

# Job Description

**Job Title:** e-sgol Digital Delivery Coordinator

**Pay Grade:** 9: £35,412 - £37,280 pro rata

**Hours of Work:** 14.8 a week

**Location:** 'Home' is the contractual work location for this role, enabling you to work from your home address on a permanent basis. Travel may be required from time to time for essential meetings.

**Post Ref:** JD 1897

## **Main Purpose of the Job:**

To assist with the work of expanding the e-sgol project across the Primary sector, with potential to extend further across the older progression steps. To support new and innovative initiatives within the digital education sector by working collaboratively with Headteachers, Teachers, various Stakeholders and Local Authority Officers across Wales. To respond to new opportunities to further develop e-sgol, giving strong consideration to the requirements of the Curriculum for Wales within the primary sector.

## **Key Tasks & Responsibilities:**

- Lead and coordinate projects to ensure comprehensive e-sgol provision for a national audience.
- Plan, develop and deliver interactive educational sessions on digital platforms for a wide range of audiences.
- Support and drive the expansion of the e-sgol project across the primary and secondary sectors.
- Ensure effective communication, marketing and engagement with key partners including schools, local authorities and education consortia.
- Support the skills of providers by training them to deliver online sessions and lead live events.
- Create presentations, interactive educational resources and engaging marketing materials.
- Support e-sgol public relations campaigns, creating bilingual messages for social media and other channels.
- Develop and update policies, regulatory guidance and evaluation programmes based on feedback and data.
- Organise and schedule educational sessions, responding promptly to unexpected gaps in provision.
- Network professionally and lead stakeholders, respond to feedback, resolve issues sensitively and report on project progress.

## **Disclosure & Barring Service Check\*:** DBS Enhanced Child

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.

**Essential Professional Registration / Membership:** Not Applicable

# Person Specification

## Essential Requirements

### Essential Academic / Professional / Technical / Vocational Qualifications:

Degree or Level 4 qualification in a relevant subject

### Essential experience:

- At least 2 years' experience in an educational organisation.
- At least 2 years' experience of project management or coordinating complex activities.
- Experience of supporting improvements within an organisation.
- Experience of providing data and information for analysis.

### Essential practical/personal skills:

- Excellent interpersonal and communication skills in Welsh and English (spoken and written).
- Strong presentation and facilitation skills for educational and coordination activities.
- High-level ICT skills, including the ability to learn new digital tools quickly and train others.
- Ability to gather, interpret and analyse complex information.
- Ability to prioritise and manage time effectively within tight deadlines.
- Ability to respond proactively and promptly to unexpected situations.
- High standard of professionalism, reliability and commitment to high-quality work.

### English Language Skills:

#### Listening & Speaking

- **Level 5:** Can contribute fluently and confidently in relation to all aspects of day-to-day work, including discussing and advising upon technical, specialist or sensitive matters.

#### Reading Skills

- **Level 5:** Can understand reports, documents and articles he/she is likely to read during his/her work, including complicated concepts expressed in abstruse terms.

#### Writing Skills

- **Level 5:** Can write business correspondence, short reports, e-mail messages and information literature to an acceptable standard with the assistance of language tools. Can write detailed notes in a meeting whilst contributing fully.

## Welsh Language Skills:

### Listening & Speaking

- **Level 5:** Can contribute fluently and confidently in relation to all aspects of day-to-day work, including discussing and advising upon technical, specialist or sensitive matters.

### Reading Skills

- **Level 5:** Can understand reports, documents and articles he/she is likely to read during his/her work, including complicated concepts expressed in abstruse terms.

### Writing Skills

- **Level 5:** Can write business correspondence, short reports, e-mail messages and information literature to an acceptable standard with the assistance of language tools. Can write detailed notes in a meeting whilst contributing fully.
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## Desirable Requirements

### Desirable Academic / Professional / Technical / Vocational Qualifications:

Experience or formal training in the field of marketing, promotion or advertising

### Desirable experience:

Additional experience in marketing, promotion or advertising.  
Experience of facilitating or delivering live sessions to a wide audience.

### Desirable practical/personal skills:

Ability to present and facilitate live sessions for a wide range of audiences.

# Disgrifiad Swydd

**Teitl y Swydd:** Cydlynnydd Darpariaeth Ddigidol e-sgol

**Gradd Cyflog:** 9: £35,412 - £37,280 pro rata

**Oriau Gwaith:** 14.8 yr wythnos

**Lleoliad:** *'Cartref' yw'r lleoliad gwaith cytundebol ar gyfer y rôl hon, gan eich galluogi i weithio o'ch cyfeiriad cartref ar sail barhaol. Efallai y bydd angen teithio o bryd i'w gilydd ar gyfer cyfarfodydd hanfodol.*

**Cyfeirnod:** JD 1897

**Prif Bwrpas y Swydd:**

*I gynorthwyo gyda'r gwaith o ehangu prosiect e-sgol ar draws y sector Cynradd gyda photensial i ymestyn ymhellach ar draws gamau cynnydd hŷn. I gefnogi mentrau newydd ac arloesol yn y sector addysg ddigidol gan gydweithio gyda Phenaethiaid, Athrawon, Rhanddeiliaid amrywiol a Swyddogion Awdurdodau Lleol ar draws Cymru. Ymateb i gyfleodd newydd i ddatblygu e-sgol ymhellach gan roi ystyriaeth gref i ofynion Cwricwlwm i Gymru yn y sector cynradd.*

**Tasgau a Chyfrifoldebau Allweddol:**

- Arwain a chydlynu prosiectau i sicrhau darpariaeth e-sgol gynhwysfawr i gynulleidfa genedlaethol.
- Cynllunio, datblygu a chyflwyno sesiynau addysgiadol rhyngweithiol ar blatfformau digidol ar gyfer ystod eang o gynulleidfaeod.
- Cefnogi ac yrru'r gwaith o ehangu prosiect e-sgol ar draws y sector cynradd a'r sector uwchradd.
- Sicrhau cyfathrebu, marchnata ac ymgysylltu effeithiol â phartneriaid allweddol gan gynnwys ysgolion, awdurdodau lleol a chonsortia addysg.
- Cefnogi sgiliau darparwyr drwy eu hyfforddi i gyflwyno sesiynau ar-lein ac arwain digwyddiadau byw.
- Creu cyflwyniadau, adnoddau addysgol rhyngweithiol a deunyddiau marchnata deniadol.
- Cefnogi ymgyrchoedd cysylltiadau cyhoeddus e-sgol, gan greu negeseuon dwyieithog ar gyfer cyfryngau cymdeithasol a sianeli eraill.
- Datblygu a diweddarau polisiau, canllawiau rheolaethol a rhaglenni gwerthuso yn seiliedig ar adborth a data.
- Trefnu ac amserlennu sesiynau addysgol, gan ymateb yn brydlon i fylchau annisgwyl mewn darpariaeth.
- Rhwydweithio'n broffesiynol ac arwain rhanddeiliaid, ymateb i sylwadau, datrys problemau'n sensitif ac adrodd ar gynnydd y prosiect.

**Gwiriad Gwasanaeth Datgelu a Gwahardd\*:** DBS Enhanced Child

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

Iles. 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.

**Cofrestrriad/Aelodaeth Broffesiynol Hanfodol:** Not Applicable

# Manyleb Person

## Gofynion Hanfodol

### Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol Hanfodol:

- Gradd neu gymhwyster Lefel 4 mewn pwnc perthnasol

### Profiad Hanfodol:

- O leiaf 2 flynedd o brofiad mewn sefydliad addysgol.
- O leiaf 2 flynedd o brofiad o reoli prosiectau neu gydlynu gweithgareddau cymhleth.
- Profiad o gefnogi gwelliannau o fewn sefydliad.
- Profiad o ddarparu data a gwybodaeth ar gyfer dadansoddi.

### Sgiliau ymarferol/personol hanfodol:

- Sgiliau rhyngpersonol a chyfathrebu rhagorol yn y Gymraeg a'r Saesneg (llafar ac ysgrifenedig).
- Sgiliau cyflwyno a thrafod cryf ar gyfer gweithgareddau addysgol a chydlynol.
- Sgiliau TGCh lefel uchel, gan gynnwys y gallu i ddysgu offer digidol newydd yn gyflym a hyfforddi eraill.
- Y gallu i gasglu, dehongli a dadansoddi gwybodaeth gymhleth.
- Y gallu i flaenoriaethu a rheoli amser yn effeithiol o fewn terfynau amser tynn.
- Y gallu i ymateb yn rhagweithiol ac yn brydlon i sefyllfaoedd annisgwyl.
- Safon uchel o broffesiynoldeb, dibynadwyedd ac ymroddiad i waith o ansawdd uchel.

### Sgiliau Iaith Saesneg:

#### Gwrando a Siarad:

- **Lefel 5:** Medru cyfrannu'n rhugl a hyderus yng nghyswllt pob agwedd ar y gwaith beunyddiol, gan gynnwys trafod a chynghori ar faterion technegol, arbenigol neu sensitif.

#### Sgiliau Darllen

- **Lefel 5:** Gallu deall adroddiadau, dogfennau ac erthyglau y mae'n debygol o ddod ar eu traws yn ystod y gwaith, gan gynnwys cysyniadau cymhleth wedi'u mynegi yn nhermau astrus..

#### Sgiliau Ysgrifennu

- **Lefel 5:** Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd i safon dderbyniol gyda chymorth cymhorthion iaith. Medru llunio nodiadau manwl tra'n cymryd rhan lawn mewn cyfarfod.

## Sgiliau Iaith Gymraeg:

### Gwranddo a Siarad:

- **Lefel 5:** Medru cyfrannu'n rhugl a hyderus yng nghyswllt pob agwedd ar y gwaith beunyddiol, gan gynnwys trafod a chynghori ar faterion technegol, arbenigol neu sensitif.

### Sgiliau Darllen

- **Lefel 5:** Gallu deall adroddiadau, dogfennau ac erthyglau y mae'n debygol o ddod ar eu traws yn ystod y gwaith, gan gynnwys cysyniadau cymhleth wedi'u mynegi yn nhermau astrus..

### Sgiliau Ysgrifennu

- **Lefel 5:** Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd i safon dderbyniol gyda chymorth cymhorthion iaith. Medru llunio nodiadau manwl tra'n cymryd rhan lawn mewn cyfarfod.

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## Gofynion Dymunol

### Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol Dymunol:

- Profiad neu hyfforddiant ffurfiol ym maes marchnata, hyrwyddo neu hysbysebu

### Profiad Dymunol:

- Profiad ychwanegol o farchnata, hyrwyddo neu hysbysebu.
- Profiad o hwyluso neu gyflwyno sesiynau byw i gynulleidfa eang

### Sgiliau ymarferol/personol dymunol:

- Y gallu i gyflwyno a hwyluso sesiynau byw i ystod eang o gynulleidfaoedd.