



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



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ARFOR
CREU GWAITH - CEFNOG'R IAITH



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

DISGRIFIAD SWYDD

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| TEITL SWYDD | Rheolwr Prosiect (Datblygu Hwb a Chaffi Pobl Ifanc GISDA) |
| LLEOLIAD | Caernarfon |
| ORIAU | 15 neu 22.5 awr yr wythnos |
| CYFLOG | B5 £31,740-£37,353 (pro rata) |
| CYTUNDEB | Rhagfyr 2024 |
| PRIF BWRPAS Y SWYDD | |
| Datblygu busnesau cymdeithasol GISDA yn cynnwys CAFFI GISDA a LLE DA a chynorthwyo i greu cyfleoedd masnachol newydd. Prif ffocws y swydd fydd creu cyfleoedd a phrofiadau gwaith i bobl ifanc bregus gan lenwi bwlch o fewn cadwyn cyflogadwyedd yr economi ar yr un pryd. | |
| CYFRIFOLDEBAU ALLWEDDOL | |
| RHEOLI A DATBLYGU | |
| <ul style="list-style-type: none">Datblygu menter Lle Da a CHAFFI GISDA.Datblygu cynllun busnes a chyllideb fanwl ar gyfer CAFFI GISDA ac elfennau masnachol Lle Da megis hyfforddiant a rhentu ystafelloedd.Ymchwilio cyfleon masnachol newydd a fydd yn roi cyfleon i bobl ifanc e.e. menter hyfforddiant, adeiladu tai a sgiliau adeiladu, menter trafniadaeth i bobl ifanc a mwy.Datblygu mentrau a chyfleoedd newydd mewn cydweithrediad â Thîm Rheoli GISDA.Sicrhau bod bob menter a busnes gyda chynllun busnes cynaliadwy.Goruchwyllo a hyrwyddo cyfleoedd gwerthu a chynyddu incwm. Hyn i gynnwys rhwydweithio, creu deunyddiau hyrwyddo boed yn ddigidol neu drwy drafod gyda chwsmeriaid posibl.Cwblhau ceisiadau grantiau a chadw golwg ar gyfleoedd dendro ar gyfer y mentrau a busnes.Cydlynu ymatebion i gomisiynwyr ar ran y Tîm Rheoli.Ymgynghori a threfnu gweithdai casglu syniadau gyda phobl ifanc a staff i adnabod bylchau a cyfleon newydd.Adolygu ag adeiladu a'r adroddiadau wedi ei gwblhau yn barod e.e. Adroddiad CAFFI GISDA, Adroddiad Lle Da, Rhwydwaith Cyd Gynhyrchu Cymru.Cydweithio gyda'r Cydlynnydd Recriwtio a Hyfforddiant I sicrhau fod mentrau GISDA I gyd yn dilyn Cynllun Iaith Gymraeg GISDA. | |
| HYRWYDDO A MARCHNATA | |
| <ul style="list-style-type: none">Rheoli a datblygu cynllun marchnata mentrau GISDA.Creu a datblygu Brand ar gyfer mentrau GISDA | |

- Creu canllawiau brand a monitro'r defnydd
- Arwain ar raglen hyrwyddo'r prosiect mewn cyd weithrediadau gyda Cydlynnydd Cyfathrebu GISDA.
- Cyflwyno'r prosiect i rhanddeiliaid ac mewn digwyddiadau perthnasol

CYDWEITHIO A RHWYDWEITHIO

- Cydweithio gyda phartneriaid mewn mentrau cymdeithasol eraill yng Ngwynedd
- Cynrychioli GISDA ar fforymau a chyfarfodydd perthnasol e.e. Cymunedoli Cyf
- Cydweithio gyda'r Academi Cyfleon i annog pobl ifanc , myfyrwyr ac academyddion i fynychu blas ar waith , lleoliadau gwaith , profiad gwaith a gwirfoddoli o fewn GISDA .
- Cydweithio gyda'r Cydlynnydd Recriwtio a Hyfforddiant i hyfforddi staff a hybu'r iaith Gymraeg.
- Cydweithio gyda mudiadau perthnasol megis DWP, Adran Addysg, Colegau ac ysgolion lleol i greu cyfleon prentisiaethau, profiadau gwaith, pecynnau dysgu a mwy.
- Sicrhau bod llais bobl ifanc yn ganolog i'r holl waith.

CYFRIFOLDEBAU CYFFREDINOL

- ⇒ Gweithredu oddi mewn i bolisiâu 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 cyhoeddacasiaethau 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 bolisiâu 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 | | | |
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| 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 rheoli prosiect neu busnes | Profiad o weithio mewn menter gymdeithasol | 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 rhyngpersonol 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

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| JOB TITLE | Project Manager (Young People’s Hub and Cafe) |
| LOCATION | Caernarfon |
| HOURS | 15 or 22.5 hours a week |
| WAGE | B5 £31,740-£37,353 (pro rata) |
| CONTRACT | December 2024 |
| MAIN JOB PURPOSE | |
| Developing GISDA social businesses including GISDA CAFFE and LLE DA and helping to create new commerical oportunities. The main focus of the job will be to create work opportunities and experiences for vulnerable young people while filling a gap within the economy’s employability chain at the same times. | |
| KEY RESPONSIBILITIES | |
| MANAGEMENT AND DEVELOPMENT | |
| <ul style="list-style-type: none"> • Develop the LLE DA initiative and the GISDA CAFÉ. • Develop a business plan and detailed budget for the GISDA CAFFE, and the commercial elements of LLE DA such as training and room rental. • Research new commercial opportunities that will give opportunities to young people e.g. training initiative, house building and construction skills, transport initiative for young people and more. • Develop new initiatives and opportunities in collaboration with the GISDA Management Team. • Ensure that every enterprise and business has a sustainable business plan. • Oversee and promote sales opportunities and increase income. This will include networking, creating promotional materials whether digital or through discussion with potential customers. • Complete grant applications and keep track of tender opportunities for the enterprises and business. • Co-ordinating responses to commissioners on workshops with young people and staff and the reports already completed e.g. GISDA CAFÉ Report, LLE DA Report, Wales Co-Productions Network. • Collaborate with the Recruitment and Training Co-ordinator to ensure that all GISDA initiatives follow the GISDA Welsh Language Scheme | |
| PROMOTION AND MARKETING | |
| <ul style="list-style-type: none"> • Manage and develop the marketing plan for GISDA initiatives. • Create and develop a brand for GISDA initiatives. • Create brand guidelines and monitor usage. • Lead the project promotion program in joint operations with the GISDA communication Officer. • Present the project to stakeholders, and at relevant events. | |
| COLLABORATE AND INTERACTION | |
| <ul style="list-style-type: none"> • Collaborate with partners in other social enterprises in Gwynedd. | |

- Represent GISDA on relevant forums and meeting e.g. Cymunedoli Cyf
- Collaborate with the Opportunities Academy to encourage young people, students and academics to attend a taste of work, work placements, work experience and volunteering within GISDA.
- Collaborate with the Recruitment and Training Co-ordinator to train staff and promote the Welsh Language.
- Collaborate with relevant organizations such as DWP, Department of Education, Colleges and local schools to create apprenticeship opportunities, work experiences, learning packages and more.
- Ensuring that the voice of young people is the central to all the work

GENERAL RESPONSIBILITIES

- ⇒ To act within GISDA policies and procedures in relation to equal opportunities and equality.
- ⇒ Responsibility to report any concern or suspicion that a child or vulnerable 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/ 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 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 initial 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 | | | |
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| 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 |