

DISGRIFIAD SWYDD

TEITL SWYDD	Swyddog Ymgysylltu Gwirfoddolwyr
CYFRIFOL I	Pennaeth Datblygu
LLEOLIAD	Caernarfon Pwllheli Blaenau Ffestiniog
ORIAU	22.5 awr yr wythnos
CYFLOG	B3: £21373.99-£22688.98 (pro rata)
CYTUNDEB	tan diwedd Mawrth 2025

PRIF BWRPAS Y SWYDD

Cydlynu gweithgareddau a strwythurau gwirfoddoli o fewn GISDA gan anelu i ddatblygu'r gwaith ar y cyd gydag eraill. Bydd deilydd y swydd yn rhan o dîm Academi Cyfleon GISDA.

- ⇒ Cydlynu gwirfoddolwyr o ddydd i ddydd
- ⇒ Marchnata, hyrwyddo a chreu cyfleoedd gwirfoddoli
- ⇒ Cefnogi Pobl ifanc ar eu taith o gefnogaeth i gyflogaeth
- ⇒ Gwella iechyd a lles pobl ifanc wrth gynnig sgiliau, cyfleoedd a profiadau gwirfoddoli
- ⇒ Cynnal achrediadau a cyrsiau berthnasol i gwaith
- ⇒ Cynorthwyo'r swyddog addysg i gynnal sesiynau addysg amgen

CYFRIFOLDEBAU ALLWEDDOL

- ⇒ Gweithredu prosiect gwirfoddoli GISDA
- ⇒ Cydlynu, cefnogi ag arwain gwirfoddolwyr yn ddyddiol
- ⇒ Bod yn bwynt cyswllt i wirfoddolwyr sydd yn ddefnyddwyr gwasanaeth i GISDA ond hefyd gwirfoddolwyr allanol sydd eisiau helpu a roi yn ôl i'r elusen.
- ⇒ Hybu a marchnata'r prosiect gwirfoddoli i ddenu gwirfoddolwyr newydd a chodi ymwybyddiaeth o'r cyfleoedd.
- ⇒ Codi ymwybyddiaeth o'r budd o wirfoddoli i bobl ifanc
- ⇒ Annog pobl ifanc i wirfoddoli a rhoi eu llais mewn ymgynghoriadau lleol a gwleidyddol.
- ⇒ Trefnu anwythiad gyda bob gwirfoddolwyr a darparu cefnogaeth
- ⇒ Creu partneriaethau gyda Mantell Gwynedd a mudiadau eraill ar gyfer symud pobl ifanc ymlaen at gyfleon gwirfoddoli pellach.
- ⇒ Creu cysylltiadau gyda cyflogwyr lleol er mwyn creu sesiynau blasu i bobl ifanc
- ⇒ Cydweithio gyda Academi Cyfleon i gwrdd gyda targedau'r prosiect.
- ⇒ Trefnu lleoliadau perthnasol i'r gwirfoddolwyr
- ⇒ Cwblhau unedau Agored Cymru gyda'r gwirfoddolwyr
- ⇒ Trefnu sesiynau hyfforddiant

- ⇒ Cydweithio gyda phrosiectau eraill GISDA i sicrhau cyfleon cyfartal i bawb – clwb LGBTQ+, pobl ifanc digartref, pobl ifanc di waith hir dymor, pobl ifanc ôl ofal, pobl ifanc yn dioddef o salwch iechyd meddwl a mwy.
- ⇒ Cynnal achrediadau ag sesiynau addysg amgen
- ⇒ Mynychu ysgolion / colegau / grwpiau lleol i redeg sesiynau addysg amgen.

CYFRIFOLDEBAU ERAILL

- ⇒ I weithio o fewn fframwaith PIE, yn unol a model therapiwtig GISDA.
- ⇒ Staff i gael dealltwriaeth o drawma, ymlyniad a anhwylder personoliaeth.
- ⇒ 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 hyrwyddo ac annog pobl ifanc i ofalu am lles ei hunain a bod yn fwy annibynnol.
- ⇒ I annog, ysgogi a credu mewn pobl ifanc .
- ⇒ Sefydlu perthnasau positif gyda pobl ifanc a chynnig agwedd gadarnhaol ddiamod.

CYFRIFOLDEBAU CYFFREDINOL

- ⇒ Cyfrannu tuag at hyfforddiant a datblygiad personol eich hun.
- ⇒ Hyrwyddo agwedd gyfeillgar, anfarnol, gwrth-wahaniaethol ym mhob agwedd o'r gwaith tuag at ddefnyddwyr gwasanaeth, cyd-weithwyr, aelodau o'r Bwrdd Rheoli ac aelodau o'r cyhoedd / 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 bolisiau 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.
- ⇒ Gweithio yn unol a Cod Ymarfer Cyngor Gofal Cymru.
- ⇒ Mynychu a chyfrannu mewn cyfarfodydd tîm.
- ⇒ Ymgymryd ag unrhyw dasgau rhesymol yn ôl yr angen.

Tynnir eich sylw at y ffaith ei bod hi'n anodd iawn, mewn rhai achosion, i ddiffinio'n fanwl beth yw'r dyletswyddau a'r cyfrifoldebau penodol ac mae'n bosib y byddant yn amrywio o bryd i'w gilydd ond heb newid cymeriad cyffredinol y dyletswyddau na lefel y cyfrifoldebau.

Disgwylir i bob aelod o staff dderbyn elfennau o hyblygrwydd yn eu dyletswyddau a'u cyfrifoldebau; pan fo raid iddynt newid y tu fewn i'r gyfundrefn er mwyn cwrdd â gofynion ac anghenion y gwasanaeth.

MANYLDEB PERSON			
MEINI PRAWF	HANFODOL	DYMUNOL	DULL ASESU
Addysg a Chymhwysterau	Addysg hyd at NVQ lefel 2 neu raddau A - C TGAU		Ffurflen Gais a Thystysgrifau
Profiad Perthnasol i Swydd	Profiad o weithio mewn partneriaeth gyda mudiadau eraill	Profiad o weithio a rheoli gwirfoddolwyr	Ffurflen Gais a Chyfweliad
	Profiad o hyfforddi pobl ifanc/gwirfoddolwyr	Profiad o weithio yn y drydydd sector	Ffurflen Gais a Chyfweliad
		Profiad o arwain prosiect	
Sgiliau Perthnasol i Swydd	Y gallu i gyfathrebu yn effeithio mewn amrywiol sefyllfaoedd a gallu i ymdopi yn effeithiol gyda chwynion	Siarad yn gyhoeddus ar rai achosion i hyrwyddo'r gwasanaeth	Ffurflen Gais a Chyfweliad
	Sgiliau sylfaenol gweinyddu	Gallu i werthu'r cyfleoedd i amrywiol gynulleidfaoedd	Ffurflen Gais a Chyfweliad
	Y gallu i gynrychioli'r cwmni	Gallu i hyrwyddo'r gwasanaeth	Ffurflen Gais a Chyfweliad
	Rheoli amser yn effeithiol		Ffurflen Gais a Chyfweliad
	Sgiliau technoleg gwybodaeth.		Ffurflen Gais a Chyfweliad
	Y gallu weithio yn annibynnol ac fel rhan o dîm		Ffurflen Gais a Chyfweliad
Arall	Trwydded Yrru Llawn.		Ffurflen Gais a Chyfweliad
Iaith	Gallu cyfathrebu'n ysgrifenedig ac ar lafar yn Gymraeg a Saesneg		Ffurflen Gais a Chyfweliad

JOB DESCRIPTION

JOB TITLE	Volunteer Engagement Officer
REPORTING TO	Head of Development
LOCATION	Caernarfon Pwllheli Blaenau Ffestiniog
HOURS	22.5 hours per week
SALARY	B3: £21,373.99-£22,688.98 (pro rata)
CONTRACT	to end March 2025

PURPOSE OF JOB

Co-ordinate volunteering activities and structures within GISDA with the aim of developing the work collaboratively with others. The post holder will be part of the GISDA Opportunities Academy team.

- ⇒ **Co-ordinate volunteers on a day-to-day basis**
- ⇒ **Marketing, promoting and creating volunteering opportunities**
- ⇒ **Supporting Young People on their journey from support to employment**
- ⇒ **Improve young people's health and wellbeing by offering volunteering skills, opportunities and experiences**
- ⇒ **Deliver accreditations and courses relevant to employment**
- ⇒ **Assist the Education Officer in delivering alternative education sessions**

KEY RESPONSIBILITIES

- ⇒ Implement GISDA's volunteering project
- ⇒ Coordinate, support and guide volunteers on a daily basis
- ⇒ To be a point of contact for volunteers who are service users of GISDA but also external volunteers who want to help and give back to the charity.
- ⇒ Promote and market the volunteering project to attract new volunteers and raise awareness of the opportunities.
- ⇒ Raise awareness of the benefits of volunteering to young people
- ⇒ Encourage young people to volunteer and give their voice in local and political consultations.
- ⇒ Organize induction with all volunteers and provide support
- ⇒ Create partnerships with Mantell Gwynedd and other organizations to move young people on to further volunteering opportunities.
- ⇒ Make links with local employers to create taster sessions for young people
- ⇒ Work with Opportunity Academy to meet project targets.
- ⇒ Arrange placements relevant to the volunteers
- ⇒ Complete Agored Cymru units with the volunteers
- ⇒ Organize training sessions

- ⇒ Work with other GISDA projects to ensure equality of opportunity for all - LGBTQ + club, homeless young people, long term unemployed, after care young people, young people suffering from mental health illness and more.
- ⇒ Deliver accreditations and alternative education sessions
- ⇒ Attend schools / colleges / local groups to deliver alternative education sessions

OTHER RESPONSIBILITIES

- ⇒ To work within the AYP framework, in line with GISDA's therapeutic model.
- ⇒ Staff to gain an understanding of trauma, attachment and personality disorder.
- ⇒ To build strong, healthy, friendly 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 promote and encourage young people to look after their own well-being and become more independent.
- ⇒ To encourage, motivate and believe in young people.
- ⇒ Establish positive relationships with young people and offer an unconditional positive attitude.

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.
- ⇒ Work in accordance with the Care Council for Wales Code of Practice.
- ⇒ Attend and contribute to team meetings.

You are drawn to the fact that, in some cases, it is very difficult to define precisely what the specific duties and responsibilities are and they may vary from time to time but without changing the general character of the duties or the level of responsibilities.

All staff are expected to accept elements of flexibility in their duties and responsibilities; when they have to change within the organization to meet the demands and needs of the service.

PERSON SPECIFICATIONS			
BENCHMARKS	ESSENTIAL	DESIRABLE	ASSESSMENT
Education and Qualifications	Education to NVQ Level 2 or grades A-C GCSE		Application Form and Certificates
Experience Relevant to Job	Experience of working in partnership with other organizations	Experience of anaging volunteers	Application Form and Interview
	Experience of training young people/ volunteers	Experience of working in the third sector	Application Form and Interview
		Experience of leading a project	
Skills Relevant to Job	Ability to communicate effectively in various situations and able to cope effectively with complaints	Speak publicly on occasions to promote the service .	Application Form and Interview
	Basic administration skills	Able to sell the opportunities to various audiences.	Application Form and Interview
	Able to represent the company	Able to promote the service	Application Form and Interview
	Able to work independently and as paft of a team		Application Form and Interview
	Effective time management		Application Form and Interview
	Information technology skills.		Application Form and Interview
Other	Full driving licence		Application Form and Interview
Language	Ability to communicate both written and oral in Welsh and English		Application Form and Interview