

DISGRIFIAD SWYDD

TEITL SWYDD	Gweithiwr Cefnogol Prosiect LHDTQ+ GISDA
CYFRIFOL I	Arweinydd Tim Prosiect LHDTQ+
LLEOLIAD	Caernarfon
ORIAU	22.5 awr wythnos
CYFLOG	B2 £18,415.61-£19,289.88 (pro rata)
CYTUNDEB	Diwedd Mawrth 2023

PRIF BWRPAS Y SWYDD

- ⇒ **Cynorthwyo'r Arweinydd Tîm i gyflawni nod ac amcanion prosiect LHDTQ+ yng Ngwynedd yn unol a chynllun busnes y prosiect.**
- ⇒ **Cefnogi pobl ifanc LHDTQ+ sydd angen cyngor, gwybodaeth a chefnogaeth Gwynedd.**
- ⇒ **Cynorthwyo i ddarparu hyfforddiant a chyflwyno sesiynau codi ymwybyddiaeth mewn ysgolion, colegau a sefydliadau eraill**

CYFRIFOLDEBAU ALLWEDDOL

- ⇒ Ymgymryd a dyletswyddau cyffredinol a ddyrennir gan yr Arweinydd Tim
- ⇒ Ymateb i ymholiadau unigol gan aelodau'r clwb a defnyddwyr gwasanaeth y prosiect.
- ⇒ Ymateb i ymholiadau hyfforddi gan ysgolion, colegau a sefydliadau eraill a rheoli calendr o sesiynau hyfforddi ac ymwybyddiaeth
- ⇒ Cynorthwyo i ddatblygu sesiynau hyfforddi ac ymwybyddiaeth pwrpasol
- ⇒ Cynorthwyo i gyflwyno sesiynau codi ymwybyddiaeth LHDTQ+ o amgylch cwmnïau a sefydliadau allanol
- ⇒ Darparu cefnogaeth uniongyrchol i bobl ifanc LHDTQ+ mewn sesiynau galw mewn, gan gynnwys cyfeirio at wasanaethau eraill pan fo'r angen.
- ⇒ Cydweithio gyda phrosiectau eraill GISDA gan sicrhau bod defnyddwyr gwasanaeth LHDTQ+ yn cael mynediad at unrhyw wasanaeth maent angen.
- ⇒ Ymrwymo i weithio mewn ffordd therapiwtig yn unol a model mae GISDA wedi ei fabwysiadu sef 'Model Fi'.
- ⇒ Trefnu gweithgareddau ar gyfer Clwb Ieuencid LHDTQ+ Caernarfon gan gynnwys siaradwyr gwadd, gweithdai a sesiynau gwybodaeth
- ⇒ Cynorthwyo i gynnal grwpiau cefnogi rheolaidd gan gynnwys Grwp rhieni a Gofalwyr a Grwp i Bobl Traws ac Anneuaidd

CYFRIFOLDEBAU CYFFREDINOL

- ⇒ Cyfrannu tuag at eich datblygiad personol a hyfforddiant
- ⇒ Cyfrannu tuag at sesiynau goruchwyllo a gwerthusiad blynyddol.
- ⇒ Hyrwyddo dulliau cyfeillgar, gan beidio barnu na gwahaniaethu ym mhob agwedd o'r gwaith tuag at ddefnyddwyr gwasanaeth, cydweithiwr, Bwrdd Rheoli a'r cyhoedd/mudiadau eraill.
- ⇒ Hyrwyddo gwerthoedd a diwylliant mewnol GISDA
- ⇒ Cefnogi a gweithio gyda gwirfoddolwyr GISDA
- ⇒ Sicrhau ein bod yn cadw at bolisiâu a gweithdrefnau cyfredol GISDA
- ⇒ Cadw at brotocol Amddiffyn Plant a Diogelu GISDA
- ⇒ Cadw pob gwybodaeth am staff a defnyddwyr gwasanaeth yn gyfrinachol, yn unol â deddf diogelu data a pholisi cyfrinachedd y cwmni.
- ⇒ Cynnal pob dyletswydd/cyfrifoldeb a chadw at gòd ymarfer Cyngor Gofal Cymru
- ⇒ Gwneud unrhyw ddyletswydd resymol pan yn ofynnol.

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

MANYLDEB PERSON			
MEINI PRAWF	HANFODOL	DYMUNOL	DULL ASESU
Addysg a Chymhwysterau		Addysg i lefel A neu bwnc perthnasol	Ffurflen Gais a Thystysgrifau
Profiad Perthnasol i Swydd	Profiad o weithio gyda pobl ifanc (14 - 25 oed)	Gwybodaeth a phrofiad ymarferol o oruchwyllo a monitro iechyd a diogelwch.	Ffurflen Gais a Chyfweliad
Gwybodaeth Perthnasol i Swydd	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
Sgiliau Perthnasol i Swydd	Y gallu i ennyn diddordeb ac annog pobl ifanc i gymryd rhan mewn gweithgareddau.	Siarad yn gyhoeddus ar rai achosion i hyrwyddo'r gwasanaeth	Ffurflen Gais a Chyfweliad
	Y gallu i gynllunio a darparu gweithgareddau i helpu pobl ifanc i adeiladu sgiliau newydd	Gallu i werthu'r gwasanaeth i amrywiol gynulleidfaoedd	Ffurflen Gais a Chyfweliad
	Amyneddgar	Hyrwyddo, marchnata a datblygu gwasanaeth	Ffurflen Gais a Chyfweliad
	Rheoli Amser	Datblygu a monitro systemau a phrosiectau	Ffurflen Gais a Chyfweliad
	Y gallu i weithio'n annibynol a fel rhan o dim	Yn gallu creu posteri gyda meddalwedd megis piktochart neu canva	Ffurflen Gais a Chyfweliad
	Cwbl hyderus gyda materion amddiffyn plant		Ffurflen Gais a Chyfweliad
	Hyderus efo rhaglenni cyfrifiadurol megis Microsoft Word, Excel ac Outlook		Ffurflen Gais a Chyfweliad
	Hyderus wrth ddefnyddio cyfryngau cymdeithasol yn cynnwys Facebook, Twitter, LinkedIn a Instagram		Ffurflen Gais a Chyfweliad
Arall			
Iaith	Gallu gweithio a chyfathrebu'n effeithiol yn y Gymraeg a Saesneg ar lafar ac yn ysgrifenedig		Ffurflen Gais a Chyfweliad

JOB DESCRIPTION

JOB TITLE	LGBTQ+ Project Support Worker
REPORTING TO	LGBTQ+ Project Team Leader
LOCATION	Caernarfon
HOURS	22.5 hours per week
SALARY	B2 £18,415.61-£19,289.88 (pro rata)
CONTRACT	End March 2023
PURPOSE OF ROLE	
<p>Assist the Team Leader to achieve the aims and objectives of the LGBTQ + project in Gwynedd in accordance with the project business plan.</p> <p>Supporting LGBTQ + young people who need Gwynedd advice, information and support.</p> <p>Assist in providing training and delivering awareness raising sessions in schools, colleges and other organizations.</p>	
KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> ⇒ Undertake general duties allocated by the Team Leader ⇒ Respond to individual queries from club members and project service users. ⇒ Respond to training inquiries from schools, colleges and other organizations and manage a calendar of training and awareness sessions ⇒ Assist in developing bespoke training and awareness sessions ⇒ Assist in delivering LGBTQ + awareness raising sessions around outside companies and organizations ⇒ Providing direct support to LGBTQ + young people in drop-in sessions, including signposting to other services when needed. ⇒ Collaborate with other GISDA projects ensuring LGBTQ + service users have access to any service they require. ⇒ Commit to working in a therapeutic way in accordance with GISDA's adopted 'Model Fi' ⇒ Organizing activities for Caernarfon LGBTQ+ Youth Club including guest speakers, workshops and information sessions ⇒ Assist in running regular support groups including a Parents and Carers Group and a Group for Trans and Non-binary People 	
GENERAL RESPONSIBILITIES	
<ul style="list-style-type: none"> ⇒ Contribute to your personal development and training ⇒ Contribute to annual supervision and appraisal sessions. ⇒ Promote friendly, non-judgmental and discriminatory approaches in all aspects of the work towards service users, colleagues, Board of Management and the public / other organizations. ⇒ Promote GISDA's internal values and culture ⇒ Support and work with GISDA volunteers ⇒ Ensure that we keep to current GISDA policies and procedures 	

<p>⇒ Adhere to GISDA's Child Protection and Safeguarding protocol</p> <p>⇒ Keep all information about staff and service users confidential, in accordance with data protection law and company confidentiality policy.</p> <p>⇒ Maintain all duties / responsibilities and adhere to the Care Council for Wales code of practice</p> <p>⇒ Undertake any reasonable duty when required.</p>			
<p>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</p>			
PERSON SPECIFICATION			
BENCHMARKS	ESSENTIAL	DESIRABLE	ASSESSMENT
Education and Qualifications		Educated to A level or relevant subject	Application Form and Certificates
Experience Relevant to Job	Expereince of working with young people 14-25	Knowledge and practical experience of health and safety supervision and monitoring.	Application Form and Interview
Knowledge Relevant to Job	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
Skills Relevant to Job	Ability to engage and encourage young people to participate in activities.	Speaking publicly to promote the service on occasions	Application Form and Interview
	Ability to plan and deliver activities to help young people build new skills	Able to sell the service to various audiences	Application Form and Interview
	Patient	Promote, market and develop a service	Application Form and Interview
	Time Management	Develop and monitor systems and projects	Application Form and Interview
	Able to work independently and as part of a team	Able to create posters with sftware such as piktochart or canva	Application Form and Interview
	Confident regarding child protection matters		Application Form and Interview
	Confident with computer programmes including Microsoft Word, Excel and Outlook		Application Form and Interview
	Confident user of sicial media including Facebook, Twitter, Linkedin and Instagram		Application Form and Interview

Language	Ability to work and communicate effectively in both Welsh and English, both orally and in writing		Application Form and Interview
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