# Disgrifiad Swydd

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| Teitl y Swydd | Achubwr Bywydau / Cynorthwyydd Gweithrediadau |
| Gwasanaeth | Porth Cymorth Cynnar |
| Graddfa | 3 |
| Pwynt/iau Cyflog | SCP 3 |
| Cyflog | £24,027 pro rata (£12.45 yr awr) |
| Pwrpas y Swydd | • Bydd Achubwr Bywydau mewn Canolfan Les yn gyfrifol am gynorthwyo i ddarparu rhaglen o weithgareddau corfforol amrywiol mewn lleoliad penodol, gyda’r nod cyffredinol o gyfrannu at wella iechyd a llesiant trigolion Ceredigion.<br>• Cynorthwyo i redeg cyfleusterau’r Cyngor o ddydd i ddydd, er mwyn sicrhau bod y trigolion yn derbyn gwasanaeth o ansawdd, ac y bydd y cwsmeriaid, o ganlyniad, yn fodlon iawn.<br>• Bod yn aelod o dîm Gwasanaeth y Canolfannau Lles sy’n sicrhau bod y trigolion sy’n ymweld â Chanolfan Les yn derbyn gwasanaeth croesawgar, effeithlon ac effeithiol. |
| Lleoliad | Canolfan Hamdden Plascrug |
| Oriau Gwaith | 0 awr |
| Math o Gytundeb | Achlysurol |
| Hyd y Cytundeb | Parhaol |
| Teitl swydd y Rheolwr Llinell | Rheolwr Tim Hwb Lles (Gogledd) |
| Cyfrifoldebau Goruchwylio / Rheoli | |
| Atebolrwydd | |
| Telerau Cytundebol sy'n Gysylltiedig â'r Swydd | Gwaith gyda’r nos ac ar benwythnosau ar sail rota<br><br>Mae diogelu ac amddiffyn plant yn flaenoriaethau allweddol i ni. Ein nod yw cefnogi plant a phobl ifanc bregus er mwyn sicrhau eu bod mor ddiogel â phosibl. Rydym ni a’n sefydliadau addysgiadol yn cydnabod bod plant a phobl ifanc 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. |

| Dyletswyddau a chyfrifoldebau | |
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| **Goruchwyliol**<br>• Bod yn gyfrifol am oruchwylio pob dinesydd sy'n mynychu'r Ganolfan Les.<br>• Yn unol â'r trefniadau gweithredol, darparu goruchwyliaeth briodol ar gyfer gweithgareddau sy'n cael eu cynnal yn y dŵr ac allan o'r dŵr.<br><br>**Rheoli Ansawdd a Pherfformiad**<br>• Sicrhau bod y cwsmeriaid yn cael profiad cadarnhaol wrth ymweld â'r Ganolfan Les.<br>• Ymddwyn yn broffesiynol ac yn unol â chod ymarfer yr Awdurdod Lleol.<br><br>**Cyfathrebu**<br>• Gallu darparu cymorth i gwsmeriaid o bob oed; gan ymateb i'w hymholiadau a sicrhau eu bod yn gallu cael gafael ar y wybodaeth ddiweddaraf.<br><br>**Gweithgareddau Ymarferol**<br>• Cynorthwyo i osod a newid cyfarpar yn y Ganolfan Les a sicrhau bod pob rhaglen a gweithgaredd yn rhedeg yn llyfn.<br>• Cynorthwyo i ddarparu gwersi nofio a dosbarthiadau eraill yn ôl y galw<br>• Cyflawni dyletswyddau glanhau a dyletswyddau cynnal a chadw yn y Ganolfan Les.<br>• Cynorthwyo staff mewn swyddi eraill yn ôl y gofyn<br>• Cynorthwyo i gynnig darpariaeth gynhwysol yn ardal y Ganolfan.<br>• Gwneud yn siŵr bod y Ganolfan Les, ei chyfarpar a'i chynnwys yn ddiogel ar bob achlysur.<br>• Sicrhau bod pob gweithgaredd a gweithrediad yn cael eu cyflawni yn unol â gweithdrefnau'r Canolfannau Lles a'r polisi Iechyd a Diogelwch.<br>• Bod yn hyblyg o ran oriau gwaith fel y'u rhannwyd ar rota, er mwyn cyflawni holl ofynion y gwasanaeth hwn ynghyd â chyfleusterau eraill Gwasanaeth y Canolfannau Lles.<br>• Bod yn bresennol mewn hyfforddiant ac ymroi'n bersonol i ddatblygiad proffesiynol parhaus, er mwyn gwella'r ddarpariaeth a'r cyfleoedd i ddinasyddion yn y Ganolfan Les.<br>• Bod yn llysgennad i Wasanaeth y Canolfannau Lles/Porth Cymorth Cynnar a Chyngor Ceredigion ar bob achlysur, gan hybu cyfathrebu a / neu gysylltiad â'r staff yn adrannau'r gwasanaeth, yr uwch dîm rheoli, Aelodau Lleol, aelodau'r cyhoedd ac asiantaethau eraill.<br>• Cyflawni unrhyw ddyletswyddau eraill sy'n berthnasol i'r swydd, yn ôl y gofyn. | |
| Cyfeirnod at Ddibenion Gwerthuso Swyddi | JD1462 |

# Manyleb Person

| Gofynnol | | |
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| Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol | • Addysgwyd hyd at safon gyffredinol dda – safon TGAU<br>• Cymhwyster Achubwr Bywydau mewn Pyllau Nofio | |
| Sgiliau Ieithyddol Cymraeg | Gwrando/Siarad: **Lefel 4**<br>Darllen: **Lefel 3**<br>Ysgrifennu: **Lefel 3** | Rhaid cwrdd a’r sgiliau ieithyddol Cymraeg o fewn 2 flynedd |
| Sgiliau Ieithyddol Saesneg | Gwrando/Siarad: **Lefel 4**<br>Darllen: **Lefel 3**<br>Ysgrifennu: **Lefel 3** | Rhaid cwrdd a’r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad |
| Sgiliau Ymarferol / Personol | • Mae’r gallu i gyfathrebu yn y Gymraeg a’r Saesneg yn hanfodol<br>• Mae’n rhaid wrth sgiliau gwrando a sgiliau cyfathrebu gwych ar lafar ac yn ysgrifenedig a rhaid bod yn hyddysg mewn TGCh<br>• Dealltwriaeth o’r sector adloniant a hamdden<br>• Y gallu i nodi a blaenoriaethu anghenion unigolion<br>• Y gallu i adeiladu perthynas gyda phlant a phobl o bob oed, teuluoedd a grwpiau<br>• Ar adegau, ymdrin â sefyllfaoedd cymhleth ac anodd<br>• Y gallu i weithio’n annibynnol ac fel rhan o dîm<br>• Sgiliau rhyngbersonol ar lefel effeithiol<br>• Y gallu i adeiladu a chynnal perthnasau proffesiynol gyda phartneriaid cyflawni, rhanddeiliaid, trigolion a chymunedau.<br>• Dealltwriaeth o bwysigrwydd cyfrinachedd<br>• Yn sylweddoli gwerth datblygiad proffesiynol parhaus | |
| Profiad Hanfodol | • Profiad o weithgareddau chwaraeon a gweithgareddau corfforol<br>• Profiad o fewn y gwasanaethau cwsmeriaid a phrofiad o nodi a bodloni anghenion cwsmeriaid<br>• Profiad o gyfathrebu gyda phobl o bob oedran boed hynny wyneb yn wyneb, drwy sgwrs ffôn neu yn ddigidol<br>• Dealltwriaeth o raglenni Nofio Cymru | |
| Hyfforddiant/addysg y mae’n ofynnol eu cyflawni/mynd ati i’w cyflawni ar gyfer y swydd | Y parodrwydd i fynd ar gyrsiau yn ôl y gofyn | |

| Dymunol | |
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| Cymwysterau / Hyfforddiant | Cymwysterau hyfforddi chwaraeon neu ffitrwydd |
| Sgiliau Ymarferol / Personol | |

# Job Description

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| Post Name | WBC Lifeguard / Operations Attendant |
| Service | Porth Cymorth Cynnar |
| Grade | 3 |
| Spinal Point/s | SCP 3 |
| Salary | £24,027 pro rata (£12.45 an hour) |
| Job Purpose | • The WBC Lifeguard/ Operations Attendant will have responsibility for supporting the delivery of a varied Physical Activity programme in a designated facility, with the overall objective of contributing to an improvement in the health & wellbeing of the citizens of Ceredigion.<br>• To support in the day-to-day operation of council operated facilities to ensure a quality service is provided to citizens, resulting in a high level of customer satisfaction<br>• To be a member of the Wellbeing Centres Service team who ensures a welcoming, efficient, and effective service is provided to citizens who visit a Wellbeing Centre |
| Location | Plascrug Leisure Centre |
| Hours of Work | 0 hours |
| Type of Contract | Casual |
| Contract Duration | Permanent |
| Line Managers Job Title | Team Manager Wellbeing Hubs (North) |
| Supervisory/Managerial Responsibilities | |
| Accountability | |
| Contractual Terms Associated with the Post | Evening & weekend work on a rota<br><br>Safeguarding and child protection are key priorities for us. We aim to support vulnerable children and young people to ensure they are as safe as they can possibly be. We and our educational establishments acknowledge that children and young people 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. |

| Duties and Responsibilities | |
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| **Supervisory**<br>• To be responsible for supervising all citizens attending the Wellbeing Centre<br>• To provide appropriate supervision of both aquatic and dryside activities in accordance with operating procedures<br><br>**Quality & Performance Management**<br>• To ensure that visitors to a Wellbeing Centre have a positive customer experience<br>• Conduct yourself in a professional manor and in line with the LA code of conduct<br><br>**Communication**<br>• To be able to provide assistance to customers of all ages; responding to their enquires and ensuring they have access to up-to-date information.<br><br>**Functional**<br>• To assist with the setting up and changing of equipment in the Wellbeing Centre and ensuring that all programs and activities run smoothly.<br>• To assist with delivery of swimming lessons and other classes as and when required<br>• To undertake general cleaning and maintenance duties within the Wellbeing Centre.<br>• To relieve other staff positions as required.<br>• To assist in the delivery of inclusive provision throughout the Hub area<br>• To ensure the security of the Wellbeing Centre, its equipment and contents at all times<br>• To ensure that all activities and operations are carried out in line with the Wellbeing Centres operating procedures and Health and Safety policy.<br>• To be flexible in terms of working hours as allocated via a rota basis to cover service requirements, as well as other facilities within the Wellbeing Centre Service.<br>• To attend training and engage in their own continued professional development to enhance the provision and opportunities provided to the citizens at the Wellbeing Centre.<br>• At all times be an ambassador for the Wellbeing Centre Service / Porth Cymorth Cynnar and Ceredigion Council, by assisting communications and/or liaison with staff in service departments, senior management, Local Members, members of the public and other agencies<br>• To undertake any other duties relevant to the role as and when required. | |
| Job Evaluation Post Ref | JD1462 |

# Person Specification

| Essential | | |
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| Academic / Professional / Technical / Vocational Qualifications | • Educated to a good standard of general education GCSE level<br>• Pool Lifeguard qualification | |
| Welsh Linguistic Skills | Listening/Speaking: **Level 4**<br>Reading: **Level 3**<br>Writing **Level 3** | The Welsh linguistic skills noted are required within 2 years |
| English Linguistic Skills | Listening/Speaking: **Level 4**<br>Reading: **Level 3**<br>Writing **Level 3** | The English linguistic skills noted are required on appointment |
| Practical and personal skills | • The ability to communicate in both English and Welsh are essential<br>• Excellent listening, oral and written communication skills and competent in the application of ICT.<br>• An understanding of the recreation and leisure sector<br>• Ability to identify and prioritise the needs of individuals<br>• Ability to build rapport with children and people of all ages, families and groups<br>• At times deal with complex and difficult situations<br>• Ability to work independently and as part of a team<br>• Effective level of inter-personal skills<br>• Ability to build and maintain professional relationships with delivery partners, stakeholders, residents and communities.<br>• An understanding of the importance of confidentiality<br>• Recognise the value in continuous professional development | |
| Required Experience | • Experience of sport and physical activity<br>• Experience within customer services and in identifying and addressing customer needs<br>• Experience of communicating with people of all ages in person, via telephone or digitally<br>• Understanding of Swim Wales programmes | |
| Training/education required to be undertaken for the post/worked towards | Willingness to attend courses as required | |

| Desirable | |
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| Qualifications / Training | Sport coaching or fitness qualifications |
| Practical / Personal Skills | |