

## DISGRIFIAD SWYDD

<b>TEITL SWYDD</b>	Rheolwr Prosiect LHDTDC+
<b>ADRODD I</b>	Pennaeth Adran
<b>LLEOLIAD</b>	Caernarfon
<b>ORIAU</b>	37 awr yr wythnos
<b>CYFLOG</b>	B5 £33,708 - £39,307
<b>CYTUNDEB</b>	Mai 2026
<p><b>Dyma gyfle cyffrous ac unigryw iawn i unigolyn brwdfrydig wneud gwahaniaeth i fywydau pobl ifanc. Mae'r prosiect LHDTDC+ yn cael ei ariannu gan Gronfa'r Loteri Genedlaethol am 3 blynedd. Bydd yn ddarpariaeth gwbl dwy ieithog.</b></p> <p><b>Mae'r swydd hon yn rôl straetgol i arwain prosiect LHDTDC+ i bobl ifanc gan sicrhau ei gynaliadwyedd ar ôl diwedd y prosiect.</b></p>	
<b>PRIF BWRPAS Y SWYDD</b>	
<ul style="list-style-type: none"> <li>• Arwain a rheoli prosiect LHDTDC+ GISDA</li> <li>• Datblygu Fframwaith LHDTDC+ o'r newydd i Wynedd yn gosod yn glir ein ffordd o weithio, ein safonau a'n disgwyliadau</li> <li>• Datblygu Cynllun Busnes 3 blynedd gan edrych ar opsiynau ariannu.</li> <li>• Arwain a datblygu a'r clybiau LHDTDC+ yng Ngwynedd ar y cyd gyda'r bobl ifanc a staff y prosiect</li> <li>• Rheoli, hyfforddi datblygu a chefnogi staff, gwirfoddolwyr a mentoriaid.</li> <li>• Bod yn lysgennad cryf a hyrwyddo hawliau pobl ifanc LHDTDC+</li> <li>• Arwain ar godi ymwybyddiaeth o faterion a rhwystrau sydd yn effeithio pobl ifanc LHDTDC+ a thrwy hynny sicrhau cyfleon cyfartal a theg.</li> <li>• Sicrhau bod GISDA yn cynnal ac yn hyrwyddo cydraddoldeb, amrywiaeth a chynhwysiant yn gyson ym mhob agwedd o'n gwaith</li> </ul>	
<b>CYFRIFOLDEBAU ALLWEDDOL</b>	
<p><b>STRATEGOL</b></p> <p><b>Sefydlu Fframwaith LHDTDC+ yng Ngwynedd fydd yn cynnwys y canlynol :</b></p> <ul style="list-style-type: none"> <li>⇒ Sefydlu Safonau newydd i'r Gwasanaeth</li> <li>⇒ Datblygu Cynllun Busnes clir mewn cydweithrediad gyda Tim Rheoli GISDA</li> <li>⇒ Datblygu prosesau clir i gyfeirio pobl ifanc i dderbyn gwasanaeth o'r prosiect</li> <li>⇒ Sefydlu prosesau clir i werthuso, monitro ac archwilio ein gwasanaeth, prosesau a'r holl ddarpariaeth gan gynnig ffyrdd o ddatblygu a gwella'r ddarpariaeth</li> </ul>	

- ⇒ Cynrychioli GISDA ar faterion yn ymwneud a phobl ifanc o'r gymuned LHDTC+ gan sicrhau agwedd broffesiynol sydd wastad yn eirioli hawliau pobl ifanc
- ⇒ Datblygu cyfleon a rhwydweithiau newydd ar lefel strategol gyda phartneriaid presennol a newydd.

### **DIOGELU**

- ⇒ Sicrhau bod staff y prosiect i gyd wedi eu hyfforddi ac yn gymwys i ddarparu gwasanaeth i bobl ifanc mewn dull saff a diogel
- ⇒ Sicrhau bod bob person ifanc yn teimlo'n saff ac yn ddiogel a datblygu dull i fonitro hyn i roi adborth i'r Tim Rheoli
- ⇒ Dealltwriaeth glir o brosesau a chanllawiau cyfeirio pobl ifanc yng nghyd destun diogelu

### **CYNGOR, GWYBODAETH A CHEFNOGAETH**

- ⇒ Arwain ar ddatblygu gwasanaeth o ansawdd uchel i bobl ifanc gan gynnwys datblygu prosesau monitro ac archwilio
- ⇒ Fel rhan o'r prosiect byddwn yn darparu 4 clwb ieuentid wythnosol – (Blaenau Ffestiniog, Bangor, Caernarfon a Phwllheli). Byddwn yn peilota un clwb ar gyfer oedran ifengach yn ardal Arfon
- ⇒ Cydweithio gyda Rheolwyr eraill GISDA i ddatblygu Model Fi fel ffordd o weithio gyda phobl ifanc.
- ⇒ Creu llawlyfr clwb i'r bobl ifanc
- ⇒ Sicrhau bod staff i gyd yn gymwys i ddarparu cymorth a chefnogaeth i bobl ifanc sydd angen cymorth
- ⇒ Sefydlu systemau fydd yn cynnig cyngor, gwybodaeth a chefnogaeth drwy amrywiol ffyrdd gan gynnwys yr isod
- ⇒ Taflenni a phosteri gwybodaeth yn yr ysgolion, clinigau, gwasanaethau ieuentid
- ⇒ Gwybodaeth cynhwysfawr ar lein ar ein platfformau
- ⇒ Datblygu llyfrgelloedd gwybodaeth yn ein canolfannau – gall hyn fod yn hysbysfyrdau, bwrdd gwybodaeth neu gornel gwybodaeth.
- ⇒ Datblygu ymyraethau therapiwtig dwy ieithog fel modd o ddarparu cefnogaeth i bobl ifanc – gall hyn gynnwys ymchwilio i daflenni penodol i ddarparu cefnogaeth yn penodol yn ddibynnol ar anghenion y person ifanc e.e **Therapist Aid – Silver Lining**
- ⇒ Creu cyfeiriadur gwybodaeth gyda manylion gwasanaethau ac enwau cyswllt.
- ⇒ Achredu unrhyw hyfforddiant perthnasol drwy ein canolfan Agored Cymru.
- ⇒ Sicrhau bod GISDA yn cynnal ac yn hyrwyddo cydraddoldeb, amrywiaeth a chynhwysiant yn gyson ym mhob agwedd o'n gwaith
- ⇒ Rheoli prosiectau eraill yn ymwneud a chydraddoldeb, amrywiaeth a chynhwysiant

### **DATBLYGU, PARTNERIAETHU A RHWYDWEITHIO**

- ⇒ Sicrhau bod y Cynllun Busnes yn un arloesol ac uchelgeisiol ac adolygu hynny yn rheolaidd
- ⇒ Paratoi ceisiadau am arian i ddatblygu elfennau amrywiol o'r Cynllun Busnes sydd ddim yn cael ei ariannu o adnoddau presennol
- ⇒ Paratoi tendrau priodol pan fydd cyfleon yn codi

- ⇒ Rhwydweithio gyda grwpiau a sefydliadau eraill sydd yn cefnogi pobl ifanc LHDTTC+ er mwyn dysgu a datblygu a rhannu ymarfer da
- ⇒ Datblygu a lansio rhwydwaith ambarél cefnogi newydd yng Ngwynedd a Môn ar gyfer Arweinyddion grwpiau LHDTTC+ sydd mewn ysgolion neu yn y gymuned.
- ⇒ Datblygu gofodau cwrdd i bobl ifanc lle sydd yn saff, diogel, cyfforddus a chynnes.
- ⇒ Datblygu Marc achrediad y gall busnesau a sefydliadau eraill ymgeisio i'w hennill ar ôl iddynt ymrwymo i gyfres o ddisgwyliadau sydd yn sicrhau eu bod yn gyfeillgar, yn groesawgar ac wedi derbyn hyfforddiant codi ymwybyddiaeth ar faterion sydd yn poeni pobl ifanc LHDTTC+
- ⇒ Bod yn bwynt cyswllt i Llywodraeth Cymru, Cyngor Gwynedd a mudiadau Cenedlaethol eraill
- ⇒ Datblygu partneriaeth gyda Choleg Llandrillo Menai a Phrifysgol Bangor ac adnabod ffyrdd o gydweithio
- ⇒ Cydweithio gyda Phrosiectau Cymorth tai GISDA i weld os oes modd datblygu llety arbennig i bobl ifanc LHDT+ (gyda chefnogaeth a / neu heb gefnogaeth) gan wneud ymholiadau gyda'r Cymdeithasau Tai a Chyngor Gwynedd i weld os oes modd datblygu prosiect
- ⇒ Adnabod bylchau i ddatblygu prosiectau newydd
- ⇒ Codi arian neu hyrwyddo eraill i godi arian boed hynny ar lein neu drwy ddigwyddiadau yn y gymuned.
- ⇒ Rheoli prosiectau cydraddoldeb, amrywiaeth a chynhwysiant GISDA ac adnabod unrhyw gyfleoedd ddatblygu

#### **HYFFORDDI**

- ⇒ Gweithredu fel Prif Hyfforddwr ar faterion LHDTTC+ ar ran GISDA
- ⇒ Datblygu cyfres o fodiwlau dysgu sydd yn amrywio o ran cynnwys, hyd a lefel – rhai fydd yn addas ar gyfer staff, busnesau, sefydliadau, gweithwyr proffesiynol yn ogystal â phobl ifanc. Ymysg rhai o'r modiwlau bydd angen cynnwys 'Ymwybyddiaeth o faterion homoffobia', 'heriau yn wynebu pobl ifanc traws ryweddol', 'LHDTTC+ a Digartrefedd' fel enghreifftiau.
- ⇒ Adnabod meddalwedd addas y gallwn ei ddefnyddio i ddatblygu modiwlau ar lein ein hunain
- ⇒ Datblygu Prosiectws hyfforddi fydd yn cynnwys costau i'w hyrwyddo oddi allan i GISDA fel dull o godi incwm a dod yn hunain gynhaliol.
- ⇒ Creu deunyddiau hyrwyddo'r hyfforddiant a gweithdai

#### **CYDGYNHYRCHU AC YMGYNGHORI**

- ⇒ Sefydlu ac arwain fforymau llais gan sicrhau bod llais y bobl ifanc yn ganolog i unrhyw ddarpariaeth a ddarperir
- ⇒ Cydweithio gyda Rhwydwaith Cyd gynhyrchu Cymru i ddatblygu syniadau am ofodau priodol
- ⇒ 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.
- ⇒ Sefydlu perthnasau positif gyda pobl ifanc a chynnig agwedd gadarnhaol ddiamod.

⇒ Sicrhau bod llais pobl ifanc o'r gymuned LHDTTC+ yn cael eu cynrychioli mewn ymgynghoriadau lleol a chenedlaethol

#### **HYRWYDDO, YMGYRCHU A CHYNHADLEDD**

⇒ Arwain ar raglen hyrwyddo'r prosiect mewn cyd weithrediadau gyda Swyddog cyfathrebu GISDA.

⇒ Trefnu Cynhadledd Blynyddol LHDTTC+ yng Ngwynedd gan wahodd ein partneriaid lleol a chenedlaethol iddo.

⇒ Sicrhau ein bod yn dilyn canllawiau hyrwyddo'r Loteri ac unrhyw ariannwr arall a'n bod yn cymryd bob cyfle i godi ymwybyddiaeth gyda'r cyhoedd am eu buddsoddiad

⇒ Arwain ar raglen o ymgyrchoedd bychain gan gynnwys rhoi y cyfle i bobl ifanc fod yn rhan o ymgyrchoedd a dathliadau cenedlaethol e.e. gorymdaith PRIDE Cymru

⇒ Cydlynu bob platform cyfryngau cymdeithasol – h.y. ymateb i ymholiadau, cysylltu a threfnu gydag aelodau a gwirfoddolwyr etc (Twitter, Facebook, LinkedIn ac Instagram)

#### **COFNODI, MONITRO, GWERTHUSO AC YMCHWIL**

⇒ Mewnbynnu gwybodaeth y defnyddwyr gwasanaeth i rhaglen Inform gyda'u caniatâd ac ar gyfer sicrhau ein bod yn darparu'r gefnogaeth briodol ac wedi eu teilwra iddynt

⇒ Monitro llwyddiant a deilliannau pobl ifanc gan adrodd yn ôl i'r Ariannwyr yn unol ag amodau grantiau a dderbynnir.

⇒ Cydlynu'r gwaith gwerthuso gyda'r cwmni allanol fydd yn gwneud y gwaith.

⇒ Datblygu cyfres o archwiliadau mewnol i sicrhau ein bod yn adlewyrchu ar ein darpariaeth a chynnig unrhyw welliannau lle bo hynny'n briodol

⇒ Datblygu perthynas academaidd gyda Phrifysgol Bangor ac edrych am gyllid i ddatblygu gwaith ymchwil yn y maes.

#### **RHEOLI GWIRFODDOLWYR A MENTORIAID**

⇒ Arwain ar ymgyrch recriwtio, anwytho gwirfoddolwyr a mentoriaid ifanc

⇒ Datblygu Mentoriaid ifanc a sicrhau eu bod yn cael tâl am amser am eu horiau gwirfoddol drwy broses 'Time Banking' GISDA

⇒ Cydweithio gyda Swyddog gwirfoddoli GISDA i sicrhau bod pawb yn derbyn y gefnogaeth a'r hyfforddiant briodol i ymgymryd a'u rôl yn iawn.

#### **GWEINYDDOL A RHEOLI RISG**

⇒ Goruchwylio gwaith gweinyddol y prosiect

⇒ Cadw cofnodion cyfarfodydd

⇒ Cadw ffeiliau angenrheidiol yn unol a pholisïau GISDA

⇒ Cydweithio gyda Phennaeth Busnes GISDA i adnabod unrhyw risgiau a'u cofnodion ar gofrestr risg y cwmni

#### **CYLLID**

⇒ Rheoli Cyllideb y prosiect mewn cydweithrediadau a'r Pennaeth Gwasanaeth a Rheolwr Cyllid GISDA

⇒ Sicrhau nad yw'r prosiect yn gor wario neu rhagweld os yw hynny am ddigwydd er mwyn adnabod ffynonellau ariannu eraill i sicrhau ein bos yn galli darparu'r gwasanaeth yn llawn

## **RHEOLI STAFF**

- ⇒ Rheoli tîm o staff
- ⇒ Datblygu ac arwain y tîm a'u galluogi i ddarparu gwasanaeth o ansawdd
- ⇒ Cefnogi staff gyda'u Cynllun Datblygu a Hyfforddiant
- ⇒ Sicrhau bod goruchwyliaeth a Gwerthusiadau Blynyddol yn cael eu gwneud
- ⇒ Darparu pwynt cyswllt rhwng yr Uwch Dîm Rheoli a staff y prosiect;
- ⇒ Sicrhau cyfathrebu effeithiol ac effeithlon ym mhob agwedd ar waith;
- ⇒ Annog arloesedd o fewn y tîm;
- ⇒ Rheoli a gweithredu newidiadau os oes angen;
- ⇒ Arwain ar gynhyrchu cynlluniau gwaith prosiect;
- ⇒ Cynnal cyfarfodydd cynllunio ac adolygu;
- ⇒ Cynorthwyo gyda gosod targedau realistig;
- ⇒ Monitro perfformiad yn erbyn targedau a chynnig cyngor priodol;
- ⇒ Sicrhau cydymffurfiad â materion cyfreithiol, statudol a moesegol;
- ⇒ Delio â materion a threfniadau staffio;
- ⇒ Nodi anghenion hyfforddiant staff a datblygiad proffesiynol.
- ⇒ Sicrhewch eich datblygiad proffesiynol personol eich hun.

## **CYFRIFOLDEBAU CYFFREDINOL**

- ⇒ Cyfrannu at eich hyfforddiant a'ch datblygiad personol eich hun.
- ⇒ Hyrwyddo agwedd gyfeillgar, anfeirniadol, anwahaniaethol ym mhob agwedd o'r gwaith, i ddefnyddwyr gwasanaeth, cydweithwyr, y bwrdd rheoli ac aelodau'r cyhoedd / asiantaethau eraill.
- ⇒ Hyrwyddo Gwerthoedd Mewnol a Diwylliant GISDA.
- ⇒ Hyrwyddo Nodau ac Amcanion GISDA.
- ⇒ Ymgymryd ag unrhyw ddyletswyddau rhesymol yn ôl y gofyn.
- ⇒ Sicrhau y cedwir at bolisiau a gweithdrefnau cyfredol GISDA.
- ⇒ Cyfrannu at sesiynau goruchwyllo a gwerthusiadau blynyddol.
- ⇒ Cadw'r holl wybodaeth sy'n ymwneud â staff a defnyddwyr gwasanaeth yn gyfrinachol, yn unol â chyfraith diogelu data a pholisi cyfrinachedd y Cwmni
- ⇒ cynnal goruchwyliaeth rheolaidd ac adolygiadau blynyddol
- ⇒ adnabod a chefnogi anghenion datblygu proffesiynol staff

<b>MANYLDEB PERSON</b>			
<b>MEINI PRAWF</b>	<b>HANFODOL</b>	<b>DYMUNOL</b>	<b>DULL ASESU</b>
<b>Addysg a Chymwysterau</b>	Addysg i lefel Gradd		Ffurflen Gais a Thystysgrifau
<b>Profiad Perthnasol i'r Swydd</b>	Profiad, diddordeb ac angerdd mewn materion sydd yn effeithio pobl ifanc LHDTC+	Hyrwyddo, marchnata a datblygu gwasanaeth	Ffurflen Gais a Chyfweliad
	Profiad o reoli staff	Datblygu a monitro systemau a phrosiectau	Ffurflen Gais a Chyfweliad
	Profiad o reoli prosiect a chyllideb	Gallu i werthu'r gwasanaeth i amrywiol gynulleidfaoedd	Ffurflen Gais a Chyfweliad
		Siarad yn gyhoeddus ar rai achosion i hyrwyddo'r gwasanaeth	Ffurflen Gais a Chyfweliad
		Diddordeb mewn gwasanaethau ar gyfer pobl ifanc LHDTC+	Ffurflen Gais a Chyfweliad
<b>Sgiliau Perthnasol i'r Swydd</b>	Empathetig a dealltwriaeth o anghenion pobl ifanc LHDTC+	Ymchwilio i gadw fyny gyda deddfwriaeth neu unrhyw weithdrefnau newydd	Ffurflen Gais a Chyfweliad
	Y gallu i gyfathrebu yn effeithiol mewn amrywiol sefyllfaoedd a gallu i ymdopi yn effeithiol gyda chwynion	Rheoli Cyllideb bychan	Ffurflen Gais a Chyfweliad
	Gweithio mewn grwpiau a sgiliau hwyluso		Ffurflen Gais a Chyfweliad
	Y gallu i greu cysylltiadau gyda mudiadau allanol		Ffurflen Gais a Chyfweliad
	Y gallu i gynrychioli'r cwmni yn broffesiynol		Ffurflen Gais a Chyfweliad
	Cwbl hyderus gyda materion Amddiffyn Plant		Ffurflen Gais a Chyfweliad
<b>Arall</b>	Amyneddgar	.	Ffurflen Gais a Chyfweliad
	Trefnus		Ffurflen Gais a Chyfweliad
	Parodrwydd i weithio oriau hyblyg		Ffurflen Gais a Chyfweliad
	Rheoli Amser		Ffurflen Gais a Chyfweliad
	Y gallu weithio yn annibynnol ac fel rhan o dîm		
<b>Iaith</b>	Y gallu i gyfathrebu'n hyderus iawn yn Gymraeg a Saesneg (yn llafar ac yn ysgrifenedig)		



## JOB DESCRIPTION

<b>JOB TITLE</b>	LGBTQ+ Project Manager
<b>REPORTS TO</b>	Head of Department
<b>LOCATION</b>	Caernarfon
<b>HOURS</b>	37 hours per week
<b>SALARY</b>	B5 £33,708 - £39,307
<b>CONTRACT</b>	May 2026
<p><b>This is a very exciting and unique opportunity for an enthusiastic individual to make a difference to the lives of young people. The LHTDC+ project is funded by the National Lottery Fund for 3 years. It will be fully bilingual provision.</b></p> <p><b>This position is a strategic role to lead an LGBT+ project for young people ensuring its sustainability after the end of the project.</b></p>	
<b>MAIN PURPOSE OF THE ROLE</b>	
<ul style="list-style-type: none"> <li>• Lead and manage the LGBTQ+ GISDA project</li> <li>• Developing a new LGBTQ+ Framework for Gwynedd setting out clearly our way of working, our standards and our expectations</li> <li>• Develop a 3 year Business Plan looking at funding options.</li> <li>• Lead and develop the LGBT+ clubs in Gwynedd together with the young people and the project staff</li> <li>• Manage, train, develop and support staff, volunteers and mentors.</li> <li>• Be a strong ambassador and promote the rights of LGBTQ+ young people</li> <li>• Lead in raising awareness of issues and obstacles that affect LGBTQ+ young people and thereby ensure equal and fair opportunities.</li> <li>• Ensure that GISDA maintains and promotes equality, diversity and inclusion consistently in all aspects of our work</li> </ul>	
<b>KEY RESPONSIBILITIES</b>	
<p><b>STRATEGIC</b></p> <p>⇒ Establishing an LGBTQ+ Framework in Gwynedd which will include the following:</p> <p>⇒ Establish new Standards for the Service</p> <p>⇒ Develop a clear Business Plan in collaboration with the GISDA Management Team</p> <p>⇒ Develop clear processes to direct young people to receive a service from the project</p> <p>⇒ Establish clear processes to evaluate, monitor and examine our service, processes and all the provision offering ways to develop and improve the provision ☐ Represent GISDA on matters relating to young people from the LGBTQ+ community ensuring a professional attitude that always advocates the rights of young people</p> <p>⇒ Develop new opportunities and networks at a strategic level with existing and new partners.</p> <p><b>SECURITY</b></p>	

- ⇒ Ensure that all project staff are trained and qualified to provide a service to young people in a safe and secure manner
- ⇒ Ensure that all young people feel safe and secure and develop a method to monitor this to provide feedback to the Management Team
- ⇒ Clear understanding of young people's referral processes and guidelines in the context of safeguarding

#### **ADVICE, INFORMATION AND SUPPORT**

- ⇒ Lead on the development of a high quality service for young people including the development of monitoring and inspection processes
- ⇒ As part of the project we will provide 4 weekly youth clubs - (Blaenau Ffestiniog, Bangor, Caernarfon and Pwllheli). We will pilot one club for a younger age in the Arfon area
- ⇒ Collaborate with other GISDA Managers to develop Model Fi as a way of working with young people.
- ⇒ Create a club handbook for the young people
- ⇒ Ensure that all staff are qualified to provide help and support to young people who need help
- ⇒ Set up systems that will offer advice, information and support through various means including the below
- ⇒ Leaflets and information posters in the schools, clinics, youth services
- ⇒ Comprehensive online information on our platforms
- ⇒ Develop information libraries in our centers - this can be notice boards, an information board or an information corner.
- ⇒ Developing bilingual therapeutic interventions as a means of providing support to young people - this may include researching specific leaflets to provide support specifically depending on the needs of the young person e.g. Therapist Aid - Silver Lining
- ⇒ Create an information directory with details of services and contact names.
- ⇒ Accreditation of any relevant training through our Agored Cymru centre.
- ⇒ Ensure that GISDA maintains and promotes equality, diversity and inclusion consistently in all aspects of our work
- ⇒ Manage other projects related to equality, diversity and inclusion

#### **DEVELOPMENT, PARTNERSHIP AND NETWORKING**

- ⇒ Ensure that the Business Plan is innovative and ambitious and review this regularly
- ⇒ Prepare requests for money to develop various elements of the Business Plan that are not funded from existing resources
- ⇒ Prepare appropriate tenders when opportunities arise
- ⇒ Networking with other groups and organizations that support LGBTQ+ young people in order to learn and develop and share good practice
- ⇒ Develop and launch a new support umbrella network in Gwynedd and Anglesey for Leaders of LGBTQ+ groups in schools or in the community.
- ⇒ Develop meeting spaces for young people that are safe, secure, comfortable and warm.
- ⇒ Develop an accreditation Mark that businesses and other organizations can apply to gain once they have committed to a series of expectations that ensure they are



friendly, welcoming and have received training to raise awareness on issues that concern young LGBTQ+ people

- ⇒ Be a point of contact for the Welsh Government, Gwynedd Council and other National organisations
- ⇒ Develop a partnership with Coleg Llandrillo Menai and Bangor University and identify ways of working together
- ⇒ Collaborate with GISDA Housing Support Projects to see if it is possible to develop special accommodation for young LGBT+ people (with support and / or without support) making inquiries with the Housing Associations and Gwynedd Council to see if it is possible to develop a project
- ⇒ Identify gaps to develop new projects
- ⇒ Raising money or promoting others to raise money whether online or through events in the community.
- ⇒ Manage GISDA equality, diversity and inclusion projects and identify any development opportunities

#### **TRAINING**

- ⇒ Act as Chief Trainer on LGBTQ+ issues on behalf of GISDA
- ⇒ Develop a series of learning modules which vary in terms of content, length and level - which will be suitable for staff, businesses, organisations, professionals as well as young people. Among some of the modules it will be necessary to include 'Awareness of homophobia issues', 'challenges facing transgender young people', 'LGBTQ+ and Homelessness' as examples.
- ⇒ Identify suitable software that we can use to develop online modules ourselves
- ⇒ Develop a training Prospectus which will include costs to be promoted outside of GISDA as a method of raising income and becoming self-supporting.
- ⇒ Create promotional materials for the training and workshops

#### **CO-PRODUCTION AND CONSULTATION**

- ⇒ Establish and lead voice forums ensuring that the young people's voice is central to any provision provided
- ⇒ Collaborate with the Welsh Co-production Network to develop ideas for appropriate spaces
- ⇒ 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.
- ⇒ Establish positive relationships with young people and offer an unconditional positive attitude.
- ⇒ Ensure that the voice of young people from the LGBTQ+ community is represented in local and national consultations

#### **PROMOTION, CAMPAIGNS AND CONFERENCE**

- ⇒ Lead the project promotion program in joint operations with the GISDA communications Officer.
- ⇒ Organizing an Annual LHDTTC+ Conference in Gwynedd, inviting our local and national partners to it.
- ⇒ Ensure that we follow the promotion guidelines of the Lottery and any other funder and that we take every opportunity to raise awareness with the public about their investment

- ⇒ Lead a program of small campaigns including giving young people the opportunity to be part of national campaigns and celebrations e.g. Wales PRIDE parade
- ⇒ Coordinate all social media platforms – ie. respond to enquiries, contact and organize with members and volunteers etc (Twitter, Facebook, LinkedIn and Instagram)

#### **RECORDING, MONITORING, EVALUATION AND RESEARCH**

- ⇒ Input the service users' information into the Inform program with their consent and to ensure we provide them with the appropriate and tailored support
- ⇒ Monitor the success and outcomes of young people and report back to the Funders in accordance with the conditions of grants received.
- ⇒ Coordinating the evaluation work with the external company that will do the work.
- ⇒ Develop a series of internal audits to ensure we reflect on our provision and offer any improvements where appropriate
- ⇒ Develop an academic relationship with Bangor University and look for funding to develop research in the field.

#### **MANAGEMENT OF VOLUNTEERS AND MENTORS**

- ⇒ Leading a recruitment campaign, induction of volunteers and young mentors
- ⇒ Develop young Mentors and ensure they are paid for time for their volunteer hours through GISDA's 'Time Banking' process
- ⇒ Collaborate with the GISDA volunteering Officer to ensure that everyone receives the appropriate support and training to undertake their role properly.

#### **ADMINISTRATION AND RISK MANAGEMENT**

- ⇒ Supervise the administrative work of the project
- ⇒ Keeping minutes of meetings
- ⇒ Maintain necessary files in accordance with GISDA policies
- ⇒ Collaborate with the GISDA Business Head to identify any risks and their entries on the company's risk register

#### **FINANCE**

- ⇒ Manage the project Budget in collaboration with the Head of Service and GISDA Finance Manager
- ⇒ Ensure that the project does not overspend or predict if that is to happen in order to identify other sources of funding to ensure our boss can provide the service in full

#### **STAFF MANAGEMENT**

- ⇒ Manage a team of staff
- ⇒ Develop and lead the team and enable them to provide a quality service
- ⇒ Support staff with their Development and Training Plan
- ⇒ Ensure that supervision and Annual Evaluations are carried out
- ⇒ Provide a point of contact between the Senior Management Team and the project staff;
- ⇒ Ensure effective and efficient communication in all aspects of work;
- ⇒ Encourage innovation within the team;
- ⇒ Manage and implement changes if necessary;
- ⇒ Leading on the production of project work plans;
- ⇒ Holding planning and review meetings;
- ⇒ Assist with setting realistic targets;
- ⇒ Monitor performance against targets and offer appropriate advice;
- ⇒ Ensure compliance with legal, statutory and ethical issues;

- ⇒ Dealing with staffing issues and arrangements;
- ⇒ Identify staff training and professional development needs.
- ⇒ Ensure your own personal professional development.

#### **GENERAL RESPONSIBILITIES**

- ⇒ Contribute to your own training and personal development.
- ⇒ Promote a friendly, non-judgmental, non-discriminatory attitude in all aspects of the work, to service users, colleagues, the management board and members of the public / other agencies.
- ⇒ Promote GISDA's Internal Values and Culture.
- ⇒ Promote the Aims and Objectives of GISDA.
- ⇒ Undertake any reasonable duties as required.
- ⇒ Ensure that current GISDA policies and procedures are adhered to.
- ⇒ Contribute to supervision sessions and annual evaluations.
- ⇒ Keep all information relating to staff and service users confidential, in accordance with data protection law and the Company's confidentiality policy
- ⇒ carry out regular supervision and annual reviews
- ⇒ identify and support the professional development needs of staff

<b>PERSON SPECIFICATION</b>			
<b>BENCHMARKS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSED</b>
<b>Education and Qualifications</b>	Education to degree level		Application Form and Certificates
<b>Experience and Awareness Relevant to Role</b>	Experience, interest and passion in issues affecting young LGBTQ+ people	Promoting, marketing and developing services	Application Form and Interview
	Experience of managing staff	Developing and monitoring systems and projects	Application Form and Interview
	Experience of project and budget management	Able to sell the service to various audiences	Application Form and Interview
<b>Skills Relevant to Role</b>		Speaking publicly on occasion to promote the service	Application Form and Interview
		Interest in services for LGBTQ+ young people	Application Form and Interview
	Empathy and understanding of LGBTQ+ young people's needs	Researching to keep up with legislation or new procedures	Application Form and Interview
	Ability to communicate effectively in various situations and able to cope effectively with complaints	Managing small budgets	Application Form and Interview
	Working in groups and facilitation skills		Application Form and Interview
	Ability to create connections with outside organisations		Application Form and Interview
	Able to represent the company professionally		Application Form and Interview
	Confidene with Protection of Children issues		Application Form and Interview
	Patient	.	Application Form and Interview
	Organised		Application Form and Interview
	Willingness to work flexible hours		Application Form and Interview
<b>Other</b>	Time management		Application Form and Interview
	Able to work independently and as part of a team		
<b>Language</b>	Ability to communicate fluently in both Welsh and English (written and oral)		