

MUDIAD FFERMWYR IFANC CYMRU

Disgrifiad Swydd

Teitl y Swydd: Swyddog Datblygu'r Gymraeg

Yn gyfrifol i: Cyfarwyddwr 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 26 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 hyrwyddo a datblygu'r Gymraeg o fewn y mudiad, ar lefel Cymru yn ogystal â Ffederasiynau siriol ar draws y wlad.

Prif Ddyletswyddau

- Mynnu'r wybodaeth ddiweddaraf am bolisiau yn ymwneud â'r iaith Gymraeg a sicrhau fod hynny'n cael ei gyfathrebu'n effeithiol ac yn effeithlon i holl bartneriaid y prosiect.
- Cydweithio'n agos â staff a gwirfoddolwyr y Ffederasiynau Sirol a chynnig cymorth iddynt, gan rannu gwybodaeth a chynnig cyngor ynghylch arferion da mewn perthynas â'r Gymraeg.
- Cynorthwyo i ddatblygu'r defnydd o'r Gymraeg ar lefel Cymru ac ar lefel y Ffederasiynau Sirol, trwy ddatblygu a gweithredu cynllun gwaith ym mhob Ffederasiwn.
- Gwella proffil a chynyddu defnydd technoleg ddigidol cyfrwng Gymraeg ym mhob maes o waith y CFFI.
- Cydlynu a chynnal ymgyrchoedd cenedlaethol i gefnogi'r defnydd o'r Gymraeg yn y sefydliad.
- Cydlynu a threfnu cyrsiau hyfforddiant priodol trwy gyfrwng y Gymraeg ar gyfer staff, gwirfoddolwyr ac aelodau.
- Cydweithio â'r gweithgor rheoli i gynyddu niferoedd y bobl ifanc sy'n ymuno â'r sefydliad er mwyn iddynt gael cyfle i ddefnyddio a datblygu eu sgiliau ieithyddol.
- Cynyddu nifer y cyfleoedd a'r gweithgareddau sydd ar gael i bobl ifanc i ddefnyddio a datblygu eu sgiliau ieithyddol.
- Rhwydweithio â sefydliadau i ddatblygu cyrhaeddiad y sefydliad ymhellach mewn perthynas â'r iaith Gymraeg ac osgoi dyblygu.
- Monitro a ffurfio tystiolaeth sy'n dangos ymrwymiad y CFFI at 'Cymraeg 2050' a'i gyfraniad at gyflawni hynny.
- Ymgymryd ag unrhyw waith arall y cytunir arno â Chyfarwyddwr CFFI Cymru.

Manyleb yr Unigolyn

Meini Prawf Hanfodol

- Gradd neu gymhwyster tebyg mewn pwnc sy'n gysylltiedig â'r swydd.
- Profiad o weithio gyda phobl ifanc a chyfathrebu â hwy.
- Profiad o gydweithio ag unigolion o sefydliadau eraill a chyfathrebu â hwy.
- Profiad o hyrwyddo a datblygu'r Gymraeg.
- Sgiliau cymell da.
- Sgiliau trefnu da.

- Y gallu i weithio ar ei liwt ei hun ac fel rhan o dîm.
- Profiad o reoli prosiectau.
- Cymraeg a Saesneg ysgrifenedig a llafar rhagorol.
- Profiad o weithio mewn sefydliad prysur, ble gall y galwadau sy'n pwyso ar amser staff newid yn feunyddiol.
- Gallu defnyddio rhaglenni Microsoft Office yn effeithiol.
- Gallu cynnal terfynau proffesiynol bob amser.
- Sicrhau y caiff agwedd broffesiynol ei chynnal bob amser mewn perthynas â chyfrinachedd.
- Ystyried a dangos parch at safbwyntiau, amgylchiadau a theimladau cydweithwyr, aelodau, gwirfoddolwyr a rhanddeiliaid – trin unigolion â pharch a chydabod yr amrywiaeth eang o anghenion.
- Ysgwyddo cyfrifoldeb personol dros sicrhau fod pethau'n digwydd a darparu gwasanaeth sy'n rhagorol yn gyson.

Meini Prawf Dymunol

- Dealltwriaeth dda o waith y Mudiad.

Rheoli Llinell

Cyfarwyddwr 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 am ran o'r wythnos waith. 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 Blynnyddol

Caniateir 24 diwrnod o wyliau blynnyddol, 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 **£22,000**.

Bydd Mudiad CFFI 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.

Cefnogir y swydd gan:



Llywodraeth Cymru
Welsh Government

WALES FEDERATION OF YFC

Job Description

Job Title: Welsh Language Development Officer

Responsible to: Director 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 26 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 promotion and development of the Welsh language within the organisation, at both a Wales YFC level as well as within County Federations across the country.

Main Duties

- To keep up to date with Welsh language policy and ensure efficient and effective communication to all project partners.
- To work closely and provide support to the Federation's County staff and volunteers sharing information and advising on good practice in relation to the Welsh language.
- To support the development of the use of the Welsh language both at a Wales and County Federation level, through the development and implementation of a work plan in each Federation.
- To raise the profile and usage of digital technology through the medium of Welsh across all areas of the YFC.
- To co-ordinate and implement national campaigns in support of the Welsh language within the organisation.
- To co-ordinate and organise appropriate training courses through the medium of Welsh for staff, volunteers and members.
- Work with the management group to increase the numbers of young people who join the organisation in order to have the opportunity to use and develop their language skills.
- To increase the numbers of opportunities and activities available to young people to use and develop their language skills.
- To network with organisations to further develop the organisations reach in relation to the Welsh language and to avoid duplication.
- Monitor and formulate evidence that demonstrates the YFC's commitment and contribution to 'Cymraeg 2050'.
- To undertake any other work agreed upon with the Director 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.

- Experience of promoting and developing the Welsh language.
- Strong motivational skills.
- Strong organisational skills.
- The ability to work to one's own initiative, as well as part of a team.
- Experience of project management.
- A high level of written and spoken Welsh and 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 good understanding of the Movement's work.

Line Management

The Director 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 will be considered for part of the working week. Work will also take place regularly 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 **£22,000**.

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.

Role supported by:



Llywodraeth Cymru
Welsh Government