

DISGRIFIAD SWYDD

TEITL SWYDD	Swyddog Cefnogi Creadigrwydd Plant a Phobl Ifanc
LLEOLIAD	Caernarfon
ORIAU	18 awr yr wythnos
CYFLOG	B3 £21,373 - £22,688 (pro rata)
CYTUNDEB	Ionawr 2025
PRIF BWRPAS Y SWYDD	
<ul style="list-style-type: none"> ⇒ Gweithio fel rhan o brosiect Nabod sy'n bartneriaeth rhwng GISDA a Frân Wen. ⇒ Agor drysau i blant a phobl ifanc i amrywiaeth o gyfryngau creadigol gyda'r nod o gynyddu eu hyder a'u hunan werth. ⇒ Cefnogi pobl ifanc drwy adnabod a chefnogi anghenion mynediad ac unrhyw anghenion ychwanegol eraill. ⇒ Arwain ar elfennau bugeiliol y prosiect er mwyn gwarchod llesiant pobl ifanc a'u galluogi i wneud y mwyaf o'r cyfleon a ddaw drwy'r prosiect. ⇒ Sicrhau bod y celfyddydau yn hygyrch ar gyfer bobl ifanc gan greu gofod saff, annogol, diragfarn i feithrin sgiliau newydd. 	
CYFRIFOLDEBAU ALLWEDDOL	
<ul style="list-style-type: none"> ⇒ Cefnogi'r Artist Arweiniol i gynllunio rhaglen weithgaredd celfyddydol ar gyfer y prosiect. ⇒ Cefnogi'r Artist Arweiniol i recriwtio artistiaid cymunedol i gydweithio gyda'r tîm craidd i gyflwyno gweithgareddau creadigol aml-gelfyddydol gan gynnwys theatr, ffilm, cerddoriaeth, dylunio ayyb. ⇒ Datblygu a gweithredu cyfres o sesiynau a gweithdai gwahanol; theatr, celf, cerddoriaeth a llawer mwy. ⇒ Cadw ystadegau a gweithio i dargedau grant Plant Mewn Angen. ⇒ Creu perthynas weithiol dda gyda phobl ifanc sydd yn derbyn gwasanaeth GISDA e.e Prosiect Cymorth Tai, Prosiect LHDTQ+, Academi Cyfleon, Pobl ifanc a fu mewn gofal, Rhieni ifanc. ⇒ Datblygu a rhedeg cyfres o sesiynau a gweithdai gwahanol; theatr, celf, cerddoriaeth a mwy! ⇒ Ysbrydoli ac argyhoeddi pobl ifanc eu bod yn gallu gwneud unrhyw beth y mynnent a'u hannog i gymryd rhan mewn cyfleoedd newydd. ⇒ Datblygu pobol ifanc i wirfoddoli ac i ddod yn fentoriaid ifanc i bobl ifanc sydd yn newydd i GISDA. ⇒ Creu cyfleoedd i bobl ifanc gymdeithasu a chyfathrebu unrhyw bryder ac i ymgysylltu mewn amrediad eang o wahanol ffyrdd creadigol mewn awyrgylch saff ⇒ Dysgu gan bobl ifanc beth yw eu diddordebau nhw a'u cefnogi i arwain rhai gweithgareddau drwy gyd gynhyrchu. ⇒ Cydweithio gyda Bwrdd Ymgynghori Pobl ifanc GISDA a Chwmni Ifanc Frân Wen ⇒ Hyrwyddo hawliau pobl ifanc . 	

- ⇒ Cefnogi pobl ifanc i ymgyrchu dros eu hawliau mewn ffordd cynhyrchiol, heddychlon a phositif.
- ⇒ Cyfrannu at y broses o werthuso'r prosiect er mwyn mesur effaith yn unol ag amcanion a'r canlyniadau sydd wedi eu gosod.
- ⇒ Cydweithio'n agos gyda'r Rheolwyr Marchnata er mwyn cynyddu ymwybyddiaeth allanol am y prosiect Nabod.
- ⇒ Darparu gwybodaeth gyfredol ar gyfer gwefannau a chyfryngau cymdeithasol y bartneriaeth.

CYFRIFOLDEBAU CYFFREDINOL

- ⇒ Gweithredu oddi mewn i bolisiâu a gweithdrefnau GISDA a Frân Wen 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			
MEINI PRAWF	HANFODOL	DYMUNOL	DULL ASESU
Addysg a Chymhwysterau		Cymhwyster mewn gwaith ieuentid a diddordeb mewn cerddoriaeth, drama neu unrhyw bwnc celfyddydol	Ffurflen Gais a Thystysgrifau
Profiad ac Ymwybyddiaeth Perthnasol i Swydd	Profiad a diddordeb o waith creadigol.	Profiad o redeg gweithdai anibynnol.	Ffurflen Gais a Chyfweliad
	Eirioli a chynrychioli eraill.	Profiad o weithio gyda pobl ifanc bregus.	Ffurflen Gais a Chyfweliad
	Ymwybyddiaeth o anghenion a chyfleoedd plant / Pobl Ifanc.	.	Ffurflen Gais a Chyfweliad
	Profiad o waith creadigol.		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.	Cadw cofnodion ac ysgrifennu adroddiadau.	Ffurflen Gais a Chyfweliad
	Sgiliau rhyngbersonol da.		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	Children and Young People's Creativity Support Officer
LOCATION	Caernarfon
HOURS	18 hours per week
SALARY	B3: £19,603.91 - £20,918.90 (pro rata)
CONTRACT	January 2025

MAIN PURPOSE OF THE ROLE

- ⇒ Working as part of the Nabod project which is a partnership between GISDA and Frân Wen.
- ⇒ Opening doors for children and young people to a variety of creative media with the aim of increasing their confidence and self worth.
- ⇒ Support young people by identifying and supporting access and any other additional needs.
- ⇒ Lead on the pastoral elements of the project to safeguard young people's well-being and enable them to maximize the opportunities presented by the project.
- ⇒ Make the arts accessible to young people creating a safe, encouraging, non-judgmental and safe space to develop new skills.

KEY RESPONSIBILITIES

- ⇒ Support the Lead Artist in planning a program of arts activity for the project.
- ⇒ Co-ordinate the NABOD project funded by the Children in Need Fund.
- ⇒ Support the Lead Artist in recruiting community artists to work with the core team to deliver multi-arts creative activities including theater, film, music, design etc.
- ⇒ Keep statistics and work to Children in Need grant targets.
- ⇒ Creating good working relationships with young people receiving GISDA's service eg Housing Assistance Project, LHDTQ + Project, Opportunities Academy, Young Looked After, Young Parents.
- ⇒ Inspire and convince young people that they can do whatever they want and encourage them to take part in new opportunities.
- ⇒ Develop young people to volunteer and become young mentors for young people new to GISDA.
- ⇒ Create opportunities for young people to socialize and communicate any concerns and to engage in a wide range of different creative ways in a safe environment
- ⇒ Learn from young people what interests them and support them in leading some activities through co-production.
- ⇒ Collaborate with GISDA's Young People's Advisory Board and Cwmni Ffân Wen
- ⇒ Promoting the rights of young people.
- ⇒ Support young people to campaign for their rights in a productive, peaceful and positive way.

- ⇒ Contribute to the project evaluation process to measure impact against set objectives and outcomes.
- ⇒ Work closely with the Marketing Managers to increase external awareness of the Nabod project.
- ⇒ Provide up-to-date information for the partnership's websites and social media.

GENERAL RESPONSIBILITIES

- ⇒ Operate within the policies and procedures of GISDA and Frân Wen in relation to equal opportunities and equality.
- ⇒ 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, friendly relationships with young people giving them the opportunity to engage / express themselves in a formal and informal environment.
- ⇒ 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.
- ⇒ To complete Agored Cymru accreditations and support and promote all possible education / training / volunteering opportunities in the world of work.
- ⇒ 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	DESIREABLE	ASSESSED
Education and Qualifications		Qualification in youth work and an interest in music, drama or any arts subject	Application Form and Certificates
Relevant Experience and Awareness	Experience and interest in creative work.	Experience of running workshops	Application Form and Interview
	Advocate and represent others.	Experience of working with vulnerable people	Application Form and Interview
	Awareness of the needs and opportunities of children / Young People.		Application Form and Interview
	Profiad o waith creadigol.		Application Form and Interview
Relevant Skills	Interest and empathy for young people	Understanding of listening skills.	Application Form and Interview
	An understanding of, and ability to operate clear boundaries.	Ability to identify risk and implement appropriate actions	Application Form and Interview
	Communicate in a variety of situations in both English and Welsh	Keep records and write reports	Application Form and Interview
	Good interpersonal skills		Application Form and Interview
	Able to work independently		Application Form and Interview
	Able to work as part of a team		Application Form and Interview
	Ability to use computer programs 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 on Service User rights		Application Form and Interview
	Effective time management and ability to meet targets		Application Form and Interview
Other	Full Drivers Licence	.	Application Form and Interview
Language	Ability to communicate both written and oral in Welsh and English		Application Form and Interview