

## Disgrifiad Swydd

Teitl y Swydd	Arweinydd Prosiect Heneiddio'n Dda
Gwasanaeth	Porth Cymorth Cynnar
Graddfa	Graddfa 9
Pwynt/iau Cyflog	24-26
Cyflog	£34,314 - £36,124 y flwyddyn
Pwrpas y Swydd	<p>Arwain o fewn Awdurdod Lleol Ceredigion o ran datblygu Ceredigion fel Sir Oed-gyfeillgar</p> <p>Datblygu gweledigaeth ar y cyd trwy ymgynghori a chyd-gynhyrchu'r dull o weithredu gyda rhanddeiliaid allweddol</p> <p>Datblygu, gweithredu a diweddarau cynllun gweithredu a mesur cynnydd y dull oed-gyfeillgar o weithredu a'i effaith ar fywydau pobl.</p> <p>Cyd-gynhyrchu gweithgareddau Heneiddio'n Dda gyda phobl hŷn yng Ngheredigion</p> <p>Rhoi diweddariadau cyfnodol o ran y cynnydd yn erbyn y cynllun gweithredu i Grŵp Arweiniol Ceredigion a fforymau Strategol Eraill.</p>
Lleoliad Gwaith Cytundebol	Canolfan Rheidol, Aberystwyth
Oriau Gwaith	37 hyblyg ond rhywfaint o waith gyda'r nos ac ar benwythnosau pan fo angen.
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Cyfnod Penodedig
Teitl swydd y Rheolwr Llinell	Rheolwr Tim Gofalwyr a chymorth cymunedol Gydol Oes
Cyfrifoldebau Goruchwylio / Rheoli	Gwirfoddolwyr, gweithwyr cymorth yn ôl yr angen.
Atebolrwydd	
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	<p>Mae diogelu oedolion sy'n gwynebu risg yn flaenoriaethau allweddol i ni. Ein nod yw cefnogi oedolion sy'n gwynebu risg er mwyn sicrhau eu bod mor ddiogel â phosibl. Rydym ni yn cydnabod bod oedolion sy'n gwynebu risg a'r hawl i gael eu hamddiffyn a byddwn yn cymryd camau i ddiogelu'u lles. Disgwylir i bob aelod staff a gwirfoddolwr rannu'r ymrwymiad hwn a byddwn yn gofyn am Wiriad Manylach y Gwasanaeth Datgelu a Gwahardd (DBS), sef y CRB gynt.</p>
Dyletswyddau a chyfrifoldebau	
1.	Arwain o ran ymgysylltu â phobl hŷn a rhanddeiliaid allweddol wrth ddatblygu, adolygu a gweithredu cynllun oed-gyfeillgar ar gyfer Ceredigion sy'n cyd-fynd â strategaeth genedlaethol Llywodraeth Cymru.
2.	Monitro a gwerthuso Cynllun Ceredigion Oed-gyfeillgar, gan ymateb i newidiadau mewn polisi a deddfwriaeth i sicrhau aliniad parhaus.

3. Datblygu a monitro model cyfathrebu sy'n hysbysu pobl hŷn ac sy'n ymgysylltu â nhw a'r rheini sy'n gweithio gyda nhw.
4. Adolygu a diwygio Asesiad Ceredigion Oed-gyfeillgar er mwyn helpu i feithrin dealltwriaeth o asedau ac anghenion pobl hŷn yng Ngheredigion a sut mae'r rhain yn esblygu
5. Cefnogi grwpiau gwirfoddol yng Ngheredigion gyda ffocws ar feithrin cydnerthedd mewn pobl hŷn a gwella eu lles.
6. Arwain wrth sicrhau cyd-gynhyrchu amrywiaeth o ddulliau o ymgysylltu â phobl hŷn er mwyn eu galluogi i gael eu hymgyngori a'u clywed yn y prosesau gwneud penderfyniadau sy'n effeithio ar eu bywydau.
7. Gweithio ar draws adrannau yn yr Awdurdod Lleol i sicrhau bod anghenion pobl hŷn Ceredigion yn cael eu cynrychioli mewn polisi a gweithrediad.
8. Gweithio gyda chydweithwyr ar draws y model gydol oes i ymgysylltu â phobl hŷn a allai gael mynediad i'w gwasanaethau.
9. Rhoi adroddiadau cynnydd i Grŵp Arweiniol Ceredigion, Aelodau Etholedig; Grwpiau Llywio a fforymau perthnasol.
10. Hyrwyddo agenda Ceredigion Oed-gyfeillgar o fewn a thu allan i'r Awdurdod Lleol.
11. Gweithio gyda CAVO a'r 3ydd sector i'w cefnogi i weithredu gwasanaethau sy'n oed-gyfeillgar.
12. Gweithio ar y cyd ag awdurdodau lleol eraill, byrddau iechyd, y Comisiynydd Pobl Hŷn a'r 3ydd sector i rannu arferion da a gwella ansawdd y gwasanaeth a'r canlyniadau i bobl hŷn.
13. Datblygu gwybodaeth ac arweiniad sy'n cydymffurfio â'r ddeddfwriaeth ddiweddaraf sy'n ymwneud â diwallu anghenion pobl hŷn a chreu cymunedau oed-gyfeillgar.
14. Cynllunio, datblygu a gweithredu system fesur ar gyfer monitro cynnydd y dull oed-gyfeillgar o weithredu
15. Ysgogi a chynnal cyfleoedd partneriaeth a pherthnasoedd gwaith cryf rhwng y trydydd sector, y Tîm Gofalwyr a Chymorth Cymunedol gydol oes a phartneriaid iechyd a gofal cymdeithasol i ddarparu dull cyfannol o ymdrin ag anghenion pobl hŷn yng nghymunedau Ceredigion.
16. Cynnal gwaith allgymorth gydag unigolion a grwpiau o bobl hŷn yn y gymuned.
17. Rhoi Gwybodaeth, Cyngor a Chymorth i bobl hŷn – un i un yn ogystal ag mewn grwpiau.
18. Rhoi gwybod am faterion diogelu a mynd i'r afael â nhw.
19. Cefnogi amcanion tîm y Gofalwyr a'r Gwasanaeth Cymunedol, gan alluogi'r tîm i gyfrannu at amcanion strategol a gweithredol cynlluniau busnes Porth Cymorth Cynnar a'r strategaeth a'r cynllun gweithredu Gydol Oes a Llesiant.
20. Cefnogi'r gwaith o gadw cofnodion cyfredol, cyfrinachol a chywir ar holl systemau'r awdurdod lleol.

21. Cydymffurfio â'r holl ddeddfwriaeth, polisiau a gweithdrefnau perthnasol er mwyn bodloni gofynion statudol a gofynion ansawdd, gan gynnwys y rheini sy'n ymwneud â Rheoliadau Cyffredinol ar Ddiogelu Data.
22. Hyrwyddo a chynrychioli'r awdurdod lleol ar grwpiau lleol, rhanbarthol a chenedlaethol yn ôl yr angen.
23. Ymgymryd ag unrhyw ddyletswyddau eraill sy'n gymesur â lefel a disgwyliad y swydd.

# Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Gradd mewn maes perthnasol neu brofiad gwaith cyfatebol dangosadwy	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: <b>Lefel 4</b> Darllen: <b>Lefel 4</b> Ysgrifennu: <b>Lefel 4</b>	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: <b>Lefel 5</b> Darllen: <b>Lefel 5</b> Ysgrifennu: <b>Lefel 5</b>	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad
Sgiliau Ymarferol / Personol	<ol style="list-style-type: none"> <li>Y gallu i drosi polisi i gyd-destun lleol a dylanwadu ar y penderfynwyr allweddol o ran Heneiddio'n Dda</li> <li>Y gallu i feddwl yn greadigol a dod o hyd i atebion arloesol i greu gwelliannau mewn gwasanaethau i bobl hŷn</li> <li>Dangos sgiliau gwranddo, cyfathrebu, cyflwyno a rhyngpersonol sy'n rhagorol ac yn effeithiol.</li> <li>Y gallu i hybu ac annog pobl eraill i ymgysylltu ar bob lefel ac o ystod eang o gefndiroedd mewn amrywiaeth o leoliadau cyhoeddus a phroffesiynol</li> <li>Y gallu i ddadansoddi a rheoli blaenoriaethau sy'n gwrthdaro, gweithio yn unol â therfynau amser, targedau a blaenoriaethu tasgau</li> <li>Gweithio'n annibynnol o dan eich menter eich hun, gan ddefnyddio disgresiwn a gwneud penderfyniadau bob dydd i ddatrys problemau a dylanwadu ar ganlyniadau cadarnhaol</li> <li>Sgiliau rhagorol mewn cymwysiadau TG yn enwedig Microsoft Office, Teams a dealltwriaeth gadarn o bŵer cyfryngau cymdeithasol fel arf cyfathrebu ac ymgysylltu.</li> <li>Dehongli, dadansoddi a gwerthuso data a gwybodaeth i ddarparu sylfaen dystiolaeth gadarn i gyfiawnhau cynigion, argymhellion a chreu adroddiadau.</li> <li>Gweithio o fewn amserlenni penodol, ac yn unol â therfynau amser a thargedau</li> <li>Y gallu i weithio gyda grwpiau cymunedol ac unigolion, a'u cefnogi a'u cynghori i wneud cais llwyddiannus am gyllid allanol ar gyfer prosiectau cymunedol</li> <li>Ymateb yn sensitif ac yn gyfrinachol mewn modd cwrtais a phroffesiynol i sylwadau, ymholiadau neu gwynion a ddaw i law gan amrywiaeth o ffynonellau ac mewn amrywiaeth o fformatau</li> </ol>	

	<p>12. Gwybodaeth fanwl am agenda Heneiddio'n Dda Llywodraeth Cymru a'r goblygiadau i drigolion Ceredigion</p> <p>13. Ymrwymiad i gydraddoldeb ac amrywiaeth a pharodrwydd i herio gwahaniaethu yn ei holl ffurfiau.</p> <p>14. Mae'n rhaid bod â thrwydded yrru lawn</p> <p>15. Deall yr hyblygrwydd sydd ei angen yn y rôl oherwydd anghenion y gwasanaeth ac, o ganlyniad, y gallai'r rôl gynnwys gweithio gyda'r nos ac ar benwythnosau</p>
Profiad Hanfodol	<p>Profiad blaenorol o:</p> <ul style="list-style-type: none"> <li>• Ymgysylltu â phobl hŷn.</li> <li>• Gweithio ac ymgysylltu â phobl yn eu cymunedau.</li> <li>• Hwyluso a datblygu prosiectau a mentrau arloesol.</li> <li>• Gweithio mewn amgylchedd gofal cymdeithasol, iechyd neu drydydd sector</li> <li>• Gweithio gydag unigolion a grwpiau yn ogystal â chynrychiolwyr o gymunedau lleol, y sector statudol a'r trydydd sector.</li> <li>• Gweithio gyda'r ddeddfwriaeth sy'n ymwneud â hawliau pobl hŷn neu wybodaeth amdani</li> <li>• Arwain o ran datblygu a gweithredu canllawiau, polisi lleol a chynlluniau a gweithgareddau prosiectau, gan gynnwys cynnwys rhanddeiliaid allanol a mewnol.</li> <li>• Monitro effeithiolrwydd prosiectau neu fentrau a'u datblygu yn seiliedig ar y canfyddiadau tystiolaethol.</li> <li>• Trefnu gweithgareddau, digwyddiadau a chyfarfodydd i ymgysylltu â grwpiau cymunedol</li> <li>• Cyd-gynhyrchu gwasanaethau, cynllunio a chyflawni canlyniadau y cytunwyd arnynt gydag unigolion a grwpiau.</li> <li>• Gweithio ar draws sectorau a swyddogaethau i ddatblygu a gwreiddio polisi yn ymarferol.</li> </ul>
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	
<b>Dymunol</b>	
Cymwysterau / Hyfforddiant	<p>Cyngor ac arweiniad NVQ lefel 4</p> <p>Cyd-gynhyrchu</p> <p>Hyfforddi'r Hyfforddwr</p> <p>Ymgysylltu â'r cyhoedd</p>
Sgiliau Ymarferol / Personol	<p>Tystiolaeth o waith cyd-gynhyrchu blaenorol</p> <p>Gwybodaeth a phrofiad o weithio gyda phobl â dementia</p> <p>Gwybodaeth a phrofiad o weithio gyda gofalwyr di-dâl</p>

## Job Description

Post Name	Ageing Well Project Lead
Service	Porth Cymorth Cynnar
Grade	9
Spinal Point/s	24-26
Salary	£34,314 - £36,124 per annum
Job Purpose	<p>Lead within Ceredigion Local Authority on developing Ceredigion as an Age Friendly County</p> <p>Develop a shared vision by consulting and co-producing the approach with key stakeholders</p> <p>Develop, implement and update an action plan and measure the progress of the age friendly approach and its impact on people's lives.</p> <p>Co- produce Ageing Well activities with older people in Ceredigion</p> <p>Provide periodic updates on progress against the action plan to Ceredigion Leadership Group and Other Strategic forums.</p>
Contractual Work Location/Base	Canolfan Rheidol, Aberystwyth
Hours of Work	37 flexible but some evening and weekend work when required.
Type of Contract	Full-time
Contract Duration	Fixed Term
Line Managers Job Title	Team Manager Carers and Community Support
Supervisory/Managerial Responsibilities	Volunteers, support workers as and when required.
Accountability	
Contractual Terms Associated with the Post	Safeguarding adults at risk is a key priority for us. We aim to support adults at risk to ensure they are as safe as they can possibly be. We acknowledge that adults at risk have a right to protection and will take action to safeguard their welfare. Each member of staff and volunteer is expected to share this commitment, and we will require an Enhanced Check by the Disclosure and Barring Service (DBS), formerly CRB.
<b>Duties and Responsibilities</b>	
1.	To lead on the engagement with older people and key stakeholders in developing, reviewing and implementing an age-friendly plan for Ceredigion which aligns with the Welsh Government national strategy.
2.	To monitor and evaluate the Age Friendly Ceredigion Plan, responding to changes in policy and legislation to ensure continued alignment.
3.	To develop and monitor a model of communication which both informs and engages with older people and those who work with them.

4. Review and revise the Age Friendly Ceredigion Assessment to help build an understanding of the assets and needs of older people in Ceredigion and how these are evolving
5. To support voluntary groups in Ceredigion with a focus on building resilience in older people and improving their wellbeing.
6. Take the lead in ensuring the co-production of a range of methods of engaging with older people to enable them to be consulted and heard in the decision making processes that affect their lives.
7. To work across departments in the Local Authority to ensure that the needs of Ceredigion older persons are represented in policy and operation.
8. To work with colleagues across the through age model in engaging with older people who may access their services.
9. To provide progress reports to Ceredigion Leadership Group, Elected Members; relevant Steering Groups and forums.
10. To champion the Age Friendly Ceredigion agenda both within and outside of the Local Authority.
11. To work with CAVO and the 3rd sector in supporting them to implement age friendly services.
12. Work collaboratively with other local authorities, Health boards, The Older People's Commissioner and the 3rd sector to share good practice and improve quality of service and outcomes for older people.
13. Develop information and guidance that comply with latest legislation relating to meeting the needs of older people and creating age friendly communities.
14. Design, develop and implement a measuring system for monitoring the progress of the age friendly approach
15. Stimulate and maintain partnership opportunities and strong working relationships between the third sector, the through age Carers and Community Support Team and health and social care partners to provide a holistic approach to the needs of older people in the communities of Ceredigion.
16. Conduct outreach work with individuals and groups of older people in the community.
17. Provide Information Advice and Assistance to older people – one-to-one as well as in groups.
18. Report and address safeguarding issues.
19. Support the Carers and Community Service team objectives, enabling the team to contribute to the strategic and operational objectives of the Porth Cymorth Cynnar business plans and the Through Age and Wellbeing strategy and action plan.
20. Support the maintenance of up to date, confidential and accurate record keeping on all local authority systems.

21. Adhere to all relevant legislation, policies and procedures in order to meet statutory and quality requirements, including those relating to General Data Protection Regulations.
22. Promote and represent the local authority on local regional and national groups as and when required.
23. To undertake any other duties commensurate with the level and expectation of the post.

Job Evaluation Post Ref

JD 1782

## Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	Degree in a relevant field or have equivalent demonstrable work experience	
Welsh Linguistic Skills	Listening/Speaking: <b>Level 4</b> Reading: <b>Level 4</b> Writing <b>Level 4</b>	The Welsh linguistic skills noted must be attained within two years of appointment.
English Linguistic Skills	Listening/Speaking: <b>Level 5</b> Reading: <b>Level 5</b> Writing <b>Level 5</b>	The English linguistic skills noted are required on appointment
Practical and personal skills	<ol style="list-style-type: none"> <li>1. The ability to translate policy to a local context and influence key decision makers with regards to Ageing Well</li> <li>2. The ability to think creatively and find innovative solutions to create improvements in services for older people.</li> <li>3. Demonstrate excellent and effective listening, communication, presentation and interpersonal skills.</li> <li>4. An ability to promote and encourage engagement of others at all levels and from a wide range of backgrounds in a range of public and professional settings.</li> <li>5. An ability to analyse and manage conflicting priorities, work to deadlines, targets and prioritise tasks.</li> <li>6. Work independently under own initiative, using discretion and making decisions on a daily basis to solve problems and influence positive outcomes</li> <li>7. Excellent skills in IT applications especially Microsoft Office, Teams and a sound of understanding of the power of social media as a communication and engagement tool.</li> <li>8. Interpret, analyze and evaluate data and information in order to provide a robust evidence base to justify proposals, recommendations and create reports.</li> <li>9. Work within specific timescales, and to deadlines and targets</li> <li>10. Ability to work with, support and advise community groups and individuals to successfully bid for external funding for community-based projects.</li> <li>11. Respond sensitively and confidentially in a courteous and professional manner to remarks, queries or complaints received from a variety of sources and in a range of formats</li> <li>12. In depth knowledge of the Welsh government Ageing Well agenda and the implication for Ceredigion residents.</li> </ol>	

	<p>13. Commitment to equality and diversity and willingness to challenge discrimination in all its forms.</p> <p>14. Must hold a full driving license</p> <p>15. Understand the flexibility required in the role as a result of the needs of the service and that, as a result, the role may include evening and weekend working</p>
Required Experience	<p>Previous experience of:</p> <ul style="list-style-type: none"> <li>• Engaging with older people.</li> <li>• Working and engaging with people in their communities.</li> <li>• Facilitating and developing innovative projects and initiatives.</li> <li>• Working in a social care, health or third sector environment</li> <li>• Working with individuals and groups as well as representatives from local communities, the statutory and third sectors</li> <li>• Working with or knowledge of, the legislation that pertain to the rights of older people</li> <li>• Leading on developing and implementing, guidance, local policy and project plans and activities, including the involvement of stakeholders external and internal.</li> <li>• Monitoring the effectiveness of projects or initiatives and developing them based on the evidential findings.</li> <li>• Organising activities, events and meetings to engage with community groups</li> <li>• Co-production of services, planning and delivering agreed outcomes with individuals and groups.</li> <li>• Working across sectors and functions to develop and embed policy into practice</li> </ul>
Training/education required to be undertaken for the post/worked towards	
<b>Desirable</b>	
Qualifications / Training	<p>NVQ level 4 advice and guidance</p> <p>Co-production</p> <p>Training the Trainer</p> <p>Public engagement</p>
Practical / Personal Skills	<p>Evidence of previous co production work</p> <p>Knowledge and experience of working with people with dementia</p> <p>Knowledge and experience of working with unpaid Carers</p>