

## Disgrifiad Swydd

Teitl y Swydd	Rheolwr Project Carlam Cymru
Gwasanaeth	Ysgolion, Gydol Oes a Diwylliant
Graddfa	9
Pwynt/iau Cyflog	24 - 26
Cyflog	£35,412 - £37,280 y flwyddyn
Pwrpas y Swydd	Rheoli prosiect Cyrsiau Carlam ar draws Cymru gan gymryd cyfrifoldeb llwyr am recriwtio cyfranwyr o ledled Cymru a thu hwnt, sicrhau ansawdd y ddarpariaeth a bod yn rheolwr llinell uniongyrchol i oddeutu 70 o athrawon. Prif gyswllt Carlam Cymru â'r Adran Adnoddau Dynol Prif gyswllt Carlam Cymru â'r Adran Gyllid Cyfrannu at drefniadau cynhadledd flynyddol e-sgol Cyfrannu at reolaeth cyfryngau cymdeithasol a chysylltiadau cyhoeddus cyffredinol e-sgol Delio â materion e-sgol o ddydd i ddydd, fel bo angen
Lleoliad	'Cartref' yw'r lleoliad gwaith cytundebol ar gyfer y rôl hon, gan eich galluogi i weithio o'ch cartref ar sail barhaol. Efallai y bydd angen teithio o bryd i'w gilydd ar gyfer cyfarfodydd hanfodol.
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Pennaeth Strategol e-sgol
Cyfrifoldebau Goruchwylio / Rheoli	Cyfrifoldeb Rheoli uniongyrchol dros oddeutu 70 o Addysgwyr Carlam Cymru o ar draws Cymru a thu hwnt
Atebolrwydd	Bydd deiliad y swydd yn atebol am gydymffurfio â dyletswyddau ac arfer dda o ran cymryd rhan.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	N/A
<b>Dyletswyddau a chyfrifoldebau</b>	
<p>Rheoli'r prosiect Carlam Cymru sy'n rhan o waith ehangach e-sgol ar draws y wlad, gan fod yn llwyr gyfrifol am recriwtio trawstoriad eang o gyfranogwyr ledled Cymru a thu hwnt, gan gynnig hyfforddiant cynhwysfawr, monitro'r allbynnau, sicrhau ansawdd uchel y ddarpariaeth a gwerthuso'r prosiect yn flynyddol.</p> <p>Bydd hyn yn golygu:</p> <ul style="list-style-type: none"> <li>• gwella sgiliau athrawon fel eu bod â'r sgiliau sydd eu hangen arnynt i recordio sesiynau ar-lein ar Teams a chyflwyno digwyddiadau byw trwy'r platfform Microsoft Live Event</li> <li>• creu deunyddiau ac adnoddau gwybodaeth a hyfforddiant</li> <li>• creu taenlenni Excel at wahanol ddibenion gan gynnwys cynnal a monitro offer TG a chostau'r prosiect</li> <li>• amserlennu digwyddiadau, gan sicrhau cydbwysedd ar draws y cyfnod ac osgoi gwrthdaro</li> <li>• creu digwyddiadau byw a dyrannu rolau i'r rhai sy'n cymryd rhan, yn athrawon ac yn aelodau o dîm e-sgol</li> <li>• creu a chynnal systemau wedi'u ffurfioli ar gyfer asedau'r prosiect</li> <li>• sicrhau cyfathrebu clir ar lafar ac yn ysgrifenedig ym mhob agwedd o'r gwaith</li> </ul>	

- creu deunyddiau marchnata sy'n tynnu sylw ac yn dal y llygad
- rheoli a chreu negeseuon bachog ar gyfer y Cyfryngau Cymdeithasol yn Gymraeg a Saesneg
- cynnal cyfathrebu rheolaidd gyda'r grwpiau perthnasol mewn amryfal ffyrdd er mwyn sicrhau rhediad hwylus y prosiect, ac ymateb i gwestiynau gan yr athrawon sy'n rhan o'r prosiect ynghyd ag eraill y unol â therfynau amser penodol
- bod ar gael gyda'r nos yn ystod cyfnodau'r digwyddiadau byw
- cynrychioli e-sgol yn y Gynhadledd Flynyddol ac mewn digwyddiadau a drefnir yn allanol
- sefydlu cysylltiadau mewnol ac allanol a chyfathrebu gyda'r rhain yn ôl yr angen er mwyn sicrhau cymaint o sylw â phosib i'r prosiect
- dadansoddi ceisiadau swydd gan athrawon sy'n dymuno ymuno â'r prosiect a phenderfynu penodi neu wrthod
- dilyn gweithdrefnau Cyngor Sir Ceredigion o ran recriwtio a sicrhau bod yr holl waith papur yn cael ei gwblhau o fewn amserlenni penodol
- rheoli agweddau ariannol y prosiect, gan gynnwys darparu rhagamcanion a chostau go iawn y prosiect i Bennaeth Strategol e-sgol
- penderfynu ar ba strategaethau marchnata y dylid eu defnyddio i hyrwyddo'r prosiect yn genedlaethol er mwyn cyrraedd cynulleidfa ehangach, gan ymgysylltu â phartneriaid allweddol sy'n cynnwys ysgolion, dysgwyr a'r Consortia Gwella Ysgolion
- penderfynu ar y matrices tâl ar gyfer gwaith
- penderfynu pa athrawon i'w defnyddio ar gyfer sesiynau penodol, ar sail barn gadarn ac adegau yn gorfod dod â chytundeb addysgwyr i ben mewn ymateb i raglen werthuso
- defnyddio synnwyr lle mae angen gwyr o'r hyn sy'n arferol o ran tâl ac amserlenni
- ymateb i geisiadau am eirida ar gyfer yr athrawon rydych yn eu rheoli a darparu hyn ar sail gwybodaeth am yr unigolyn a barn gadarn
- rheoli galwadau ar eich amser sy'n cynnwys ymyrraeth â'r gwaith a newidiadau i flaenoriaethau
- gwerthuso'r prosiect yn barhaus a chymryd camau i wella rhediad, ansawdd a chanlyniadau
- trefnu ac arwain cyfarfodydd grŵp ffocws er mwyn gwerthuso'r prosiect a thrafod syniadau o ran gwneud newidiadau a gwelliannau
- sicrhau bod llwyddiant Carlam Cymru yn cwrdd â thargedau blynyddol Llywodraeth Cymru
- adrodd yn ôl i randdeiliaid amrywiol ar lwyddiant prosiect Carlam Cymru gan gynnwys swyddogion Llywodraeth Cymru.
- Creu a datblygu canllawiau rheolaethol, rhaglenni gwerthuso a pholisïau project o'r newydd yn ogystal â'u datblygu a'u mireinio yn unol â chanfyddiadau rhaglen werthuso ac adborth gan amryfal randdeiliaid
- Rhwydweithio mewn modd gyfeillgar a phroffesiynol gydag aelodau'r cyhoedd a rhanddeiliaid amrywiol gan gynnwys athrawon a rhieni gan ymateb i unrhyw sylwadau a datrys unrhyw faterion mewn modd sensitif, dadansoddol a deallus
- Amserlennu dros 200 o sesiynau adolygu yn flynyddol gan roi ystyriaeth briodol i argaeledd yr addysgwyr
- Ar rai achlysuron, bydd angen penodi addysgwyr ar fyrder mewn ymateb i fwllch annisgwyl mewn darpariaeth

Bydd gan ddeilydd y swydd y rhyddid i wneud penderfyniadau anodd mewn amser byr gan ymateb i ddigwyddiadau annisgwyl er mwyn sicrhau parhad a llwyddiant rhaglen genedlaethol sydd wedi ei ddefnyddio dros 60,000 o weithiau erbyn hyn.

#### **Dyletswyddau a Chyfrifoldebau eraill**

- Cyfrannu at barhad a datblygiad prosiect e-sgol, sydd yn darparu cwricwlwm eang, perthnasol gan gwrdd â nodau Cynllun Strategol Addysg Gymraeg yr Awdurdod Lleol ynghyd â blaenoriaethau'r Cynllun Corfforaethol o ran cwrdd â gofynion y farchnad lafur leol
- Cyfrannu at drefniant cynhadledd flynyddol e-sgol
- Cyfrannu at reolaeth cyfryngau cymdeithasol a chysylltiadau cyhoeddus cyffredinol e-sgol
- Bod y prif gysyllt rhwng Carlam Cymru ag Adran Adnoddau Dynol / Cyllid

- Delio â materion e-sgol o ddydd i ddydd, fel bo angen.
- Fel un o delerau eich swydd, efallai y bydd gofyn i chi ymgymryd â dyletswyddau eraill sydd yn cyfateb i'ch graddfa/lefel.
- Archebu a rheoli stoc.

Cyfeirnod at Ddibenion Gwerthuso Swyddi

JD 1733-01

## Manyleb Personol

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	<ul style="list-style-type: none"> <li>Gradd neu gymhwyster Lefel 4 mewn pwnc perthnasol.</li> </ul>	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: <b>Lefel 5</b> Darllen: <b>Lefel 5</b> Ysgrifennu: <b>Lefel 5</b>	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd ar apwyntiad
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	<ul style="list-style-type: none"> <li>Lefel uchel o sgiliau rhyngpersonol llafar ac ysgrifenedig a sgiliau cyfathrebu</li> <li>Lefel uchel o sgiliau cyflwyno a thrafod</li> <li>Lefel uchel o sgiliau dwyieithog</li> <li>Lefel uchel o rifedd a llythrennedd</li> <li>Lefel uchel o sgiliau TGCh gan gynnwys y gallu i ddysgu sgiliau newydd yn gyflym a hyfforddi eraill</li> <li>Lefel uchel yn y Gymraeg, ar lafar ac yn ysgrifenedig</li> <li>Medru rhwydweithio mewn modd proffesiynol a chyfeillgar gydag aelodau o'r cyhoedd a sefydliadau sydd yn bartneriaid.</li> <li>Sgiliau ar gyfer adeiladu partneriaeth waith effeithiol ac ymrwymiad clir i weithio mewn partneriaeth</li> <li>Yn ddigon hyblyg i weithio naill ai fel unigolyn neu fel rhan o dîm yn unol â gofynion y sefyllfa</li> <li>Gweithio'n ragweithiol mewn ymatebion brys i sefyllfaoedd annisgwyl</li> <li>Agwedd ofalus, manwl a threfnus</li> <li>Medru casglu, dehongli a dadansoddi gwybodaeth gymhleth e.e. gan amserlennu dros 200 o sesiynau adolygu</li> <li>Lefel uchel o broffesiynoldeb</li> <li>Dibynadwy, gonest a phrydlon</li> <li>Brwdfrydig, ymroddedig a chydwybodol</li> <li>Medru rheoli amser yn effeithiol, trefnu a blaenoriaethu baich gwaith o fewn terfynau amser</li> <li>Medru ymateb i alwadau sy'n gwrthdaro yn rheolaidd a dod o hyd i ddatrysiadau priodol i ganfyddiadau cymhleth</li> <li>Medru mynychu cyfarfodydd a chysiau fel bo angen</li> <li>Sgiliau ar gyfer gweithredu newid sylweddol i brosiect cenedlaethol mewn modd amserol a sensitif</li> </ul>	
Profiad Hanfodol	<ul style="list-style-type: none"> <li>Profiad o reoli prosiectau lefel uchel</li> <li>Profiad o gefnogi gwelliannau o fewn sefydliad</li> </ul>	

	<ul style="list-style-type: none"> <li>• Profiad o ddarparu data a gwybodaeth ar gyfer dadansoddi</li> <li>• Profiad o weithio mewn ym myd addysg</li> <li>• Profiad o siarad yn gyhoeddus</li> <li>• Profiad o greu deunyddiau ar gyfer marchnata neu ddysgu</li> </ul>
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	<ul style="list-style-type: none"> <li>• Parodrwydd i ymgymryd â rhaglen berthnasol Datblygiad Proffesiynol Barhaus fel bo angen.</li> </ul>

Dymunol	
Cymwysterau / Hyfforddiant	<ul style="list-style-type: none"> <li>• Profiad o ddysgu, ar-lein yn benodol</li> <li>• Profiad o adnoddau dynol</li> <li>• Profiad o farchnata, hyrwyddo a hysbysebu.</li> </ul>
Sgiliau Ymarferol / Personol	

## Job Description

Post Name	Carlam Cymru Project Manager
Service	Schools, Lifelong Learning & Culture
Grade	9
Spinal Point/s	24 - 26
Salary	£35,412 - £37,280 per annum
Job Purpose	<p>Managing the Carlam Cymru project across Wales, bearing sole responsibility for recruiting contributors from all over Wales and beyond, ensuring the quality of the provision and being a direct line manager for around 70 teachers.</p> <p>Contribute towards the coordination e-sgol annual conference.</p> <p>Contribute to the managing of social media and public relations.</p> <p>Be the main contact with Human Resources.</p> <p>Be the main contact with the Finance Department.</p> <p>Deals with day-to-day e-sgol issues, as required.</p>
Location	This role is home-based, allowing you to work from your home address on a permanent basis. Occasional travel may be required for essential meetings.
Hours of Work	37 hours a week
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	e-sgol Head of Strategy
Supervisory/Managerial Responsibilities	Direct management responsibility for approximately 70 Carlam Cymru Educators from various locations around Wales and beyond
Accountability	The post holder will be liable to comply with duties and good practice regarding participation.
Contractual Terms Associated with the Post	N/A
<b>Duties and Responsibilities</b>	
<p>Full management of the Carlam Cymru arm of the e-sgol project with sole responsibility for recruiting a wide cross-section of teachers throughout Wales and beyond, offering comprehensive training to the contributors, monitoring the outcomes, ensuring the high quality of the provision and fully evaluating the project annually.</p> <p>This will involve the following:</p> <ul style="list-style-type: none"> <li>• upskilling of teachers so that they have the necessary skills to record online sessions on Teams and deliver live events through the Microsoft Live Event platform</li> <li>• creating information and training materials and resources</li> <li>• creating Excel spreadsheets for various purposes including maintaining and monitoring of IT equipment and project costs</li> <li>• timetabling events, ensuring a balance across the time period and avoiding conflicts</li> <li>• creating live events and allocating roles to those involved, both teachers and team members</li> <li>• creating and maintaining formalized systems for project assets</li> <li>• ensuring clear written and spoken communication in all aspects of the work</li> </ul>	

- creating marketing materials that are engaging and eye-catching
- managing and creating messages for Social Media in both Welsh and English that are concise but engaging
- maintaining regular communication with relevant parties by various methods to ensure the smooth running of the project and responding to queries from teachers involved in the project and other parties within defined timescales
- being available and on call during the periods of the evening live events
- representing e-sgol at the Annual Conference and at externally organized events
- establishing internal and external contacts and communicating with these as necessary to ensure that the project gets as much exposure as possible
- analysing job applications from teachers wanting to join the Carlam Cymru project and making decisions on whether to recruit or reject
- following Ceredigion County Council procedures for recruitment and ensuring that all paper work is completed within agreed timelines
- managing the financial aspects of the project, including providing forecast and actual spend reports to the Finance Department
- deciding which marketing strategies should be employed to promote the project nationally and reach a wider audience, and involving key partners that include schools, pupils and School Improvement Consortia
- deciding on the pay matrix for the work
- deciding which teachers to use for particular sessions, based on sound judgement and occasionally having to terminate a contract in response to an evaluation program
- exercising discretion where some deviance from the standard is required in terms of pay and timelines
- responding to requests for references for the teachers you manage and providing these using sound knowledge and judgement
- managing demands on your time including disruption to work and priority changes
- continually evaluating the project and taking steps to improve operation, quality and outcomes
- organizing and leading focus group meetings to review and discuss ideas for change and improvement
- ensuring that the success of Carlam Cymru meets the Welsh Government's annual targets
- reporting back to various stakeholders on the success of the Carlam Cymru project, including Welsh Government officials.
- Create and develop managerial guidelines, evaluation programs and project policies from scratch as well as develop and refine them in accordance with the findings of an evaluation program and feedback from various stakeholders
- Networking in a friendly and professional manner with members of the public and various stakeholders including teachers and parents responding to any comments and resolving any issues in a sensitive, analytical and intelligent manner
- Scheduling over 200 revision sessions annually, giving due consideration to the availability of the educators
- On occasions, it will be necessary to appoint educators urgently in response to an unexpected gap in provision

The post holder will have the freedom to make difficult decisions in a short time responding to unexpected events in order to ensure the continuity and success of a national program which has now been used over 60,000 times.

**Other duties and responsibilities will involve:**

- contributing to the continuation and development of the e-sgol project, which provides a broad, relevant curriculum that meets the aims of the Local Authority's Welsh Education Strategic Plan and the Corporate Plan's priorities for meeting local labour market requirements
- Ensure clear communication, marketing and involvement of key partners including schools, Governors, pupils and parents
- contributing to the organisation of the annual e-sgol conference
- contributing to general e-sgol social media management and public relations
- Contributing to the managing of social media and public relations.
- Act as the main Carlam Cymru Contact with Human Resources / Finance Department
- Deal with e-sgol issues on a daily basis, as required.
- As a term of your post, you may be required to undertake other duties commensurate with your grade / level.
- Purchasing and managing stock.

Job Evaluation Post Ref

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## Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	<ul style="list-style-type: none"> <li>Degree or Level 4 qualification in a relevant subject.</li> </ul>	
Welsh Linguistic Skills	Listening/Speaking: <b>Level 5</b> Reading: <b>Level 5</b> Writing: <b>Level 5</b>	The Welsh linguistic skills noted are required on 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	<ul style="list-style-type: none"> <li>High level of interpersonal oral and written skills as well as communication skills.</li> <li>High level of presentation and discussion skills.</li> <li>High level of bilingual skills.</li> <li>High level of numeracy and literacy.</li> <li>High level of IT skills including the ability to learn new skills quickly and train others</li> <li>High level of Welsh, oral and written</li> <li>Be able to network in a professional and friendly manner with members of the public and partner organisations.</li> <li>Skills for building an effective working partnership and a clear commitment to partnership working.</li> <li>Sufficiently flexible to work either as an individual or as part of a team in accordance with the requirements of the situation.                             <ul style="list-style-type: none"> <li>Work proactively by reacting sensibly to unexpected situations</li> </ul> </li> <li>Careful, detailed and orderly approach.</li> <li>Be able to collect, interpret and analyse complex information e.g. scheduling over 200 revision sessions.</li> <li>Be able to reason and solve issues in an analytical manner on a regular basis.</li> <li>High level of professionalism.</li> <li>Reliable, honest and punctual.</li> <li>Enthusiastic, committed and conscientious.</li> <li>Be able to manage time effectively, and to organise and prioritise workloads within set deadlines.</li> <li>Be able to respond to conflicting demands and find solutions.</li> <li>Be able to attend meetings and courses as necessary.</li> <li>Skills for implementing significant change to a national project in a timely and sensitive manner</li> </ul>	
Required Experience	<ul style="list-style-type: none"> <li>Experience of managing high-level projects</li> <li>Experience of supporting improvements within an organisation.</li> <li>Experience of supplying data and information for analysis.</li> <li>Experience of working in an educational environment.</li> <li>Experience of public speaking.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Experience of creating materials for marketing or teaching purposes.</li> </ul>
Training/education required to be undertaken for the post/worked towards	<ul style="list-style-type: none"> <li>• Willingness to undertake a relevant Continuing Professional Development programme as required.</li> </ul>

Desirable	
Qualifications / Training	<ul style="list-style-type: none"> <li>• Experience of teaching, especially online teaching.</li> <li>• Human Resources experience.</li> <li>• Experience in marketing, promoting and advertising.</li> </ul>
Practical / Personal Skills	