

MUDIAD FFERMWYR IFANC CYMRU

Disgrifiad Swydd

Teitl y Swydd: Swyddog Gweithrediadau – Materion Gwledig a Gwaith Ieuencid

Yn gyfrifol i: Prif Weithredwr CFFI Cymru

Cefndir y sefydliad

Sefydliad ieuencid gwirfoddol yw Mudiad CFFI Cymru, sy'n gweithio yng Nghymru wledig yn bennaf. Mae aelodaeth ar agor i bob unigolyn ifanc rhwng 10 a 28 oed. Mae'r mudiad yn cynnig llawer o gyfleoedd er datblygiad pobl ifanc, trwy amrywiaeth eang o raglenni addysgol, rhyngwladol a chymdeithasol. Sefydliad democrataidd yw'r CFFI, sy'n cael ei redeg gan yr aelodau, er budd yr aelodau.

Prif Ddiben y Rôl

Bydd deiliad y swydd yn gyfrifol am ddarparu rhaglen weithgareddau'r mudiad yn effeithiol a phroffesiynol, trwy weithio ym meysydd materion gwledig, diogelu a gwaith ieuencid, trwy weithio'n agos â'r pwyllgorau perthnasol dan arweiniad aelodau, yn ogystal â gweithio mewn partneriaeth â rhanddeiliaid allweddol.

Prif Ddyletswyddau

- Bod yn gyfrifol am ddatblygu, darparu a monitro rhaglen arloesol ac effeithiol o faterion gwledig yn unol â gwaith Llywodraeth Cymru, Ewrop, yn ogystal â dymuniadau'r Mudiad.
- I gynorthwyo'r Prif Weithredwr i ddatblygu, darparu a monitro Polisi Diogelu'r Mudiad.
- Bod yn gyfrifol am ddatblygu, darparu a monitro rhaglen effeithiol o waith ieuencid, yn unol â dymuniadau'r Mudiad.
- Cynrychioli'r Mudiad a gweithio'n agos â phartneriaid mewn cyfarfodydd perthnasol mewn perthynas â gwaith ieuencid, diogelu a materion gwledig.
- Sicrhau datblygiad, darpariaeth a monitro effeithiol y cynllun iaith Gymraeg drwy gydol holl feysydd y ffrwd gwaith.
- Yn gyfrifol am gyflawni targedau a datblygu prosiectau sy'n gysylltiedig â Grant Hyrwyddo'r Gymraeg sy'n cael ei ddarparu ar y cyd â Llywodraeth Cymru.
- Mewn cydweithrediad â sefydliadau sy'n bartneriaid, sicrhau datblygiad parhaus holl weithgareddau'r CFFI dan y ffrwd gwaith.
- Darparu ysgrifenyddiaeth effeithiol ar gyfer pwyllgorau CFFI, a ddyrannwyd i'r ffrwd gwaith.
- Sicrhau bod yr holl rwymedigaethau mewn perthynas â Pholisi Diogelu'r Mudiad yn cael eu rhoi ar waith drwy gydol yr holl weithgareddau a ddarperir dan y ffrwd gwaith.
- Sicrhau bod yr holl rwymedigaethau mewn perthynas â Pholisi Iechyd a Diogelwch y Mudiad yn cael eu rhoi ar waith drwy gydol yr holl weithgareddau a ddarperir dan y ffrwd gwaith.
- Gweithio mewn partneriaeth agos â noddwyr ac arianwyr y Mudiad sy'n gysylltiedig â'r ffrwd gwaith, i sicrhau bod yr holl ganlyniadau posibl yn cael eu cyflawni.
- Mynd ati i ddod o hyd i noddwyr newydd a chyfleoedd ariannu ar gyfer weithgareddau sy'n gysylltiedig â'r ffrwd gwaith.
- Datblygu a darparu rhaglen hyfforddiant cynhwysfawr yn unol â'r holl weithgareddau dan y ffrwd gwaith.
- Bod yn gyfrifol am ddatblygu, darparu a monitro cynlluniau marchnata effeithiol ar gyfer pob un o feysydd y ffrwd gwaith, yn unol â strategaeth farchnata'r Mudiad.

- Bod yn gyfrifol am ddarparu'r holl waith sy'n gysylltiedig â chyfathrebu'r ffrwd gwaith, yn fewnol ac yn allanol, gan gynnwys y wasg, cyfryngau cymdeithasol a'r wefan.
- Paratoi adroddiadau monitro a datblygu cynhwysfawr am holl weithgareddau'r ffrwd gwaith i Brif Weithredwr CFFI Cymru.
- Darparu rheolaeth linell i aelod o'r tîm gweinyddol.
- Ymgymryd ag unrhyw waith arall y cytunir arno â Phrif Weithredwr CFFI Cymru.

Manyleb yr Unigolyn

Meini Prawf Hanfodol

- Gradd neu gymhwyster tebyg mewn pwnc cysylltiedig sy'n berthnasol i'r swydd.
- Profiad o weithio gyda phobl ifanc a chyfathrebu â hwy.
- Profiad o weithio gydag unigolion o sefydliadau eraill a chyfathrebu â hwy.
- Sgiliau ysgogi cryf.
- Sgiliau trefnu cryf.
- Yn gallu gweithio ar eich liwt eich hun, ac fel rhan o dîm.
- Lefel uchel o sgiliau llafar ac ysgrifenedig Saesneg.
- Profiad o weithio mewn sefydliad prysur, lle gall gofynion ar amser newid o ddydd i ddydd.
- Hyderus wrth ddefnyddio cynnyrch Microsoft Office yn effeithiol.
- Yn gallu cynnal ffiniau proffesiynol bob amser.
- Sicrhau bod agwedd broffesiynol yn cael ei chynnal bob amser mewn perthynas â chyfrinachedd.
- Ystyriaeth a pharch tuag at farn, amgylchiadau a theimladau cydweithwyr, aelodau, gwirfoddolwyr a rhanddeiliaid - trin unigolion â pharch, a chydabod yr amrywiaeth eang o anghenion.
- Cymryd cyfrifoldeb personol am wneud i bethau digwydd a darparu gwasanaeth o ansawdd uchel yn gyson.

Meini Prawf Dymunol

- Lefel uchel o sgiliau llafar ac ysgrifenedig Cymraeg, gan gynnwys y gallu i gyfieithu o Saesneg i Gymraeg, ac o Gymraeg i Saesneg.
- Dealltwriaeth dda o waith y Mudiad.

Rheoli Llinell

Prif Weithredwr CFFI Cymru yw'r rheolwr llinell. Mae holl staff y mudiad yn atebol i Gyngor CFFI Cymru trwy Gadeirydd y Mudiad a'r Pwyllgor Personél a Chyflogau.

Canolfan weithio

Canolfan weithio deiliad y swydd fydd Canolfan y CFFI, Maes y Sioe Frenhinol, Llanelwedd, ond fe ellir ystyried hyblygrwydd o weithio gartref. Bydd gwaith yn hefyd digwydd y tu allan i'r ganolfan swyddfa yn rheolaidd.

Teithio

Mae'n hanfodol bod yr ymgeisydd llwyddiannus yn meddu ar drwydded yrru lawn a chyfredol.

Amodau

Bydd gofyn i'r swyddog weithio 10 sesiwn yr wythnos. Mae un sesiwn gyfwerth â 3.7 awr o waith. Hefyd bydd gofyn i'r swyddog weithio yn y min nos, yn ogystal â rhai penwythnosau. Bydd amser i ffwrdd yn gyfnewid yn cael ei roi ar gyfer unrhyw amser bydd deliad y swydd yn ei weithio dros y 10 sesiwn.

Gwyliau Blynyddol

Caniateir 24 diwrnod o wyliau blynyddol, yn ychwanegol at y diwrnodau statudol. Bydd hyn yn codi i 29 diwrnod ar ôl pum mlynedd o wasanaeth.

Contract

Bydd cyfnod prawf o 6 mis.

Cyflog a Phensiwn

Y cyflog sy'n gysylltiedig â'r swydd hon yw taliad sbot o **£25,500**.

Bydd Mudiad CFI Cymru yn cyfrannu tuag at gynllun pensiwn.

Terfynu Cyflogaeth

Gallai'r gyflogaeth gael ei therfynu gan y naill ochr neu'r llall yn dilyn un mis o rybudd ysgrifenedig.

WALES FEDERATION OF YFC

Job Description

Job Title: Operations Officer – Rural Affairs & Youth Work

Responsible to: Chief Executive Officer (CEO) of Wales YFC

Background to organisation

The Wales Federation of YFC is a voluntary youth organisation, working mainly in rural Wales. Membership is open to all young people between the ages of 10 and 28 years. The movement offers many opportunities for young people's development, through a wide range of educational, international and social programmes. The YFC is a democratic organisation, run by the members, for the benefit of the members.

Main Purpose of Role

The post holder will be responsible for the effective and professional delivery of the organisations work in the areas of rural affairs, safeguarding and youth work, by working closely with the relevant member led committees, as well as working in partnership with key stakeholders.

Main Duties

- To be responsible for the development, delivery and monitoring of an innovative and effective programme of rural affairs in line with the work of the Welsh Government, Europe, as well as the wishes of the Federation.
- To support the CEO in the development, delivery and monitoring of the Federations Safeguarding Policy.
- To be responsible for the development, delivery and monitoring of an effective programme of youth work, in line with the wishes of the Federation.
- To represent the Federation and work closely with partners at relevant meetings in relation to youth work, safeguarding and rural affairs.
- To ensure the effective development, delivery and monitoring of the Welsh language scheme through all areas of the work stream.
- Responsibility for achieving targets and the development of projects related to the Welsh Promotions Grant delivered in conjunction with the Welsh Government.
- In conjunction with partner organisations, ensure the continued development of all YFC activities under the work stream.
- Provide an effective secretariat for YFC committees, allocated to the work stream.
- To ensure that all obligations in relation to the Federations Safeguarding Policy are implemented throughout all activities delivered under the work stream.
- To ensure that all obligations in relation to the Federations Health and Safety Policy are implemented throughout all activities under the work stream.
- Work in close partnership with Federation sponsors and funders related to the work stream, to ensure that all deliverables agreed are achieved.
- To proactively source new sponsors and funding opportunities for activities related to the work stream.
- To develop and deliver a comprehensive training programme in line with all activities under the work stream.

- To be responsible for developing, delivering and monitoring effective marketing plans for each area of the work stream, in line with the Federations marketing strategy.
- To be responsible for the delivery of all work connected with the communication of the work stream, both internally and externally, including press, social media and website.
- Prepare comprehensive monitoring and development reports on all work stream activities to the Chief Executive of Wales YFC.
- To provide line management to a member of the administration team.
- To undertake any other work agreed upon with the Chief Executive of Wales YFC.

Person Specification

Essential Criteria

- A Degree or similar qualification in a related subject relevant to the post.
- Experience of working and communicating with young people.
- Experience of working and communicating with individuals from other organisations.
- Strong motivational skills.
- Strong organisational skills.
- The ability to work to one's own initiative, as well as part of a team.
- A high level of written and spoken English.
- Experience of working in a busy organisation, where demands on time can change from day to day.
- Confident with using Microsoft Office products effectively.
- The ability to maintain professional boundaries at all times.
- Ensure a professional attitude is maintained at all times in respect of confidentiality.
- Consideration and respect for the opinions, circumstances and feelings of colleagues, members, volunteers and stakeholders – treating individuals with respect, and recognising the diverse range of needs.
- Taking personal responsibility to make things happen and to deliver a consistently high quality service.

Desirable Criteria

- A high level of written and spoken Welsh, to include the ability to translate from both English to Welsh and vice versa.
- A good understanding of the Movement's work.

Line Management

The Chief Executive of Wales YFC is the line manager. All of the movement's staff are accountable to Wales YFC Council through the Federation's Chairman and the Personnel and Remuneration Committee.

Base

The post holder's base will be the YFC Centre, Royal Welsh Showground, Builth Wells, however flexibility of home working can be considered. Periodically work will take place away from the office base.

Travelling

It is essential that the successful applicant has a full current driving licence.

Conditions

The officer will be required to work 10 sessions per week. One session is equivalent to 3.7 hours of work. The officer will also be required to work evenings, as well as some weekends. Time off in lieu will be given for any additional time worked per week over the 10 sessions.

Annual Leave

24 days annual leave is permitted, additional to the statutory days. This will rise to 29 days following five years of service.

Contract

There will be a probation period of 6 months.

Salary & Pension

The salary attached to this post is a spot payment of **£25,500**.

The Wales Federation of YFC will contribute towards a pension scheme.

Termination of Post

The post may be terminated by either side following one month of a written notice.