



Job description

Opportunities officer – Academi Cyfleon

RESPONSIBLE TO:	Academi Cyfleon Team Leader
LOCATION:	Caernarfon, Blaenau Ffestiniog, Pwllheli
HOURS	37 hours a week
WAGE:	Graddfa B3 £19,116.43
CYTUNDEB:	30th June 2022

PURPOSE OF THE JOB

Supporting young people on their journey from support to employment.

To assist in the running of GISDA's Active Inclusion Fund project, the Opportunities Academy The purpose of this post will be to work with the GISDA opportunities project to be able to offer young people the best support to look for work, look for volunteering opportunities or start a course in higher education / educational institution GISDA provides training and workshops and specializes in providing alternative education for children and young people.

We are keen to strengthen the work and offer more opportunities for young people. There will be a need to raise awareness of the provision and measure the impact of the work. Following the period of Covid-19 the situation of young people is very serious and urgent action is needed to ensure that we are able to offer opportunities and hope to young people. Collaboration with educational partners and the world of work will be essential.

MAIN DUTIES

- Encourage young people to join the project
- Assist with the running of youth hubs in Caernarfon, Pwllheli and Blaenau Ffestiniog and be available on the rota.
- Co-ordinate workshops and sessions - creative, educational, independent skills and employability.

- Assist the leader in co-ordinating and aligning GISDA's accreditations and learning materials.
- Supporting young people on their journey, recognizing this will enable us to invest the resources needed to move the young person forward.
 - Familiarization with Agored Cymru procedures - completing training with young people
 - Familiarize yourself with the Virtual College system and complete training with young people
 - Follow the lead of the Opportunity Team Leader and Support and Development Manager and support them in the development of the project.
 - Ability to run workshops and training across schools, organizations and centers as required
 - Collaboration with Key Workers and other Project Workers at GISDA will be key to the success of the work
 - Collaborate with partners eg Careers Wales, DWP, Job Center, Schools, Colleges, other 3rd sector organizations working in areas related to young people's alternative education.
 - Make links with local employers to move young people forward.
 - Make links with local schools and colleges.
 - Collaborate and assist with the Kickstart scheme.
 - Use Technology to maximize work effectively
 - Promote opportunities on social websites
 - Create marketing material for sessions and to promote the project.
 - Follow Active Inclusion grant guidelines throughout the project.
 - Complete Active Inclusion paperwork with all young people.
 - Record details of young people on the INFORM system.

GENERAL DUTIES

- 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 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.
 - Act as a role model for young people demonstrating 'pro social' ways of dealing with problems.

- Establish positive relationships with young people and offer an unconditional positive attitude.
- 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 and members of the public / other agencies.
- Promote the Company's internal values and culture.
- Promote the Company's aims and objectives.
- To comply with the Care Council for Wales practice in the discharge of any duties / responsibilities.
- Undertake any reasonable tasks as required.
- Adhere to all current Company policies and procedures.
- Contribute to supervision sessions.
- Attend and participate in team meetings.

Your attention is 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.

MANYLION PERSON

HANFODOL	
Cymwysterau a Phrofiad	
NVQ 2 neu gyfatebol mewn maes perthnasol	
Profiad o weithio gyda phobl ifanc bregus	
Gweithio mewn dull sydd yn asesu anghenion	
Sgiliau gweinyddu cryf	
Sgiliau	
Hyder i gynnal gweithdai a hyfforddiant	
Gweithio mewn grwpiau a sgiliau hwyluso	
Rhwydweithio a rhyngweithio	
Cyfathrebu mewn gwahanol sefyllfaoedd yn y Gymraeg neu Saesneg	
Y gallu i gasglu a dadansoddi gwybodaeth i gynnig gwelliannau	
Defnyddio meddalwedd fel Word , Excel , Outlook a PowerPoint	
Blaenoriaethu a threfnu gwaith	
Sgiliau rhyngersonol dda.	
Y gallu i weithio gyda phobl ifanc bregus gydag anghenion dwys.	
Y gallu i ddelio a gwybodaeth gyfrinachol a sensitif.	
Y gallu i weithio o dan bwysau yn hyderus	
Gweithio ar ben dy hun neu fel rhan o dîm	
Y gallu i gynrychioli'r cwmni	
Trwydded yrru llawn	
DYMUNOL	
Profiadau / Cymwysterau	
NVQ 4 yn gweithio gyda phobl ifanc	
Hyrwyddo, marchnata a datblygu gwasanaethau	
Asesu risg a'i rheoli	
Datblygu pob agwedd o'r gwasanaeth, ar ewyllys i gyfrannu ar faterion sydd yn wynebu'r cwmni	
Cyfrannu ar bolisiau a gweithdrefnau	
Datblygu, rheoli / monitro systemau a phrosiectau	
Profiad o weithio a'r prosiect sydd yn cael ei gyllido gan grant	
Sgiliau	
Ymchwilio i gadw i fyny gyda deddfwriaeth neu unrhyw weithdrefnau newydd	
Trefnus.	