

Disgrifiad Swydd

Teitl y Swydd	Hyfforddwr Gweithgaredd Corfforol a Chwarae
Gwasanaeth	Porth Cymorth Cynnar
Graddfa	6
Pwynt/iau Cyflog	7 - 10
Cyflog	£26,403 - £27,694 y flwyddyn
Pwrpas y Swydd	<ul style="list-style-type: none"> • Bydd gan yr Hyfforddwr Geithgaredd a Chwarae gyfrifoldeb am gynllunio a chyflwyno sesiynau Gweithgaredd Corfforol a Chwarae mewn ardal benodol, gydag unrhyw nod cyffredinol i gyfrannu at wella iechyd a lles dinasyddion Ceredigion. • I gefnogi Gwasanaeth y Ganolfan Lles yn darparu darpariaeth ffocws a chyffyrddol o gyfleoedd gweithgaredd corfforol, gan gynnwys rhaglenni yn y ganolfan ac ar ben draw, ledled y sirol ac mewn partneriaeth â rhanddeiliaid statudol a gwirfoddol allweddol.
Lleoliad	Penmorfa, Aberaeron.
Oriau Gwaith	37 awr
Math o Gytundeb	Llawn amser
Hyd y Cytundeb	Cyfnod Penodol – 31/03/2027
Teitl swydd y Rheolwr Llinell	Cydlynnydd Gweithgaredd Corfforol & Chwarae
Cyfrifoldebau Goruchwylio / Rheoli	
Atebolrwydd	
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	<p>Nosweithiau ac penwythnosau achlysurol</p> <p>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.</p>

Goruchwyliaeth

- I ddarparu goruchwyliaeth briodol i ddinasyddion sy'n mynychu gweithgareddau corfforol a sesiynau chwarae ac dosbarthiadau yn unol â gweithdrefnau gweithredu ac feini prawf y Sir.

Rheoli ansawdd a pherfformiad

- I sicrhau bod gan gyfranogwyr brofiad positif fel cwsmer.
- Dylid ymddwyn mewn dull proffesiynol ac yn unol â codes ymddygiad y Sir.
- I derbyn adborth gan ddinasyddion sy'n mynychu gweithgareddau corfforol a sesiynau chwarae i sicrhau bod cyflwyniad y rhaglen yn gyfoes ac yn cwrdd â gofynion y cyfranogwyr.

Cyfathrebu

- I ddarparu cyfarwyddiadau clir sy'n sicrhau bod dinasyddion yn cynnal eu sesiwn gweithgaredd corfforol yn ddiogel ac yn cael profiad cadarnhaol.
- Cymorth gyda marchnata a hyrwyddo pob sesiwn a gwasanaeth yn y sir.

Gweithredol

- Bod yn gyfrifol am ddarparu sesiynau gweithgaredd corfforol a chwarae yn unol â gofynion lleiaf rhaglen cyflawni'r Awdurdod Lleol.
- Gosod a newid offer i sicrhau bod y rhaglenni yn rhedeg yn esmwyth.
- Gweithio gyda rhanddeiliaid a phartneriaid i ddarparu sesiynau canolbwyntiedig ar gyfer cynulleidfaoedd penodol.
- I sicrhau diogelwch a lles pob defnyddiwr a chymryd rhan bob amser ac i gydymffurfio â pholisi'r Cyngor.
- I helpu mewn cyflwyno darpariaeth gynhwysol ledled y sir.
- I sicrhau bod pob gweithgaredd a gweithrediadau yn cael eu cynnal yn unol â gweithdrefnau gweithredu a pholisi iechyd a diogelwch.
- I fod yn hyblyg o ran oriau gwaith.
- Ar bob achlysur, bod yn llysgennad dros y Gwasanaeth Canolfan Les / Porth Cymorth Cynnar a Chyngor Ceredigion, trwy helpu cyfathrebu ac / neu gysylltiad gyda staff yn adrannau'r gwasanaeth, rheolwyr uwch, Aelodau Lleol, aelodau o'r cyhoedd ac asiantaethau eraill.
- I fynychu hyfforddiant a chymryd rhan yn eu datblygiad proffesiynol parhaus i wella'r ddarpariaeth a'r cyfleoedd a gynhelir i ddinasyddion.
- Cael gwybodaeth a dealltwriaeth dda o dueddiadau'r diwydiant mewn perthynas â chynlluniau, rhaglenni a dosbarthiadau newydd.
- Cymryd rhan yn y gwaith cynnal a chadw cyfarpar a hadnoddau yn y cyfleuster
- Cyflawni unrhyw ddyletswyddau a swyddogaethau eraill a gél eu neilltuo.

Disgrifiad Swydd

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	<ul style="list-style-type: none"> Addysg wedi'i chynnal i safon da o addysg gyffredinol lefel TGAU neu oleuaf 12 mis o brofiad o gyflwyno gweithgaredd corfforol a sesiynau chwarae. Unrhyw gymhwyster seiliedig ar chwaraeon L2 yn ymwneud â Gweithgaredd Corfforol a Chwarae. 	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: Lefel 4 Darllen: Lefel 3 Ysgrifennu: Lefel 3	Mae'r sgiliau ieithyddol Cymraeg a nodwyd yn ofynnol ar benodiad
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: Lefel 4 Darllen: Lefel 3 Ysgrifennu: Lefel 3	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> Mae'r gallu i gyfathrebu yn Saesneg a Chymraeg yn hanfodol. Sgiliau gwranddo, llafar a ysgrifenedig rhagorol a sgiliau cytbwys yn y cais o TG. Dealltwriaeth o'r sector gweithgaredd corfforol a hamdden. Gallu cydnabod a rhoi blaenoriaeth i anghenion unigolion i wella eu hiechyd a'u lles. Gallu adeiladu perthynas gyda phlant a phobl o bob oedran, teuluoedd a grwpiau a chwythu cynnwrf iddynt i ddod yn weithgar yn gorfforol ac aros yn weithgar. Gallu gweithio'n annibynnol ac fel rhan o dîm. Lefel effeithiol o sgiliau rhyngpersonol. Dealltwriaeth o bwysigrwydd preifatrwydd. Adnabod gwerth datblygiad proffesiynol parhaus. 	
Profiad Hanfodol	<ul style="list-style-type: none"> Profiad o ddarparu gweithgareddau corfforol a sesiynau chwarae amrywiol. Profiad o gyfathrebu â phobl o bob oed yn bersonol, drwy dderbynneb neu'n ddigidol. 	
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	<ul style="list-style-type: none"> Byddu'n barod i fynychu cyrsiau yn ôl yr angen. 	

Dymunol	
Cymwysterau / Hyfforddiant	
Sgiliau Ymarferol / Personol	

Job Description

Post Name	Physical Activity & Play Instructor
Service	Porth Cymorth Cynnar
Grade	6
Spinal Point/s	7 - 10
Salary	£26,403 - £27,694 per annum
Job Purpose	<ul style="list-style-type: none"> The Physical Activity & Play Instructor will have responsibility for planning and delivering Physical Activity & Play sessions in a designated area, with an overall objective of contributing to an improvement in the health & wellbeing of the citizens of Ceredigion. To support the Wellbeing Centre Service in providing focussed and universal provision of physical activity opportunities, including centre based and outreach programmes, throughout the county and in partnership with key statutory and voluntary stakeholders.
Location	Penmorfa, Aberaeron.
Hours of Work	37 hours
Type of Contract	Full-time
Contract Duration	Fixed Term - 31/03/2027
Line Managers Job Title	Co-ordinator Physical Activity & Play
Supervisory/Managerial Responsibilities	
Accountability	
Contractual Terms Associated with the Post	<p>Occasional evenings and weekends</p> <p>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.</p>
Duties and Responsibilities	

Supervisory

- To provide appropriate supervision of citizens that attend physical activity & play sessions and classes in accordance with operating procedures and LA criteria

Quality & Performance management

- To ensure participants have a positive customer experience.
- Conduct yourself in a professional manor and in line with the LA code of conduct.
- To obtain feedback from citizens that attend physical activity & play sessions to ensure the delivery of the programme is current and meets the demands of the participants.

Communication

- To provide clear instruction that ensures citizens undertake their physical activity session safely and have a positive experience.
- Assist with the marketing and promotion of all sessions and services within the county.

Functional

- To be responsible for delivering physical activity & play sessions in line with the minimum requirements of the Local Authority delivery programme.
- Setting up and changing equipment to ensure that the programmes run smoothly.
- Work with stakeholders and partners in delivering focused sessions for targeted audiences.
- To ensure the safety and welfare of all users and participants at all times and comply with the Councils policy.
- To assist in the delivery of inclusive provision throughout the county
- To ensure that all activities and operations are carried out in line with operating procedures and H&S policy.
- To be flexible in terms of working hours
- 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
- To attend training and engage in their own continued professional development to enhance the provision and opportunities provided to citizens
- Have a good knowledge and understanding of the industry trends in relation to new schemes, programmes and classes.
- Assist with the up-keep of equipment and resources within the facility.
- To undertake any other such duties & functions as may be assigned.

Job Evaluation Post Ref

JD1837

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	<ul style="list-style-type: none"> Educated to a good standard of general education GCSE level or minimum of 12 months experience of delivering physical activity & play sessions Any L2 Physical Activity & Play sports based qualifications 	
Welsh Linguistic Skills	Listening/Speaking: Level 4 Reading: Level 3 Writing Level 3	The Welsh linguistic skills noted are required on appointment
English Linguistic Skills	Listening/Speaking: Level 4 Reading: Level 3 Writing Level 3	The English linguistic skills noted are required on appointment
Practical and personal skills	<ul style="list-style-type: none"> The ability to communicate in both English and Welsh are essential Excellent listening, oral and written communication skills and competent in the application of ICT. An understanding of the recreation and leisure sector. Ability to identify and prioritise the needs of individuals to improve their health and wellbeing. Ability to build rapport with children and people of all ages, families and groups –and motivate them to become and remain physically active. Ability to work independently and as part of a team. Effective level of inter-personal skills. An understanding of the importance of confidentiality. Recognise the value in continuous professional development. 	
Required Experience	<ul style="list-style-type: none"> Experience of delivering various physical activity & play sessions Experience of communicating with people of all ages in person, via telephone or digitally 	
Training/education required to be undertaken for the post/worked towards	<ul style="list-style-type: none"> Willingness to attend courses as required 	

Desirable	
Qualifications / Training	
Practical / Personal Skills	