

## DISGRIFIAD SWYDD

<b>TEITL SWYDD</b>	Cynorthwydd Clwb LHDTQ+
<b>CYFRIFOL I</b>	Arweinydd Tim Prosiect LHDTQ+
<b>RHEOLI</b>	Neb
<b>LLEOLIAD</b>	Blaenau Ffestiniog
<b>ORIAU</b>	7.5 awr wythnos
<b>CYFLOG</b>	<b>Graddfa B2 (6-7) £17,526.66- £18,782.77 pro rata</b>
<b>CYTUNDEB</b>	Tan Diwedd Mawrth 2023

### PRIF BWRPAS Y SWYDD

Byddwch yn gyfrifol am sefydlu a goruchwyllo gweithgareddau yng Nghlwb Ieuenctid Prosiect LHDTQ+ Blaenau Ffestiniog gyda chymorth gwirfoddolwyr.

Byddwch yn gweithio dan oruchwyliaeth yr Arweinydd Tim ac yn darparu cymorth i sicrhau rhediad llyfn y clwb. Gall hyn gynnwys cynnig sesiynau galw heibio 1 i 1, yn ogystal â nosweithiau clwb.

### CYFRIFOLDEBAU ALLWEDDOL

- ⇒ Gweithio gyda'r Arweinydd Tîm a'r Swyddog Cefnogaeth y Prosiect i drefnu digwyddiadau a gweithgareddau.
- ⇒ Cefnogi i gyfathrebu a hyrwyddo digwyddiadau a gweithgareddau a gynhelir yn ein clybiau ieuenctid
- ⇒ Rhoi cefnogaeth i baratoi a goruchwyllo gweithgareddau yn Blaenau
- ⇒ Cynnig cefnogaeth 1 i 1 mewn sesiynau galw heibio, a gallu cyfeirio at brosiectau perthnasol eraill yn GISDA neu asiantaethau cymorth allanol.
- ⇒ Sicrhau bod holl aelodau'r clwb yn cael eu cynnwys a'u cefnogi wrth gymryd rhan mewn gweithgareddau.
- ⇒ Sicrhewch fod yr holl waith papur sy'n berthnasol i noson clwb (ffurflenni aelodaeth, cofrestrau, slipiau caniatâd) yn cael eu cwblhau a'u casglu.
- ⇒ Cadw'r swyddfa / ganolfan yn daclus ar ddiwedd sesiynau, gan sicrhau bod yr holl ddeunyddiau'n cael eu storio a bod y lleoliadau'n daclus.
- ⇒ Cydweithio gyda phrosiectau eraill GISDA

### 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.

Ni all unrhyw ddisgrifiad swydd gwmpasu pob mater a all 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 weddol gyson â'r rhai yn y ddogfen hon fel y penderfynir gan eich pennaeth adran

<b>MANYLDEB PERSON</b>			
<b>MEINI PRAWF</b>	<b>HANFODOL</b>	<b>DYMUNOL</b>	<b>DULL ASESU</b>
<b>Addysg a Chymhwysterau</b>		Addysg i lefel A neu bwnc perthnasol	Ffurflen Gais a Thystysgrifau
<b>Profiad Perthnasol i Swydd</b>	Profiad o weithio gyda pobl ifanc (14 - 25 oed)	Gwybodaeth a phrofiad ymarferol o oruchwylio a monitro iechyd a diogelwch.	Ffurflen Gais a Chyfweliad
<b>Gwybodaeth Perthnasol i Swydd</b>	Gwybodaeth am ddiogelu pobl ifanc, a dealltwriaeth o rwystrau sy'n benodol i bobl ifanc LHDTQ+	Gwybodaeth am y gwasanaethau cymorth sydd ar gael i bobl ifanc, gan gynnwys gwasanaethau penodol LHDTQ+.	Ffurflen Gais a Chyfweliad
<b>Sgiliau Perthnasol i Swydd</b>	Y gallu i ennyn diddordeb ac annog pobl ifanc i gymryd rhan mewn gweithgareddau.		Ffurflen Gais a Chyfweliad
	Y gallu i gynllunio a darparu gweithgareddau i helpu pobl ifanc i adeiladu sgiliau newydd		Ffurflen Gais a Chyfweliad
<b>Arall</b>			
<b>Iaith</b>	Gallu gweithio a chyfathrebu'n effeithiol yn y Gymraeg a Saesneg ar lafar ac yn ysgrifenedig		Ffurflen Gais a Chyfweliad

## JOB DESCRIPTION

<b>JOB TITLE</b>	LGBTQ+ Youth Club Assistant
<b>REPORTING TO</b>	LGBTQ+ Project Team Leader
<b>MANAGING</b>	N/A
<b>LOCATION</b>	Blaenau Ffestiniog
<b>HOURS</b>	7.5 hours per week
<b>SALARY</b>	<b>Grade B2 (6-7) £17,526.66- £18,782.77 pro rata</b>
<b>CONTRACT</b>	End March 2023

### PURPOSE OF ROLE

You will be responsible for setting up and overseeing activities at the Blaenau Ffestiniog LGBTQ + Project Youth Club with the help of volunteers.

You will work under the supervision of the Team Leader and provide assistance to ensure the smooth running of the club. This may include offering 1 to 1 drop-in sessions, as well as club nights.

### KEY RESPONSIBILITIES

- ⇒ Work with the Team Leader and Project Support Officer to organize events and activities.
- ⇒ Support the communication and promotion of events and activities taking place in our youth clubs
- ⇒ Provide support for the preparation and supervision of activities in Blaenau
- ⇒ Offer 1 to 1 support in drop-in sessions, and be able to signpost to projects
- ⇒ other relevant GISDA or external support agencies.
- ⇒ Ensure all club members are involved and supported in participating in activities.
- ⇒ Make sure that all club night paperwork (membership forms, registers, permission slips) is completed and collected.
- ⇒ Keep the office / center tidy at the end of sessions, ensuring all materials are stored and locations tidy.
- ⇒ Collaboration with other GISDA projects

### 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.

No job description can cover every issue that may arise in the role at different times. In order to maintain an effective service you may be required to undertake any other reasonable tasks reasonably consistent with those in this document as determined by your head of department

<b>PERSON SPECIFICATION</b>			
<b>BENCHMARKS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT</b>
<b>Education and Qualifications</b>		Educated to A level or relevant subject	Application Form and Certificates
<b>Experience Relevant to Job</b>	Expereince of working with young people 14-25	Knowledge and practical experience of health and safety supervision and monitoring.	Application Form and Interview
<b>Knowledge Relevant to Job</b>	Knowledge of safeguarding young people, and understanding of barriers specific to LGBTQ+ young people	Information on the support services available to young people, including specific LGBTQ+ services.	Application Form and Interview
<b>Skills Relevant to Job</b>	Ability to engage and encourage young people to participate in activities.		Application Form and Interview
	Ability to plan and deliver activities to help young people build new skills		Application Form and Interview
<b>Other</b>			Application Form and Interview
<b>Language</b>	Ability to work and communicate effectively in both Welsh and English, both orally and in writing		Application Form and Interview