



Mae'r prosiect hwn yn cael ei ariannu gan Rhaglen ARFOR a ariennir gan Lywodraeth Cymru



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ARFOR
CREU GWAIATH - CEFNOG'R IAITH



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

DISGRIFIAD SWYDD

TEITL SWYDD	Cydlynnydd Recriwtio a Hyfforddiant
LLEOLIAD	Caernarfon, Pwllheli a Blaenau Ffestiniog
ORIAU	37 awr yr wythnos
CYFLOG	B3.5: £23,022.63 - £25,947.01
CYTUNDEB	Rhagfyr 2024
PRIF BWRPAS Y SWYDD	
Prif ddiben y rôl ydy : <ul style="list-style-type: none">⇒ Datblygu a gweithredu Fframwaith Iaith GISDA i sicrhau gweithlu cymwysedig yn y Gymraeg.⇒ Datblygu Fframwaith Recriwtio a hyfforddiant i'r cwmni⇒ Arwain ar gynlluniau unigol i ddatblygu staff drwy gyfrwng y Gymraeg⇒ Arwain ar drefnu cyfleon i bobl ifanc ymgysylltu drwy gyfrwng y Gymraeg gan gynnwys hyrwyddo'r iaith ar draws ein prosiectau.	
CYFRIFOLDEBAU ALLWEDDOL	
Recriwtio a Chadw Staff <ul style="list-style-type: none">⇒ Datblygu Fframwaith Recriwtio GISDA⇒ Datblygu, gweithredu a monitro gweithdrefnau recriwtio GISDA i sicrhau ein bod yn cyrraedd ymgeiswyr sy'n awyddus i weithio mewn diwylliant gwaith naturiol cynhenid Cymraeg⇒ Ymchwilio i raglenni cyflogadwyedd eraill gan gynnwys prentisiaethau	
Hyfforddiant a Datblygiad Personol drwy gyfrwng y Gymraeg <ul style="list-style-type: none">⇒ Cydlynu cynlluniau hyfforddiant a chynlluniau datblygiad proffesiynol staff GISDA.⇒ Datblygu cynllun iaith i bob aelod o staff GISDA.⇒ Sicrhau mynediad i gyfleoedd dysgu, datblygu a gwella iaith Gymraeg i staff yn ol yr angen.	
Fframwaith Iaith Gymraeg GISDA <ul style="list-style-type: none">⇒ Sefydlu dull monitro defnydd iaith ar draws GISDA⇒ Datblygu a monitro Fframwaith iaith GISDA⇒ Cydweithio gyda Swyddfa Comisiynydd y Gymraeg⇒ Monitro a gweithredu Cynllun Iaith Gymraeg GISDA a chyflwyno gweithdrefnau a chamau gweithredu yn ôl yr angen	

- ⇒ Arwain ar sicrhau bod y Gymraeg yn cael ei hyrwyddo yn gyson ymhlith ein holl wasanaethau a phrosiectau i bobl ifanc
- ⇒ Monitro bod staff GISDA yn hyrwyddo'r pwysigrwydd o ddatblygu sgiliau iaith Gymraeg efo'r bobl ifanc maent yn eu cefnogi er mwyn hybu ac ehangu eu cyfleoedd cyflogadwyedd
- ⇒ Monitro brandio a chyfathrebu GISDA

Cydweithio a Rhwydweithio

- ⇒ Cydweithio gyda Swyddog Gwirfoddoli GISDA i gynnig cyfleoedd hyfforddiant a chyfleon gwirfoddoli drwy gyfrwng y Gymraeg i bobl ifanc
- ⇒ Creu cysylltiadau ar y cyd gyda'r Swyddog Gwirfoddoli gydag ysgolion a cholegau lleol
- ⇒ Cydweithio gyda Chydlynnydd Cyfathrebu GISDA i sicrhau bod brandio a chyfathrebu Cymraeg ar draws holl ddelwedd corfforaethol, lleoliadau, gwasanaethau a phrosiectau GISDA
- ⇒ Cydweithio gyda Chydlynnydd Cyfathrebu GISDA i hyrwyddo, hybu a marchnata y cyfleoedd a gwasanaethau ar gael drwy gyfrwng y Gymraeg i staff a phobl ifanc yn GISDA
- ⇒ Cydweithio efo staff wrth datblygu ac agor y Ganolfan Pobl Ifanc newydd yng Nghaernarfon i sicrhau bod y ddelwedd, brandio a'r ddarpariaeth yn gwbl Cymreig a Chymraeg

CYFRIFOLDEBAU CYFFREDINOL

- ⇒ Gweithredu oddi mewn i bolisiau a gweithdrefnau GISDA yng nghyswllt cyfle cyfartal a chydaddoldeb.
- ⇒ 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 cyhoeddacasiaentaethau 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	Lefel A neu gyfatebol yn y Gymraeg		Ffurflen Gais a Thystysgrifau
Profiad ac Ymwybyddiaeth Perthnasol i Swydd	Profiad o gydlynu prosiect	Profiad o weithio ym maes hyfforddi a/neu recriwtio	Ffurflen Gais a Chyfweliad
	.	Profiad o weithio efo pobl ifanc	Ffurflen Gais a Chyfweliad
		Gweithio yn y Sector Wirfoddol	Ffurflen Gais a Chyfweliad
Sgiliau Perthnasol i Swydd	Cyfathrebu mewn amrywiaeth o sefyllfaoedd 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 rhaglenni cyfrifiadurol megis Word, Excel ag Outlook.		Ffurflen Gais a Chyfweliad
	Y gallu i ddelio gyda gwybodaeth sensitif a chyfrinachol		Ffurflen Gais a Chyfweliad
	Rheolaeth amser effeithiol a'r gallu i gyrraedd targedau		Ffurflen Gais a Chyfweliad
laith	Y gallu i gyfathrebu'n rhugl, cywir a hyderus yn ysgrfenedig ac ar lafar yn Y Gymraeg		Ffurflen Gais a Chyfweliad

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JOB DISCRIPTION

JOB TILTLE	Recruitment and Training Coordinator
LOCATION	Caernarfon, Pwllheli and Blaenau Ffestiniog
HOURS	37 hours a week
WAGE	B3.5: £23,022.63 - £24,947.01
CONTRACT	DECEMBER 2024
MAIN JOB PURPOSE	
<p>Main job purpose :</p> <ul style="list-style-type: none"> • To develop and implement the GISDA Language Framework to ensure a qualified workforce in the Welsh Language. • Development of a Recruitment and training Framework for the company. • Lead on individual plans to develop staff through the medium of Welsh. • Lead on organizing opportunities for young people to engage through the medium of Welsh, including promoting the language across our projects. 	
KEY RESPONSIBILITIES	
<p>Staff Recruitment and Retention</p> <ul style="list-style-type: none"> • Development of the GISDA Recruitment Framework. • Develop, implement and monitor GISDA recruitment procedures to ensure that we reach candidates who are keen to work in a natural, native Welsh work culture. • Research other employability programs including apprenticeships. <p>Training and personal development through the Medium of Welsh</p> <ul style="list-style-type: none"> • Co-ordinating training plans and professional development plans for GISDA staff. • Develop a language plan for all GISDA staff members. • Ensure access to opportunities to learn, develop and improve the Welsh language for staff as required. <p>GISDA Welsh Language Framework</p> <ul style="list-style-type: none"> • Establish a method of monitoring language use across GISDA. • Develop and monitor the GISDA language Framework. • Collaboration with the Welsh Language Commissioner’s Office. • Monitor and implement the GISDA Welsh Language Scheme and introduce procedures and actions as required. • Lead on ensuring that the Welsh language is consistently promoted among all of our services and projects for young people. • Monitor that GOSDA staff promote the importance of developing Welsh Language skills with the young people they support, in order to promote and expend their employability opportunities. • Monitor GISDA branding and communications. <p>Collaboration and Networking</p> <ul style="list-style-type: none"> • Collaborate with the GISDA Volunteering Officer to offer training opportunities and volunteering opportunities, through the medium of Welsh for young people. • Create joint links with the Volunteering Officer with local schools and local collages. 	

- Collaborate with the GISDA Communications Co-ordinator to ensure that Welsh branding and communication is across all GISDA's corporate image, locations, services and projects.
- Collaborate with the GISDA Communications Co-ordinator to promote, promote and market the opportunities and services available through the medium of Welsh to staff and young people at GISDA.
- Collaborate with staff in developing and opening the new Young People's Centre in Caernarfon to ensure that the image, branding and provision are completely Welsh and in Welsh.

GENERAL RESPONSIBILITIES

- Act within GISDA policies and procedures in relation to equal opportunities and equality.
- Responsibility to report any concern or suspicion that a child or venerable adult is being abused.
- To work within the PIE framework, in accordance with the GISDA therapeutic model.
- To build a strong, healthy and friendly relationship with young people giving them the opportunity to engage/ and 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 feeling and concerns.
- To encourage, motivate and believe in young people.
- To complete Agored Cymru accreditations and support and promote all possible opportunities related to education, training, volunteering and then the world of work.
- Contribute towards your own training and personal development.
- Promote a friendly, anti-discriminatory attitude in all aspects of the work towards service users, fellow workers, members of the Management Board, members of the public and other agencies.
- Promote the values and internal culture of the Company.
- Promote the aim 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, the staff and users of the Company's service confidential.

PERSON SPECIFICATION			
CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Education and qualifications	A level or equal in Welsh		Application form and certificates
Experience and Relevant Awareness for the Job	Experience of managing a project or business	Experience of working as part of a social enterprise.	Application form and interview
		Experience of working with young people	Application form and interview
		Working in the volunteering sector	Application form and interview
Relevant Skills for the Job	Communicate in a range of situations in both Welsh and English		Application form and interview
	Good interpersonal skills		Application form and interview
	Take notes and write reports		Application form and interview
	Initiative to work on your own		Application form and interview
	To work well as part of a team		Application form and interview
	The ability to use computer programs such as Word, Excel, Outlook and more		Application form and interview
	To deal with sensitive information in a confidential manner		Application form and interview
	Good time management, and reach expected targets.		Application form and interview
Language	To communicate fluently, correctly, confidently written and oral in Welsh		Application form and interview