

MUDIAD FFERMWYR IFANC CYMRU

Disgrifiad Swydd

Teitl y Swydd: Swyddog Gweithrediadau – (Cystadlaethau a Rhyngwladol)

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'n agos â'r pwyllgorau perthnasol sydd dan arweiniad aelodau, yn ogystal â gweithio mewn partneriaeth â rhanddeiliaid allweddol.

Prif Ddyletswyddau

- Sicrhau datblygiad, darpariaeth a monitro effeithiol rhaglen weithgareddau CFFI Cymru, gan gynnwys; pob cystadleuaeth a digwyddiad, cyfleoedd rhyngwladol, ymgyrchoedd a chynlluniau, yn unol â dymuniadau'r Mudiad.
- 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.
- Bod yn ymwybodol o'r holl ddeddfwriaeth mewn perthynas â phob maes o'r ffrwd gwaith, a sicrhau y cedwir at y ddeddfwriaeth hon.
- 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.
- Gweithio gyda Swyddog Marchnata a Chyfathrebu i ddatblygu, darparu a monitro cynlluniau marchnata effeithiol ar gyfer pob un o feysydd y ffrwd gwaith, yn unol â strategaeth farchnata'r Mudiad.
- 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.
- Gweithio gyda Rheolwr Gweithrediadau i ddod o hyd i noddwyr newydd a chyfleoedd ariannu ar gyfer weithgareddau sy'n gysylltiedig â'r ffrwd gwaith.
- 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.
- Datblygu a darparu rhaglen hyfforddiant cynhwysfawr yn unol â'r holl weithgareddau dan y ffrwd gwaith.

- Paratoi adroddiadau monitro a datblygu cynhwysfawr am holl weithgareddau'r ffrwd gwaith i Gyfarwyddwr CFFI Cymru.
- 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 Cymraeg, gan gynnwys y gallu i gyfieithu o Saesneg i Gymraeg, ac o Gymraeg i Saesneg.
- 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

- Dealltwriaeth dda o waith y Mudiad.
- Profiad o ddarparu rheolaeth linell i aelodau eraill o staff, yn unol â dymuniadau cyffredinol y Mudiad.

Rheoli Llinell

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

Canolfan weithio

Canolfan weithio deiliad y swydd fydd Canolfan y CFFI, Maes y Sioe Frenhinol, Llanellwedd. Mae'r Mudiad yn gwerthfawrogi'r angen am hyblygrwydd ac mae modd trafod elfen o weithio o bell os yw hynny'n ddymunol. Bydd gwaith hefyd yn 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

Agwedd hyblyg at weithio gyda rhai dyddiau yn y swyddfa a rhywfaint o weithio gartref. Bydd gofyn i'r swyddog hefyd weithio gyda'r nos, yn ogystal â rhai penwythnosau. Rhoddir amser i ffwrdd yn lle unrhyw amser ychwanegol a weithiwyd.

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 circa **£29,000**

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.

WALES YOUNG FARMERS CLUBS (YFC)

Job Description

Job Title: Operations Officer – (Competitions & International)

Responsible to: Chief Executive 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 activities programme, by working closely with the relevant member led committees, as well as working in partnership with key stakeholders.

Main Duties

- To ensure the effective, development, delivery and monitoring of the Wales YFC activities programme, to include; all competitions and events, international opportunities, campaigns and schemes, in line with the wishes of the Federation.
- 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 be aware and ensure that all legislation is abided to in relation to all areas of 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 work with the Marketing and Communications Officer in developing, delivering and monitoring effective marketing plans for each area of the work stream, in line with the Federations marketing strategy.
- 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 work with the Operations Manager 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.
- Prepare comprehensive monitoring and development reports on all work stream activities to the Chief Executive of Wales YFC.
- 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 Welsh, to include the ability to translate from both English to Welsh and vice versa.
- 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 good understanding of the Movement's work.
- Experience of providing line management to other staff members, in line with the overall wishes of the Federation.

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.

Line Manager

The line manager is the Chief Executive of YFC Wales. All the staff of the organisation are accountable to the Board of Trustees of YFC Wales through the Chair of the Board and the Personnel and Salaries Committee.

Base

The post holder's working center will be the YFC Centre, Royal Welsh Showground, Llanellwedd. The Movement appreciates the need for flexibility, and an element of remote working can be discussed if that is desired. Work will also take place outside the office center on a regular basis.

Travelling

It is essential that the successful candidate holds a full and current driving license.

Conditions

A flexible approach to work with some days in the office and some working from home. The officer will also be required to work at night, as well as some weekends. Time off is given.

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 circa **£29,000**

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.