.g. to develop a t-shirt or mug business
- ⇒ Keep a record and statistics of the company's consulting work.
- ⇒ Working flexibly when holding and offering workshops and digital sessions.
- ⇒ Using social media to raise awareness and promote young people's stories
- ⇒ Create materials to raise awareness of GISDA together with issues that affect young people.
- ⇒ Create public relations.
- ⇒ Coordinating and being a point of contact for the press and media regarding the participation of young people
- ⇒ Create a joint production plan for the young people of Gwynedd together with the Project Manager and Co-production Wales.
 - Developing a training package for young people jointly with Coproduction Wales.
 - Development and planning of a time bank model.
 - Joint production of a logo and brand for the Council with young people
 - Facilitate Gwynedd Youth Council sessions
 - Hold "pop up" voice sharing events
 - Providing a safe space for young people to share their voices
 - Co-production of campaigns and digital campaign materials with the young people



- Support the GISDA representative on the Welsh youth parliament.
- Respond to any relevant consultations
- Provide reports on the voice of young people to the Partnership.

⇒ Encourage and guide young people to lobby

GENERAL RESPONSIBILITIES

- ⇒ Contribute to own training and personal development.
- ⇒ Promote a friendly, non-judgmental, non-discriminatory attitude in all aspects of the work towards service users, colleagues, members of the Management Board and members of the public / 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 the Company's service users confidential.

No job description can cover every issue that may arise in the role at different times. In order to maintain an effective service you may be required to undertake any other reasonable tasks reasonably consistent with those in this document as determined by your head of department



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| PERSON SPECIFICATION | | | |
|------------------------------|--|--|-----------------------------------|
| BENCHMARKS | ESSENTIAL | DESIRABLE | ASSESSED |
| Education and Qualifications | GCSE Welsh and English | Qualification for working with young people | Application Form and Certificates |
| | | Media/creative qualification | Application Form and Certificates |
| Relevant Experience | Experience of communication work | Experience of promoting, marketing and developing services | Application Form and Interview |
| | Experience of coordinating creative projects | Experience of coordinating marketing campaigns | Application Form and Interview |
| | | Experience of organizing/coordinating events | Application Form and Interview |
| | | Experience of working with young people | Application Form and Interview |
| | | Experience of website administration | Application Form and Interview |
| | | Experience of collecting and monitoring data | Application Form and Interview |
| | | | |
| Relevant Skills | Very confident when communicating in public both verbally and in writing | Able to assess and manage risk | Application Form and Interview |
| | Working in groups and good facilitation skills with young people | Contribute on policies and procedures | Application Form and Interview |
| | Networking and interaction | Research to keep up with legislation or any new procedures | Application Form and Interview |
| | The ability to collect and analyze information to propose improvements | | Application Form and Interview |
| | Prioritize and organize work | | Application Form and Interview |
| | Good interpersonal skills. | | Application Form and Interview |
| | Ability to deal with confidential and sensitive information. | | Application Form and Interview |
| | The ability to work under pressure with confidence | | Application Form and Interview |
| | Work alone or as part of a team | | Application Form and Interview |
| | Administrative skills | | Application Form and Interview |
| | Able to represent the company | | Application Form and Interview |
| | The ability to use computer programs that | | Application Form and Interview |



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| | | | |
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| | would be relevant to the job e.g. piktochart, canva, publisher, photoshop | | |
| | Use software such as Word, Excel, Outlook and Powerpoint | | Application Form and Interview |
| | Excellent organizational skills with an eye for detail | | Application Form and Interview |
| Other | Full driving licence and use of a car with busniness insurance | | Application Form and Interview |
| Language | Being able to work and communicate effectively in Welsh and English orally and in writing | | Application Form and Interview |