



DISGRIFIAD SWYDD

TEITL SWYDD	Pennaeth Gwasanaethau Pobl ifanc
YN GYFRIFOL I	Prif Weithredwr
RHEOLI	Gwasanaethau Pobl ifanc GISDA
LLEOLIAD	CAERNARFON
ORIAU	37 yr wythnos (hyblyg)
CYFLOG	B6: 26-30 £42,193 i £50,466
CYTUNDEB	PARHAOL
Mae GISDA yn elusen sy'n ymroddedig i roi terfyn ar ddigartrefedd ymhlith pobl ifanc a rhoi pob cyfle i bobl ifanc bregus ffynnu a mwynhau eu bywydau. Rydym yn chwilio am unigolyn ymroddedig, gweithgar a brwdfrydig i ymuno â'n tîm rheoli i helpu ni i gyflawni ein Nod ac Amcanion.	
PRIF DDIBEN Y RÔL	
○ Arwain, rheoli a datblygu gwasanaethau pobl ifanc GISDA. ○ Arwain ar feithrin perthynas strategol gyda phartneriaid allweddol. ○ Arwain a rheoli hybiau pobl ifanc. ○ Rheoli systemau mesur perfformiad a gwerth am arian y gwasanaethau ○ Bod y person dynodedig cyfrifol o ran diogelu plant a phobl ifanc ac arwain ar sicrhau cysondeb ac ansawdd wrth fonitro ein gweithdrefnau a phrosesau diogelu ○ Dirprwyo ac Arwain y cwmni gyfan yn absenoldeb y Prifweithredwr.	
CYFRIFOLDEBAU ALLWEDDOL	
RHEOLI PROSIECTAU	
⇒ Rheoli ac arwain pob agwedd o wasanaethau pobl ifanc a dyma'r prosiectau isod. ✓ Gwasanaeth Llety a Chefnogaeth a Digartrefedd (Gwasanaeth 24 awr bob dydd o'r flwyddyn, hosteli a tai – 1 Rheolwr, 2 Arweinydd Tim a staff y prosiect sydd rhwng 12 a 15 ar hyn o bryd) ✓ Gwasanaethau Pobl ifanc ôl ofal (1 Arweinydd Tim a 3 aelod o staff) ✓ Gwasanaethau Therapiwtig, Iechyd meddwl, Actif a Chreadigol 1 Rheolwr, 1 Arweinydd Tim a staff creadigol, therapiwtig ac actif ✓ Gwasanaethau Sgiliau, cyfleon, gwirfoddoli a gwaith (1 Rheolwr a rhwng 4 a 6 o staff) ✓ Gwasanaethau i bobl ifanc o'r gymuned LHDTG+ (1 Rheolwr a 4 aelod staff) ✓ Llais – sicrhau ein bod yn gwrando ar arweiniad pobl ifanc i bopeth ydym yn ei wneud Gall y gwasanaethau uchod newid. Mae GISDA yn llwyr ddibynnol ar grantiau ac mae hyd bob prosiect yn amrywio. Ein nod yw cynnal isafswm o'r hyn amlinellir uchod. Rhan o'r rôl yma fydd sicrhau cynnaladwyedd a prosiectau a datblygu unrhyw gyfle neu angen newydd sydd yn codi. Mae yna 2 swydd Bennaeth arall yn GISDA sydd yn cefnogi y rôl yma – sef	

Pennaeth Datblygu a Phennaeth Busnes a disgwylir i'r 3 rôl gydweithio yn agos ar y cyd gyda'r Prifweithredwr,

- ⇒ Mae GISDA wedi datblygu a mabwysiadu dull o weithio yn therapiwtig gyda phobl ifanc sef 'Model Fi' sef Fframwaith Gwybodus Seicolegol a disgwylir i'r rôl yma fod yn bencampwr i sicrhau ein bod yn cydymffurfio gyda'r fframwaith i sicrhau canlyniadau da i bobl ifanc sydd wedi dioddef trawma.
- ⇒ Rheoli, arwain a datblygu staff prosiectau gan gynnwys cyfrifoldebau adnoddau dynol a hyfforddiant staff.
- ⇒ Sicrhau bod adroddiadau cynnydd yn cynnwys dangosyddion perfformiad allweddol ac yn cael eu hanfon yn amserol at yr arianwyr
- ⇒ Sicrhau bod ein gwasanaethau yn cwrdd gyda gofynion cyfreithiol amrywiol e.e. safonau Rhentu Doeth Cymru

CYRIFOLDEBAU RHEOLI CYFFREDINOL SYDD YN BERTHNASOL

- ⇒ Gosod a rheoli cyllideb bob prosiect a sicrhau'r gwerth gorau am arian mewn ymgynghoriad â'r Prifweithredwr, Tim Rheoli a'r Adran Gyllid.
- ⇒ Hyrwyddo, marchnata a datblygu'r prosiect
- ⇒ Sicrhau bod cyfleon cyfartal ac arfer anwahaniaethol yn cael ei hyrwyddo ym mhob agwedd ar wasanaethau prosiect.
- ⇒ Cydweithio a rhwydweithio ag asiantaethau allweddol i sicrhau gwasanaeth rhagorol i bobl ifanc a'r potensial i ddatblygu'r gwasanaeth gan gynnwys adnabod cyfleon i weithio mewn partneriaeth lle bo'n briodol.
- ⇒ Arwain ar ddatblygiad cynlluniau gweithredol gwasanaethau a phrosiectau cefnogol y cwmni o fewn amcanion strategol GISDA
- ⇒ Cydweithio efo'r Penaethiaid Busnes a Datblygu i adnabod a sicrhau ffynonellau ariannol i gynnal a datblygu ein gwasanaethau i bobl ifanc.

CYFRIFOLDEBAU CYFFREDINOL

- ⇒ Cyfrannu at eich hyfforddiant a'ch datblygiad personol eich hun.
- ⇒ Hyrwyddo agwedd gyfeillgar, anfeirniadol, anwahaniaethol ym mhob agwedd ar y gwaith tuag at ddefnyddwyr gwasanaeth, cydweithwyr, aelodau o'r Bwrdd Rheoli ac aelodau'r cyhoedd / asiantaethau eraill.
- ⇒ Hyrwyddo gwerthoedd a diwylliant mewnol y Cwmni
- ⇒ Hyrwyddo nodau ac amcanion y Cwmni a'r 5 Nod Strategol.
- ⇒ Ymgymryd ag unrhyw dasgau rhesymol yn ôl yr angen.
- ⇒ 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 defnyddwyr gwasanaeth y Cwmni yn gyfrinachol.

Ni all unrhyw ddisgrifiad swydd ymdrin â phob mater a all godi yn y rôl ar adegau gwahanol. Er mwyn cynnal gwasanaeth effeithiol, efallai y bydd gofyn i chi gyflawni unrhyw dasgau rhesymol eraill sy'n rhesymol gyson â'r rhai yn y ddogfen hon fel y'u pennir gan eich pennaeth adran.

MANYLDEB PERSON

BENCHMARKS	HANFODOL	DYMUNOL	ASESU
Addysg a cymwysterau	Addysg lefel gradd neu uwch	Cymhwyster rheoli	Ffurflen gais a thystysgrifau

		Cymhwyster gwaith cymdeithasol neu gyfatebol.	Ffurflen gais a thystysgrifau
Profiad berthnasol i'r swydd	Profiad sylweddol o reoli Prosiectau neu gwasanaethau i blant neu bobl ifanc ar lefel strategol.	Profiad o hyrwyddo, marchnata a datblygu cynlluniau.	Ffurflen gais a cyfweliad
	Profiad a'r gallu i asesu risg a gwneud penderfyniadau anodd.		Ffurflen gais a cyfweliad
	Profiad o reoli pobl	Profiad o datblygu prosiectau	Ffurflen gais a cyfweliad
	Profiad o weithio gydag unigolion bregus	Profiad o weithio yn y 3ydd sector	Ffurflen gais a cyfweliad
	Profiad o reoli cyfrifon a chyllidebau.		Ffurflen gais a cyfweliad
Gwybodaeth perthnasol i'r swydd	Ymwybyddiaeth dda o drawma a sut mae'n gallu effeithio pobl ifanc.	Ymwybyddiaeth o ddeddfwriaeth a gweithdrefnau perthnasol	Ffurflen gais a cyfweliad
		Ymwybyddiaeth o sut mae corff elusennol yn cael ei ariannu a'r her o gwrdd gyda chostau cynnal prosiectau.	Ffurflen gais a cyfweliad
Sgiliau perthnasol i'r swydd	Yn gallu rhyngweithio a rhwydweithio yn dda.		Ffurflen gais a cyfweliad
	Sgiliau rheoli gwybodaeth a dadansoddi cryf		Ffurflen gais a cyfweliad
	Yn gallu gwneud penderfyniadau a gweithredu arnynt.		Ffurflen gais a cyfweliad
	Gallu rhagorol i flaenoriaethu a threfnu gwaith.		Ffurflen gais a cyfweliad
	Sgiliau cyfathrebu ysgrifenedig a llafar rhagorol.		Ffurflen gais a cyfweliad
	Sgiliau rhyngpersonol da (clir, cryno ac eglur)		Ffurflen gais a cyfweliad

	Yn gallu gweithio'n effeithiol ac yn hyderus o dan bwysau.		Ffurflen gais a cyfweliad
	Yn gallu gweithio'n annibynnol ac fel rhan o dîm.		Ffurflen gais a cyfweliad
	Sgiliau gweinyddol		Ffurflen gais a cyfweliad
	Yn gallu cynrychioli'r Cwmni yn dda.		Ffurflen gais a cyfweliad
	Sgiliau Technoleg Gwybodaeth da ac yn gallu defnyddio Word, Excel ac Outlook.		Ffurflen gais a cyfweliad
	Gallu i greu adroddiadau		Ffurflen gais a cyfweliad
	Yn gallu delio â gwybodaeth sensitif a chyfrinachol.		Ffurflen gais a cyfweliad
	Yn gallu nodi a rheoli risgiau.		Ffurflen gais a cyfweliad
	Yn gallu sicrhau safonau ansawdd.		Ffurflen gais a cyfweliad
	Yn gallu dangos bod y sgiliau a'r profiad priodol ar gyfer Arwain y cwmni yn absenoldeb y Prifweithredwr.		Ffurflen gais a cyfweliad
Arall	Trwydded yrru lawn.		Ffurflen gais a cyfweliad
Iaith	Yn gallu cyfathrebu yn Gymraeg a Saesneg mewn amrywiaeth o sefyllfaoedd		Ffurflen gais a cyfweliad

JOB DESCRIPTION

JOB TITLE	Head of Young People's Services
REPORT TO	Chief Executive
MANAGES	GISDA's Young People's Services
LOCATION	CAERNARFON
HOURS	37 HOURS PER WEEK or flexible
SALARY	B6: 26-30 £42,193 i £50,466
CONTRACT	PERMANENT
GISDA is a charity dedicated to ending youth homelessness and to give vulnerable young people every chance to thrive and enjoy their lives. We are looking for a dedicated, hard working and enthusiastic individual to join our management team to help us achieve our Aim and Objectives.	
MAIN PURPOSE OF ROLE	
○ Lead, manage and develop GISDA's young people's services. ○ Lead on building strategic relationships with key partners. ○ Lead, manage and develop GISDA's young people's hubs ○ Manage the performance management systems including impact assessments and to ensure value for money. ○ Be the designated person responsible for safeguarding children and young people and lead on ensuring consistency and quality in monitoring our safeguarding procedures and processes ○ Deputise and Lead the whole company in the absence of the Chief Executive Officer.	
KEY RESPONSIBILITIES	
PROJECT MANAGEMENT ⇒ Manage and lead all aspects of young people's services ✓ Accommodation, Support and Homelessness prevention services. (A 24 hr / 7 service, hostels and houses – 1 Manager, 2 Team Leaders and project staff in which there are between 12 and 15 presently) ✓ Young people's Leaving Care Services (1 Team Leader and 3 members of staff) ✓ Therapeutic, Mental Health, Active and Creative Services (1 Manager, 1 Team Leader and creative, active and therapeutic staff) ✓ Informal education, training, skills, opportunities and employment services (1 Manager and 4 to 6 staff members) ✓ Services for young people from the LGBTQIA+ community (1 Manager and 4 members of staff) Voice – 1 of GISDA's strategic aims – ensure that we listen and act on young people's leadership ✓ Any supplementary project or service that will be developed that is relevant to young people's services. The above services may vary. GISDA is completely dependent on grants and the length of each project varies. Our aim is to maintain a minimum of what is outlined above. Part of this role will be to ensure sustainability of these projects as well as develop any new opportunities or need that arises. There are 2 other Head positions within GISDA which support this role - namely Head of Development and Head of Business and the 3 roles are expected to work closely together with the Chief Executive.	

- ⇒ GISDA has developed our own psychological framework called 'Model fi'. It is expected that this role will champion the method of delivering services to ensure good outcomes for young people who has experienced trauma.
- ⇒ Manage, lead and develop staff including human resource responsibilities and staff training.
- ⇒ Ensure that progress reports include key performance indicators and are sent timely to commissioners.
- ⇒ Ensure that our services meet various legal requirements e.g., Rent Smart Wales standards

RELEVANT GENERAL MANAGEMENT RESPONSIBILITIES

- ⇒ Set and manage the budget of each project and ensure the best value for money in consultation with the Chief Executive, Management Team and the Finance Department.
- ⇒ Promote and raise awareness of each project
- ⇒ Ensure that equal opportunities and non-discriminatory practice is promoted in all aspects of project services.
- ⇒ Collaboration and networking with key agencies to ensure an excellent service for young people and the potential to develop the service including identifying opportunities to work in partnership where appropriate.
- ⇒ Lead the development of operational plans for the company's supporting services and projects within the strategic objectives of GISDA
- ⇒ Work in partnership with the Head of Business and Head of Development to identify and secure financial sources to sustain and grow our offer to young people.

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

PERSON SPECIFICATION

BENCHMARKS	ESSENTIAL	DESIRABLE	ASSESSED
Education and Qualifications	Degree / Higher Diploma	management qualification	Application Form and Certificates

		Social work qualification or equivalent	Application Form and Certificates
Experience Relevant to Job	Substantial Children or young people services strategic management experience	Experience of promoting, marketing and developing schemes.	Application Form and Interview
	Experience and ability to assess risk and make difficult decisions.		Application Form and Interview
	Experience in managing people	Experience of developing services.	Application Form and Interview
	Experience of working with vulnerable people	Experience in developing projects	Application Form and Interview
		Experience of working in the Voluntary Sector	Application Form and Interview
	Experience in managing and maintaining project budgets		Application Form and Interview
Knowledge Relevant to Job	Trauma Informed knowledge and its effect on young people.	Awareness of relevant legislation and procedures	Application Form and Interview
		Awareness of how a charitable body is funded and the challenge of meeting the costs of running projects.	Application Form and Interview
Skills Relevant to Job	Able to interact and network well.		Application Form and Interview
	Strong information management and analysing skills		Application Form and Interview
	Able to make decisions and act upon them.		Application Form and Interview
	Excellent ability to prioritise and organise work.		Application Form and Interview

	Excellent written and oral communication skills.		Application Form and Interview
	Good interpersonal skills (clear, brief and explicit)		Application Form and Interview
	Able to work effectively and confidently under pressure.		Application Form and Interview
	Able to work independently and as part of a team.		Application Form and Interview
	Good administration skills.		Application Form and Interview
	Able to represent the Company well.		Application Form and Interview
	Good Information Technology Skills and able to use Word, Excel and Outlook.		Application Form and Interview
	Able to prepare and present reports.		Application Form and Interview
	Able to deal with sensitive and confidential information.		Application Form and Interview
	Able to identify and manage risks.		Application Form and Interview
	Able to ensure quality standards.		Application Form and Interview
	Able to demonstrate the appropriate skills and experience to Lead the company in the CEO's absence.		
Other	Full driving licence.		Application Form and Document
Language	Able to communicate in Welsh and English in a variety of situations		Application Form and Interview