DISGRIFIAD SWYDD

TEITL SWYDD	Gweithiwr Allweddol Prosiect LHDTC+
ADRODD I	Rheolwr Prosiect LHDTC+
LLEOLIAD	Meirionnydd – swyddfa Blaenau Ffestiniog
ORIAU	7.5 neu 15 awr yr wythnos, yn cynnwys oriau anghymdeithasol
CYFLOG	B3 £23,338-£24,646 (pro rata)
CYTUNDEB	tan ddiwedd Mehefin 2026

PRIF BWRPAS Y SWYDD

1. **Trefnu a chyflwyno gweithgareddau ar gyfer clwb(iau) ieuenctid LHDTC+ ym Meirionnydd.**
2. **Cefnogi pobl ifanc LHDTC+ sydd angen cyngor, gwybodaeth a chefnogaeth ym Meirionnydd.**
3. **Darparu cefnogaeth ac ac arweiniad i wirfoddolwyr a mentoriaid ifanc**
4. **Cefnogi ysgolion a mudiadau eraill drwy ddarparu cyngor a chefnogaeth.**
5. **Cynorthwyo i gasglu a dosbarthu'r gwybodaeth, offer ac adnoddau yn ymwneud â phobl ifanc LHDTC+**

CYFRIFOLDEBAU ALLWEDDOL

⇒ Gweithredu fel y pwynt cyswllt ar gyfer y prosiect - cofrestru aelodau newydd a chynnal asesiadau anghenion a darparu cefnogaeth i bobl ifanc LHDTC+ gan gynnwys eu cyfeirio at wasanaethau eraill (mewnol ac allanol) os oes angen.

⇒ Cefnogi unigolion ar lefel 1:1 a grŵp yn ogystal â mynd allan i'r gymuned i gwrdd gydag unigolion.

⇒ Ysbrydoli pobl ifanc a bod yn lysgennad ar eu rhan.

⇒ Cyd gynhyrchu calendr blwyddyn gyda phobl ifanc gan gynnwys trefnu unrhyw ddigwyddiadau mawr megis trip i Pride, cynhadledd lleol yng Ngwynedd, Gloddest Nadolig, sioe dalent etc.

⇒ Sicrhau ein bod yn trefnu rhai sesiynau a gweithdai addysgiadol i bobl ifanc sydd yn cynnwys codi ymwybyddiaeth a darparu gwybodaeth penodol ar faterion sydd yn bwysig iddyn nhw.

⇒ Cydlynu gwirfoddolwyr a mentoriaid cyfoed gan gynnwys helpu i nodi unrhyw gyfleoedd hyfforddi a sicrhau eu bod yn cael eu cefnogi i ddatblygu eu sgiliau, gwybodaeth a'u profiadau.

⇒ Cynorthwyo'r Rheolwr i gadw trefn ar gofnodion clybiau gan gynnwys cofrestr, casglu data perthnasol, a chofnod o weithgareddau a sesiynau cymorth un i un.

- ⇒ Cynorthwyo i ddarparu sesiynau codi ymwybyddiaeth LHDTC+ mewn ysgolion, colegau a sefydliadau amrywiol eraill
- ⇒ Cydlynu a dosbarthu gwybodaeth, offer ac adnoddau sy'n ymwneud â phobl LHDTC+ ifanc drwy'r hwb wybodaeth. Sicrhau bod ysgolion,grwpiau cymunedol a mudiadau eraill yn ymwybodol o'r hwb a'r cymorth sydd ar gael.
- ⇒ Cydweithio gyda staff o gwasanaethau eraill GISDA gan sicrhau bod defnyddwyr gwasanaeth LHDTC+ GISDA yn cael mynediad a chydweithio lle bo hynny'n briodol
- ⇒ Cyfrifoldeb dros farchnata a hyrwyddo gweithgareddau'r prosiect e.e. paratoi blog i Linkedin, stondin ymwybyddiaeth mewn sioe neu bethau electronig ar ein platfformau cymdeithasol
- ⇒ Codi ymwybyddiaeth o'r prosiect yn lleol, cenedlaethol a rhyngwladol drwy fynychu digwyddiadau rwydweithio a diweddaru y cyfryngau cymdeithasol.
- ⇒ Chwilio am gyfleon newydd i ddatblygu ac edrych am gyfleon newydd.
- ⇒ Dilyn canllawiau gweithio 'Model Fi y cwmni sef ein dull therapiwtig o weithio.
- ⇒ Dilyn arweiniad y Rheolwr a chwblhau tasgau amrywiol perthnasol yn ôl yr angen

CYFRIFOLDEBAU CYFFREDINOL

- ⇒ Gweithredu oddi mewn i bolisïau a gweithdrefnau GISDA yng nghyswllt cyfle cyfartal a chydraddoldeb.
- ⇒ 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 byd gwaith.
- ⇒ 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 cyhoedd ac 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 bolisïau 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 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
	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

JOB TITLE	LGBTQ+ Key Worker
REPORTS TO	LGBTQ+ Project Manager
LOCATION	Meirionnydd - Blaenau Ffestiniog office
HOURS	7.5 or 15 hours per week, including unsociable hours
SALARY	B3 £23,338-£24,646 (pro rata)
CONTRACT	end June 2026

MAIN PURPOSE OF THE ROLE

1. **Organise and deliver activities for LGBTQ+ youth club(s) in Meirionnydd**
2. **Support LGBTQ+ young people who need advice, information and support in Meirionnydd.**
3. **Provide support and guidance to volunteers and young mentors**
4. **Support schools and other organizations by providing information and advice**
5. **Assist in collecting and distributing the information, tools and resources relating to LGBTQ+ young people**

KEY RESPONSIBILITIES

⇒ Act as a point of contact for the project - registering new members, carrying out needs assessments and provide support to LGBTQ+ young people including referring them to other services (internal and external) if necessary.

⇒ Supporting individuals on a 1:1 and group level as well as going out into the community to meet individuals.

⇒ Inspire young people and be an ambassador on their behalf.

⇒ Collaborate with the young people to produce a calendar of activities including, organizing any major events such as a trip to Pride, a local conference in Gwynedd, Christmas Party, a talent show etc.

⇒ Ensure that we organize some educational sessions and workshops for young people which include raising awareness and providing specific information on issues that are important to them.

⇒ Coordinating volunteers and peer mentors including helping to identify any training opportunities and ensuring they are supported to develop their skills, knowledge and experiences.

⇒ Assist the Manager in keeping club records in order including a register, collecting relevant data, and a record of activities and one to one support sessions.

⇒ Assist in providing LGBTQ+ awareness raising sessions in schools, colleges and various other organisations

- ⇒ Coordinate and distribute information, tools and resources relating to LGBTQ+ Young People through the information hub. Ensure that schools, community groups and other organizations are aware of support available.
- ⇒ Collaborate with staff from other GISDA services ensuring that GISDAs LGBTQ+ service users have access and collaborate where appropriate
- ⇒ Responsibility for marketing and promoting the project's activities e.g. preparing a blog for Linkedin, an awareness stand at a show or digital resources on our social media platforms
- ⇒ Raise awareness of the project locally, nationally and internationally by attending networking events and updating social media.
- ⇒ Search for new opportunities to develop and look for new opportunities.
- ⇒ Follow the working guidelines of the company's 'Model Fi' framework, which details our therapeutic way of working.
- ⇒ Follow the guidance of the Manager and complete various relevant tasks as required

GENERAL RESPONSIBILITIES

- ⇒ Operate within GISDA's equal opportunities and equality policies and procedures.
- ⇒ Responsibility to report any concern or suspicion of abuse of a child or vulnerable adult.
- ⇒ To work within the AYP framework, in line with GISDA's therapeutic model.
- ⇒ 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.
- ⇒ To encourage, motivate and believe in young people.
- ⇒ 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**
Education and Qualifications		Education at level NVQ3 or equivalent	Application Form and Certificates
Experience and Awareness Relevant to Role	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
Skills Relevant to Role	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
Other	Full and current driving licence	.	Application Form and Interview