

SWYDD DISGRIFIAD

TEITL SWYDD	SWYDDOG YMGYSYLLTU OL OFAL
YN GYFRIFOL I	ARWEINYDD TIM PROSIECT OL OFAL
LLEOLIAD	GWYNEDD (GYDA'R ANGEN I DEITHIO)
ORIAU	22.5 AWR YR WYTHNOS
CYFLOG	B3: £21,373.99 - £22,688.98 (pro rata)
CYTUNDEB	PARHAOL

PRIF DDIBEN Y RÔL

Prif ddiben y swydd ydy cefnogi pobl ifanc sydd wedi bod dan ofal y tim ol ofal ac wedi symud i waith, addysg neu hyfforddiant. Mae cyfraddau disgyn allan neu fethu parhau mewn addysg a swyddi yn uchel iawn i unigolion bregus sydd wedi gadael gofal felly gofynnir i ddeilydd y swydd gefnogi a'u hannog i barhau ar eu taith i fod yn fwy annibynnol yn llwyddiannus. Bydd angen cefnogi ystod eang o brofiadau gwaith, addysg a chyfleoedd cyflogaeth i bobl ifanc. Bydd y cyfleoedd yn adlewyrchu cryfderau a sgiliau sydd gan y bobl ifanc ôl ofal sydd heb ymgysylltu gydag addysg, cyflogaeth na hyfforddiant (NEET).

DYLETSWYDDAU A CHYFRIFOLDEBAU

- ⇒ Gweithio mewn partneriaeth gyda tîm 16+, adnabod cryfderau a dyheadau cyflogaeth unigolion a gweithredu fel eiriolwr i sicrhau profiad gwaith neu gyfleoedd cyflogaeth addas iddynt.
- ⇒ Codi ymwybyddiaeth o raglenni a phrosiectau cefnogaeth addas ymysg pobl ifanc ol ofal.
- ⇒ Sicrhau empathi a dealltwriaeth o ystod o broblemau a rhwystrau pobl ifanc a fu mewn gofal wrth geisio cael mynediad at addysg, hyfforddiant neu gyflogaeth wrth ddeall trawma ac anhwylderau personoliaeth ac ymlyniad.
- ⇒ Cadw cofnod manwl o bob trefniant lleoliad a chyfarfodydd a chyfrannu tuag at monitro'r deilliannau yn erbyn cynllun gweithredu unigol y defnyddwyr gwasanaeth.
- ⇒ Gweithredu fel pwynt cyswllt ar gyfer cyflogwyr a darparwr addysg pe byddai ganddynt unrhyw bryderon am bresenoldeb, cymhelliant neu unrhyw broblem arall, gan ymyrryd ble bo'n briodol. Cadw cofnod electronig o bob cyswllt o'r fath a'i drosglwyddo i'r Rheolwr Prosiect a'r gweithiwr arweiniol perthnasol.
- ⇒ Monitro holl gyfleoedd swyddi lleol ac annog ceisiadau gan pobl ifanc sydd yn agored i tîm 16+ Cyngor Gwynedd.
- ⇒ Lle'n berthnasol cefnogi unigolion gyda cheisiadau am swydd, paratoi CV a thechnegau cyfweliad gan ddefnyddio adnoddau ar-lein.

- ⇒ Gweithio'n agos gyda Academi Cyfleon GISDA a thimoedd Cyngor Gwynedd i fantesio ar gyfleon cyflogaeth.
- ⇒ Mynychu a chyfrannu at gyfarfodydd staff, a chyfarfodydd eraill fel bo angen.
- ⇒ Gweithredu a glynu at weithdrefnau diogelu wrth weithio gyda phobl ifanc.
- ⇒ Sicrhau bod pob cofnod yn cael ei ddiweddarau, yn unol â systemau cofnodi a monitro perthnasol.
- ⇒ Marchnata llwyddiant pobl ifanc ar y gwefannau cymdeithasol.
- ⇒ Cynhyrchu deunydd marchnata yn cynnwys poster, infographics, straeon a lluniau.
- ⇒ Sicrhau bod pob person ifanc yn cael cefnogaeth holistig a pherson ganolig i ddatblygu drwy gefnogaeth i gyflogaeth ac addysg.
- ⇒ Dilyn cynnydd pobl ifanc adnabyddedig ac adrodd ar ddeilliannau.
- ⇒ Cynorthwyo yn gyffredinol i leihau nifer y bobl ifanc nad ydynt mewn addysg, cyflogaeth neu hyfforddiant.

DYLETSWYDDAU CYFFREDINOL

- ⇒ Gweithredu oddi mewn i bolisiau a gweithdrefnau GISDA yng nghyswllt cyfle cyfartal a chydraddoldeb.
- ⇒ 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 byd gwaith.
- ⇒ 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 cyhoedd ac 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.

Ni all unrhyw ddisgrifiad swydd gwmpasu pob mater a allai godi yn y rôl ar wahanol adegau. Er mwyn cynnal gwasanaeth effeithiol efallai y bydd gofyn i chi ymgymryd ag unrhyw dasgau rhesymol eraill sy'n gyson â'r rhai yn y ddogfen hon fel y penderfynir gan eich pennaeth adran

MANYLDEB PERSON			
MEINI PRAWF	HANFODOL	DYMUNOL	ASESU
Addysg a cymhwysterau		Cymhwyster NVQ lefel 3 neu cyfatebol	Ffurflen gais a cyfweliad
Profiad perthnasol i'r swydd	Ymwybyddiaeth a dealltwriaeth o anghenion a chyfleoedd defnyddwyr gwasanaeth.	Profiad o weithio yn y sector wirfoddol	Ffurflen gais a cyfweliad
	Profiad o weithio gyda phobl ifanc	Profiad o rwydweithio /gweithio mewn partneriaeth	Ffurflen gais a cyfweliad
		Profiad o lunio pecyn cymorth	Ffurflen gais a cyfweliad
Sgiliau perthnasol i'r swydd	Cyfathrebu mewn ystod eang o sefyllfaoedd		Ffurflen gais a cyfweliad
	Sgiliau rhyngbersonol da		Ffurflen gais a cyfweliad
	Cadw cofnodion a ysgrifennu adroddiadau		Ffurflen gais a cyfweliad
	Y gallu i weithio'n annibynol		Ffurflen gais a cyfweliad
	Y gallu i weithio fel rhan o dîm		Ffurflen gais a cyfweliad
	Rheoli amser yn effeithiol a'r gallu i gyrraedd targedau		Ffurflen gais a cyfweliad
	Y gallu i ddefnyddio rhaglenni cyfrifiadurol, e.e. Word, Excel, Outlook		Ffurflen gais a cyfweliad
	Y gallu i ddelio gyda gwybodaeth sensitif a chyfrinachol		Ffurflen gais a cyfweliad
	Dealltwriaeth o weithredu ffiniau		Ffurflen gais a cyfweliad
	Y gallu a'r hyder i herio penderfyniadau ar hawliau defnyddwyr gwasanaeth		Ffurflen gais a cyfweliad
	Y gallu i ddelio gyda gwybodaeth sensitif a chyfrinachol		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	Engagement Officer (Leaving Care Project)
REPORTING TO	Leaving Care Project Team Leader
LOCATION	Gwynedd – travel involved
HOURS	22.5 per week
SALARY	B3: £21,373.99 - £22,688.98 (pro rata)
CONTRACT	permanent

PURPOSE OF JOB

The main purpose of this post is to support young care leavers who have been under the care of the 16+ Social Services team and are looking to go into work, education or training. The fall-out rates or failing to remain in employment are very high for vulnerable care leavers, so the post holder is asked to support and encourage young care leavers to continue on their journey to becoming more independent. There will be a need to support a wide range of work experiences and employment opportunities for young people. The opportunities will reflect the strengths and skills of the After Care young people who have not engaged with education, employment or training experience (NEET).

KEY DUTIES AND RESPONSIBILITIES

- ⇒ Working in partnership with a 16+ Social Services team, identify the strengths and aspirations of individuals' employment and education prospects and advocate potential work experience or suitable employment and education opportunities.
- ⇒ Raise awareness of appropriate support services and projects amongst young care leavers.
- ⇒ Ensure a level of empathy and understanding for a range of problems and barriers to young people in care when accessing education, training or employment, as well as understanding the effects of trauma, personality disorders and attachment.
- ⇒ Keep a detailed record of each placement and meeting arrangements and contribute towards monitoring the outcomes against the individual service user action plan.
- ⇒ Act as a point of contact for employers and educators if they have any concerns about attendance, motivation, or any other problem, and intervene where appropriate. Keep an electronic record of all such contacts and transfer it to the Project Manager and the relevant lead support worker.
- ⇒ Monitor all local job opportunities and encourage applications from young people who are open to the 16+ Social Services team.
- ⇒ Where relevant, support individuals with job applications, prepare CVs and interview techniques using online resources.
- ⇒ Work closely with the GISDA Academi cyfleon and Cyngor Gwynedd teams to ensure the benefit of employment opportunities for young care leavers.
- ⇒ Attend and contribute to staff meetings, and other meetings as necessary.
- ⇒ Implement and adhere to safeguarding procedures when working with young people.

- ⇒ Ensure that all records are updated, in accordance with the relevant recording and monitoring systems.
- ⇒ Marketing the success of young people on social media.
- ⇒ Design and create marketing material including posters, infographics, stories and pictures.
- ⇒ Ensure that every young person receives holistic support and an intermediary to develop through support for employment.
- ⇒ Follow the progress of the young people and report on outcomes.
- ⇒ Generally help reduce the number of young people not in education, employment or training.

GENERAL RESPONSIBILITIES

- ⇒ Act within GISDA's policies and procedures in relation to equal opportunities and equality
- ⇒ Responsibility to report any concern or suspicion that a child or vulnerable adult is abused.
- ⇒ To work within the PIE framework, in line with GISDA's therapeutic model.
- ⇒ To build a strong, healthy and friendly relationship with young people, giving them the opportunity to engage / express themselves in a formal and informal environment.
- ⇒ To create a safe and welcoming atmosphere within the organisation 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 accredits and support and promote all possible opportunities for education / training / volunteering and the world of employment.
- ⇒ Contribute to your own training and personal development.
- ⇒ Promote a friendly, anti-discriminatory attitude in all aspects of work towards service users, colleagues, Board members, 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 necessary.
- ⇒ Adhere to all current company policies and procedures.
- ⇒ Contribute to supervision sessions.
- ⇒ Keep all information relevant to the company, staff, and service users confidential.

PERSON SPECIFICATIONS			
BENCHMARKS	ESSENTIAL	DESIRABLE	ASSESSMENT
Education and Qualifications		NVQ level 3 or equivalent	Application Form and Certificates
Experience Relevant to Job	Awareness and understanding of needs and opportunities for service users	Experience in the voluntary sector	Application Form and Interview
	Experience of working with young people	Networking / partnership working experience.	Application Form and Interview
		Experience of developing support packages	Application Form and Interview
Knowledge Relevant to Job	Boundary awareness in the field of support		Application Form and Interview
	Awareness of child protection issues.		Application Form and Interview
	Awareness of the needs of vulnerable young people		Application Form and Interview
Skills Relevant to Job	Communicate in a wide variety of situations in both English and Welsh		Application Form and Interview
	Keep records and produce reports		
	Work both independently and as a member of a team		Application Form and Interview
	Prioritize and organize work		Application Form and Interview
	Effective listening skills		Application Form and Interview
	Effective time management and able to reach targets		Application Form and Interview
	Information technology skills e.g. Word, Excel, Outlook		Application Form and Interview
	Handle sensitive and confidential information.		Application Form and Interview
	Good interpersonal skills		Application Form and Interview
	Ability and confidence to challenge decisions on service users' rights.		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