



DISGRIFIAD SWYDD

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

TEITL SWYDD	Cydlynnydd Cyfleoñ Pobl Ifanc Ol Ofal
CYFRIFOL I	Rheolwr Prosiect TAPI
LLEOLIAD	Hyblyg
ORIAU	37 awr yr wythnos (hyblyg – fodlon ystyried rhan amser)
CYFLOG	B3.5 £ 23,022.63
CYTUNDEB	tan diwedd Rhagfyr 24

PRIF BWRPAS Y SWYDD

Cydlynú gweithgareddau a strwythurau rhifedd o fewn GISDA, gan anelu i ddatblygu'r gwaith ar y cyd gydag eraill. Bydd deilydd y swydd yn rhan o dîm Academi Cyfleoñ GISDA.

- ⇒ Cydlynú sesiynau grwp o ddydd i ddydd
- ⇒ Marchnata, hyrwyddo a chreu cysylltiadau efo mudiadau eraill
- ⇒ Cefnogi pobl ifanc sydd yn ymgysylltu efo gwasanaethau ol ofal gyda'i sgiliau rhifedd
- ⇒ Gwella iechyd a lles pobl ifanc wrth gynnig sgiliau, cyfleoedd a sesiynau yn ymwneud a rhifedd
- ⇒ Cynnal achrediau a cyrsiau berthnasol i'r elfen rhifedd
- ⇒ Cydweithio'n agos efo'r Swyddog Addysg i gynnal sesiynau addysg amgen i bobl ifanc
- ⇒ Cydweithio efo'r Swyddog Addysg i gydlynnu a datblygu llyfrau gwaith Agored Cymru

CYFRIFOLDEBAU ALLWEDDOL

- ✓ Gweithio gyda tim ôl ofal Gisda i adnabod unigolion, a fyddai'n gymmwys, i'w cynnwys ar y cynllun rhifedd
- ✓ Datblygu a chydlynú adnoddau dysgu o ansawdd uchel, cynlluniau gwersi a chynlluniau gwaith i gyflwyno rhaglen hyfforddiant pwrpasol i unigolion ar ymeriadau rhifedd.
- ✓ Bod yn bwynt cyswlt ac i ddelio â'r holl ymholiadau am ddarpariaeth hyfforddiant rhifedd o fewn GISDA.
- ✓ Rhedeg gweithdai rhifedd i bobl ifanc ôl ofal a chyflwyno rhagleni hyfforddiant yn defnyddio rhifedd mewn lleoliadau addas.
- ✓ Monitro cynnydd wythnosol yr unigolyn drwy ddadansoddi ffurflen i adborth yn wythnosol a rhoi adroddiad bob 6 wythnos i'r rheolwr a cau y gefnogaeth neu cyfeirio person ymlaen i wasanaethau eraill Gisda.
- ✓ Cyflwyno unedau Agored Cymru i unigolion ac i ddisbarthiadau neu grwpiau.
- ✓ Monitro gwaith Agored Cymru a sicrhau ansawdd o ran beth sy'n bwysig i'r unigolyn.



- ✓ Edrych am achrediadau ag unedau newydd yn unol ag anghenion pobl ifanc, ac yna'i ddatblygu.
- ✓ Cynorthwyo staff eraill i gwblhau achrediadau Agored Cymru.
- ✓ Creu rhaglen o weithgreddau rhifedd misol i gefnogi unigolion bregus mewn gwahanol leoliadau yn y gymuned.
- ✓ Darparu cefnogaeth a sesiynau i bobl ôl ofal: cyflogadwyedd, byw'n annibynnol, cyllidebu, codi hyder, llesiant a mwy.
- ✓ Cynorthwyo'r rheolwr i gydlyn a chysoni achrediadau a deunyddiau dysgu GISDA.
- ✓ Creu cynllun cefnogaeth ar y cyd gyda'r person ifanc
- ✓ Ymgyfarwyddo gyda gweithdrefnau Agored Cymru (canolfan achrededig) a chwblhau achrediadau gyda phobl ifanc.
- ✓ Ymgyfarwyddo gyda system Virtual College a chwblhau hyfforddiant gyda phobl ifanc
- ✓ Gallu rhedeg gweithdai a hyfforddiant ar draws ysgolion, mudiadau a chanolfannau yn ôl yr angen.
- ✓ Cydweithio gyda ysgolion a cholegau i ddarparu pecynnau addysg amgen i bobl ifanc
- ✓ Bydd cydweithio gyda Gweithwyr Allweddol a Gweithwyr Prosiect eraill yn GISDA yn allweddol i lwyddiant y gwaith
- ✓ Cydweithio gyda phartneriaid e.e. Gyfra Cymru, DWP, Ganolfan Waith, Ysgolion, Colegau, mudiadau 3ydd sector eraill sydd yn gweithio mewn meysydd sydd yn ymwneud gydag addysg amgen pobl ifanc.
- ✓ Creu cysylltiadau gyda chyflwynwyr lleol er mwyn symud pobl ifanc ymlaen i waith neu wirfoddoli.

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 cyfreiddiad iddynt ymgysylltu/ a mynegi ei hunain mewn awyrgylch ffurfiol ac anffurfiol.
- ✓ I greu awyrgylch di sefydliad, saff a chroesawgar sydd yn rhoi y cyfre 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 .
- ✓ Sefydli perthnasau positif gyda pobl ifanc a chynnig agwedd gadarnhaol ddiamond.

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 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.
- ✓ 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 TGAU lefel C neu uwch mewn Mathemateg/Rhifedd	Addysg uwch	Ffurflen Gais a Thystysgrifau
Profiad Perthnasol i Swydd	Profiad o weithio gyda phobl ifanc bregus	Profiad o Agored Cymru	Ffurflen Gais a Chyfweliad
	Profiad o hyfforddi pobl ifanc/gwirfoddolwyr	Profiad o gynnal gweithdai a hyfforddiant	Ffurflen Gais a Chyfweliad
Sgiliau Perthnasol i Swydd	Rwydweithio a rhyngweithio	Ymchwilio i gadw fyny gyda deddfwriaeth neu unrhyw weithdrefnau newydd	Ffurflen Gais a Chyfweliad
	Y gallu i gasglu a dadansoddi gwybodaeth i gynnig gwelliannau		Ffurflen Gais a Chyfweliad
	Sgiliau rhynbersonol da	Gallu monitro targedau	Ffurflen Gais a Chyfweliad
	Y gallu i weithio efo pobl ifanc bregus gydag anghenion dwys		Ffurflen Gais a Chyfweliad
	Y gallu i ddelio a gwybodaeth gyfrinachol a sensitif		Ffurflen Gais a Chyfweliad
	Y gallu i weithio o dan bwysau yn hyderus		Ffurflen Gais a Chyfweliad
	Sgiliau sylfaenol gweinyddu		Ffurflen Gais a Chyfweliad
	Y gallu i gynrychioli'r cwmni		Ffurflen Gais a Chyfweliad
	Rheoli llwyth gwaith yn annibynnol		Ffurflen Gais a Chyfweliad
	Sgiliau technoleg gwybodaeth a defnyddio meddalwedd fel Word, Excel, Outlook a Powerpoint		Ffurflen Gais a Chyfweliad
	Y gallu i 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	Care Experience Young People Opportunities Coordinator
LOCATION	Flexible
HOURS	37 hours per week (will consider part time)
SALARY	B3.5: £23022.63 - £25947.01
CONTRACT	December 2024
MAIN PURPOSE OF THE ROLE	
Coordinating numeracy activities and structures within GISDA, aiming to develop the work jointly with others. The post holder will be part of the GISDA Opportunities Academy team.	
<ul style="list-style-type: none">⇒ Coordinating group sessions day to day⇒ Marketing, promoting and creating links with other organisations⇒ Support young people who engage with after care services with their numeracy skills⇒ Improve the health and well-being of young people by offering skills, opportunities and sessions related to numeracy⇒ Hold accreditations and courses relevant to the numeracy element⇒ Collaborate closely with the Education Officer to hold alternative education sessions for young people⇒ Collaborate with the Education Officer to coordinate and develop Agored Cymru workbooks	
KEY RESPONSIBILITIES	
<ul style="list-style-type: none">✓ Work with the Gisda aftercare team to identify individuals, who would be eligible, to be included on the numeracy scheme✓ Develop and coordinate high quality learning resources, lesson plans and work plans to deliver a bespoke training program for individuals on numeracy skills.✓ To be a point of contact and to deal with all inquiries about the provision of numeracy training within GISDA.✓ Running numeracy workshops for young people after care and presenting training programs using numeracy in suitable locations.✓ Monitor the individual's weekly progress by analyzing feedback forms weekly and give a report every 6 weeks to the manager and close the support or refer a person on to other Gisda services.✓ Introducing Agored Cymru units to individuals and to classes or groups.✓ Monitor the work of Agored Cymru and ensure quality in terms of what is important to the individual.✓ Look for accreditations with new units in accordance with the needs of young people, and then develop it.✓ Assist other staff to complete Agored Cymru accreditations.✓ Create a program of monthly numeracy activities to support vulnerable individuals in different locations in the community.✓ Providing support and sessions for people after care: employability, living independently, budgeting, raising confidence, well-being and more.	



- ✓ Assist the manager to coordinate and harmonize GISDA accreditations and learning materials.
- ✓ Create a joint support plan with the young person
- ✓ Familiarize yourself with the procedures of Agored Cymru (accredited centre) and complete accreditations with young people.
- ✓ Familiarize yourself with the Virtual College system and complete training with young people
- ✓ Being able to run workshops and training across schools, organizations and centers as required.
- ✓ Collaborate with schools and colleges to provide alternative education packages for young people
- ✓ Collaboration with Key Workers and other Project Workers at GISDA will be key to the success of the work
- ✓ Collaboration with partners e.g. Careers Wales, DWP, Job Centre, Schools, Colleges, other 3rd sector organizations that work in areas related to alternative education for young people.
- ✓ Create links with local employers in order to move young people on to work or volunteering.

OTHER RESPONSIBILITIES

- ✓ To work within the PIE framework, in accordance with the GISDA therapeutic model.
- ✓ Staff to gain an understanding of trauma, attachment and personality disorder.
- ✓ 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 feelings/concerns.
- ✓ To promote and encourage young people to look after their own well-being and be 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 towards your own training and personal development.
- ✓ Promote a friendly, non-judgmental, anti-discriminatory attitude in all aspects of the work towards service users, fellow workers, members of the Management Board and members of the public / other agencies.
- ✓ Promote the internal values, aims, objectives and culture of the Company.
- ✓ Undertake any reasonable tasks as required.
- ✓ Adhere to all current policies and procedures of the Company.
- ✓ Contribute to supervision sessions.
- ✓ Keep all information relevant to the Company, the staff and users of the Company's service confidential.
- ✓ Working in accordance with the Care Council for Wales Code of Practice.
- ✓ Attend and contribute to team meetings and undertake any reasonable tasks needed.



PERSON SPECIFICATION			
BENCHMARKS	ESSENTIAL	DESIRABLE	ASSESSED
Education and Qualifications		Education at level NVQ3 or equivalent	Application Form and Certificates
Experience and Awareness Relevant to Role	Able to identify risk and act accordingly.	Advocate for and represent others.	Application Form and Interview
	Awareness of needs and opportunities for children and young people.	Experience of planning work/support packages	Application Form and Interview
		Working in the voluntary sector	Application Form and Interview
Skills Relevant to Role	Interest and empathy with young people	Understanding of listening skills	Application Form and Interview
	Understanding of and able to practice clear boundaries	Able to identify risk and act accordingly	Application Form and Interview
	Communicate in multi situations in Welsh and English		Application Form and Interview
	Good interpersonal skills		Application Form and Interview
	Keep written records and reports.		Application Form and Interview
	Able to work independently.		Application Form and Interview
	Able to work as part of a team.		Application Form and Interview
	Able to use IT programmes 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 and rights of service users		Application Form and Interview
	Effective time management and reaching targets		Application Form and Interview
Other	Full and current driving licence	.	Application Form and Interview