

Disgrifiad Swydd

Teitl y swydd	Gweithiwr Cymorth Ieuenctid
Gwasanaeth	Gwasanaeth Ieuenctid
Gradd	Gradd 7
Cyfeirnod at ddibenion Gwerthuso Swyddi	JD 973-01
Cyflog	Graddfa 7 £28,598 - £30,518
Diben y swydd	- Gweithio yn y Model Gwasanaethau Integredig Gydol Oes a Llesiant i gynorthwyo â'r gwaith o gynllunio, cefnogi, goruchwyllo a chynnal gweithgareddau penodol a gwaith arall gyda phlant, pobl ifanc, oedolion a'u teuluoedd. - Llunio a datblygu ystod o ddulliau Gwaith Ieuenctid arloesol i ennyn diddordeb pobl ifanc ledled Ceredigion mewn cyfleoedd, gweithgareddau a dysgu achrededig. I wneud hyn, bydd gofyn defnyddio dulliau gwaith ieuenctid amrywiol, fel sy'n briodol i ddiwallu anghenion y pobl ifanc. - Cychwyn a chydgysylltu ystod o fentrau gwaith ieuenctid i pobl ifanc ledled Ceredigion i wella eu datblygiad personol, cymdeithasol, addysgol a gwleidyddol pan fyddant yn pontio o fod yn blant i fod yn oedolion. - Darparu cymorth ac ymyriadau ataliol i pobl ifanc (11-25 oed) sydd mewn perygl o beidio ag ennill cymwysterau cydnabyddedig yn 16 oed a/neu ymuno â'r garfan o pobl ifanc nad ydynt mewn addysg, cyflogaeth na hyfforddiant (NEET). Gallai deiliad y swydd gyflawni'r gwaith hwn mewn clybiau ieuenctid neu yn y gymuned.
Lleoliad	Canolfan Rheidol / Penmorfa Lleoliadau amrywiol ar gael; Canolfannau Ieuenctid Aberteifi, Aberaeron, Llanbedr Pont Steffan ac Aberystwyth.
Oriau gwaith	3.5 awr yr wythnos
Math o gytundeb	Rhan Amser
Hyd y cytundeb	Cyfnod Penodedig
Teitl swydd y Rheolwr Llinell	Rheolwr Tîm – Gwaith Ieuenctid Cymunedol ac Atal / Rheolwr Tîm Gwaith Ieuenctid a Ymgysylltu
Cyfrifoldebau goruchwyllo / rheoli – os ydyw'n berthnasol	Mentora prentisiaid a gwirfoddolwyr yn rheolaidd.
Atebolrwydd	Bod yn gyfrifol am y pethau a ganlyn: - Cyfarpar TGCh, e.e. llechen, ffôn symudol a/neu liniadur. - Cyflenwadau a chyfarpar sy'n berthnasol i'r swydd, fel cyfarpar chwarae.

	- Bod yn ymwybodol o'r angen i sicrhau bod yr holl ddarpariaeth ar gyfer pobl ifanc sy'n agored i niwed yn cydymffurfio â pholisïau a gweithdrefnau Cyngor Sir Ceredigion, a bod yn gyfrifol am sicrhau bod hynny'n digwydd. - Sicrhau bod data ystadegol trylwyr yn cael eu casglu a'u dadansoddi mewn modd amserol fel sy'n ofynnol gan Gyngor Sir Ceredigion ac asiantaethau allanol. - Gweithio mewn lleoliadau dynodedig ar draws y sir - Gweithio yn unol â pholisïau a gweithdrefnau iechyd a diogelwch darparwyr allanol pan fydd yn cymryd rhan mewn unrhyw weithgaredd oddi ar y safle (sy'n eich cynnwys chi neu'r bobl ifanc yr ydych yn gyfrifol amdanynt).
Telerau cytundebol sy'n gysylltiedig â'r swydd	Mae'r swydd yn amodol ar wiriad Manylach DBS ar gyfer Plant, gan gynnwys gwiriad yn erbyn y Rhestr Waharddedig i Blant.
Trosolwg ar y Model Gwasanaethau Integredig Gydol Oes a Llesiant	Mae'r Model Gwasanaethau Integredig Gydol Oes a Llesiant yn ffordd newydd o ddiwallu anghenion pobl drwy sicrhau bod y bobl iawn yn eu lle i wneud y penderfyniadau iawn ar yr adeg iawn. Bydd y Model Gwasanaethau Integredig Gydol Oes a Llesiant: - yn fan cyswllt cyntaf ar gyfer preswylwyr a phartneriaid allweddol - yn llunio ac yn darparu pecynnau atal ac ymyrraeth gynnar pwrpasol i ddiwallu anghenion unigolion - yn pennu'r gwasanaethau mwyaf priodol i roi cynlluniau gofal a chymorth ar waith yn brydlon - yn monitro ac yn gwerthuso effaith y cymorth
Dyletswyddau a chyfrifoldebau	
- Asesu anghenion pobl ifanc, a chynllunio a darparu rhaglenni a gweithgareddau sy'n ymwneud â'u hanghenion, gan ganolbwyntio ar brif feysydd Strategaeth Gwasanaeth Ieuencid Ceredigion. - Cynorthwyo â'r gwaith o gynllunio a chydgyssylltu gweithgareddau gwaith ieuencid ledled y sir. Bydd hyn yn cynnwys gwaith partneriaeth cadarn gyda sefydliadau ieuencid statudol a gwirfoddol yng Ngheredigion. - Sicrhau bod pobl ifanc yn cael mynediad at wasanaethau gwybodaeth a chyngor priodol, eu cyfeirio at wasanaethau eraill, a rhoi cymorth dwys i bobl ifanc, fel y bo'n briodol. - Nodi a datblygu opsiynau ar gyfer ymyriadau priodol fesul unigolyn neu fesul grŵp gyda'r bobl ifanc yn y grŵp targed (e.e. cyflawni canlyniadau achrededig ar sail dysgu anffurfiol a heb fod yn ffurfiol, addysg bersonol a chymdeithasol). Gallai hyn gynnwys trefnu a chynnal gweithdai a digwyddiadau hyfforddi ar gyfer pobl ifanc, staff a chydweithwyr, gan gynnwys cyfrannu at ddarpariaeth y cwricwlwm ehangach. - Bod yn ymwybodol o arddulliau dysgu unigol pobl ifanc, ac addasu'r dull o weithio yn unol â hynny i sicrhau bod cynnydd yn cael ei wneud / ei gyflawni. - Grymuso pobl ifanc i wneud penderfyniadau ystyrlon am eu bywydau a'u dewisiadau addysgol. - Annog pobl ifanc i ryngweithio ag eraill ac i gymryd rhan mewn gweithgareddau sy'n cael eu harwain gan staff y gwasanaeth ieuencid a staff darparwyr eraill. - Meithrin a chynnal cysylltiadau uniongyrchol â rhaglen weithgareddau'r gwasanaeth a ddarperir ledled y sir.	

- Ymgymryd â dyletswyddau eraill sy'n berthnasol i'r swydd, fel sy'n ofynnol gan y Rheolwr Gwasanaeth.

Manyleb Person

Hanfodol		
Cymwysterau academiaidd / proffesiynol / technegol / galwedigaethol	- Addysg hyd at lefel gradd mewn pwnc perthnasol, e.e. Gwaith Ieuencid a Chymunedol, y Blynnyddoedd Cynnar, Addysg, Hamdden, neu bum mlynedd o brofiad cyfatebol o weithio gyda phlant, pobl ifanc a'u teuluoedd. - Aelodaeth o gorff proffesiynol priodol, e.e. Cyngor y Gweithlu Addysg.	
Sgiliau Cymraeg	Gwrando/Siarad: Lefel 3 Darllen: Lefel 2 Ysgrifennu: Lefel 2	Rhaid bodloni'r sgiliau Cymraeg a nodir cyn pen dwy flynedd ar ôl penodi i'r swydd.
Sgiliau Saesneg	Gwrando/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5	Rhaid bodloni'r sgiliau Saesneg a nodir pan benodir i'r swydd.
Sgiliau ymarferol a phersonol gofynnol	- Mae'r gallu i gyfathrebu yn Gymraeg ac yn Saesneg yn hanfodol. - Gallu gweithio o'ch pen a'ch pastwn eich hun ac fel aelod annatod o dîm. - Rhaid eich bod yn gallu arwain drwy esiampl ac ysgogi eraill, a rhaid eich bod yn meddu ar sgiliau cyfathrebu a sgiliau rhyngpersonol rhagorol. - Bydd angen i ddeiliad y swydd allu teithio i wahanol leoliadau ledled y sir ar fyr rybudd, gan ddefnyddio cludiant personol, i ymateb yn brydlon i anghenion y gwasanaeth. - Rhaid eich bod yn gallu defnyddio Technoleg Gwybodaeth yn gymwys. - Rhaid eich bod yn gallu gweithio tu allan i oriau swyddfa arferol, gyda'r hwyr ac ar benwythnosau, gan gynnwys gwaith preswyl o bryd i'w gilydd.	
Profiad gofynnol	- Dealltwriaeth o'r prif faterion sy'n effeithio ar fywydau pobl ifanc heddiw. - Profiad blaenorol o weithio gyda phlant a phobl ifanc. - Profiad blaenorol o baratoi cynlluniau gwaith a chynlluniau sesiwn i ddiwallu anghenion pobl ifanc. - Dealltwriaeth o'r problemau y mae plant / pobl ifanc yn eu hwynebu, gan gynnwys sut i'w cynorthwyo â'r problemau hyn. - Gallu ennyn diddordeb a hyrwyddo unigolion a grwpiau, gan gynnwys plant a phobl ifanc. - Sgiliau cyfathrebu da ar lafar ac yn ysgrifenedig, gan gynnwys sgiliau gwranddo gweithredol a sgiliau hyfforddi. - Gallu hwyluso gwaith mewn grwpiau bach, a chydweithio ag eraill.	

	• Gallu casglu gwybodaeth glir a manwl, ac ysgrifennu adroddiadau byr. • Gallu blaenoriaethu, rheoli a chynllunio eich llwyth gwaith eich hun yn effeithiol. • Gallu cydweithio'n gysurus â phobl o wahanol gefndiroedd, grwpiau ethnig a grwpiau ffydd.
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Bydd gofyn ichi ymgymryd â'r cyrsiau e-ddysgu gorfodol a ganlyn: • Diogelu Plant ac Oedolion mewn Perygl – Lefel 1 • Trais yn erbyn Menywod, Cam-drin Domestig a Thrais Rhywiol • Chwythu'r Chwiban • Deddf Llesiant Cenedlaethau'r Dyfodol • Cydraddoldeb ac Amrywiaeth • Diogelu Data • Ymwybyddiaeth o'r Gymraeg • Iechyd a Diogelwch • Diogelu Gwybodaeth Efallai y bydd gofyn ichi hefyd ymgymryd â hyfforddiant arall sy'n berthnasol i'r swydd hon, fel: • Modiwl Diogelu • Rheoli sefyllfaoedd heriol • Team Teach a/neu Reoli Ymddygiad Cadarnhaol • Hyfforddiant ymlyniad • Gwaith uniongyrchol mewn grwpiau neu ar sail un i un • Deddf Gwasanaethau Cymdeithasol a Llesiant 2014 – Ymwybyddiaeth gyffredinol • Arwyddion Diogelwch a Llesiant • Cymorth Cyntaf • Cymhwyster asesu magu plant • Dadansoddi a myfyrio mewn asesiadau • Hyfforddiant MIDAS

Dymunol	
Cymwysterau / hyfforddiant	• Ymwybyddiaeth o'r prif bolisiâu a deddfwriaeth sy'n ymwneud â phobl ifanc • Diploma Addysg Uwch mewn Gwaith Ieuenctid a Chymunedol, neu fod yn gweithio tuag ato
Sgiliau ymarferol / personol	• Cymhwyster mewn disgyblaeth sy'n berthnasol i weithio gyda phlant, pobl ifanc, oedolion a theuluoedd (neu fod yn gweithio tuag ato) • Hyder yn eich gallu i weithio gydag unigolion a grwpiau

	• Dealltwriaeth o'r Ddeddf Hawliau Dynol, Confensiwn y Cenhedloedd Unedig ar Hawliau'r Plentyn, a Deddf Gwasanaethau Cymdeithasol a Llesiant 2014 • Deall sut i wella llesiant plant ac oedolion • Gallu paratoi cofnodion achos cryno a chynnil o unrhyw gamau a gymerwyd, a chofnodi'r canlyniadau • Gallu cyfrannu ar lafar ac yn ysgrifenedig at asesiadau ac adolygiadau • Dealltwriaeth o ddadansoddi a myfyrio yn eich gwaith • Gallu gweithio gartref yn effeithiol, gyda mynediad at fand eang cyflym a dibynadwy o ansawdd da • Profiad o gynorthwyo oedolion a theuluoedd ag anghenion ychwanegol a/neu gymhleth drwy bolisiâu a gweithdrefnau sy'n ymwneud â diogelu, iechyd, diogelwch a diogeledd, cyfrinachedd, a diogelu data
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Job Description

Post Name	Youth Support Worker
Service	Ceredigion Youth Service
Grade	Grade 7
Job Evaluation Post Ref	JD 973-01
Salary	Grade 7 £28,598 - £30,518
Job Purpose	- To work in the Through Age and Wellbeing Integrated Services Model to assist in planning, supporting, supervising and undertaking specific activities and other work with children, young people, adults and their families. - Design and develop a range of innovative Youth Work approaches to engage young people throughout Ceredigion into opportunities, activities and accredited learning. This will involve utilising various youth work methods as appropriate to the needs of the young people. - To initiate and co-ordinate a range of youth work initiatives to young people throughout Ceredigion to enhance their personal, social, educative and political development during their transition to adulthood - To provide support and preventative interventions for young people (aged 11-25) who are at risk of not achieving recognised qualifications at 16 and/or joining the Not in Education, Employment or Training (NEET) cohort. Delivery of these positions can be within Youth Club or community contexts.
Location	Canolfan Rheidol / Penmorfa Various locations available; Cardigan, Aberaeron, Lampeter and Aberystwyth Youth Centres.
Hours of Work	3.5 hours per week
Type of Contract	Part-Time
Contract Duration	Fixed term
Line Managers Job Title	Team Manager Community Youth Work and Prevention / Team Manager Youth Work and Engagement
Supervisory/Managerial Responsibilities	To mentor apprentices and volunteers on a regular basis.
Accountability	Responsible for: - I.C.T. equipment e.g. tablet, mobile phone and/or a laptop. - Supplies and equipment relevant to the role such as play equipment. - Be aware and responsible for ensuring that all provision for vulnerable young people adheres to Ceredigion County Council's policies and procedures. - Ensure that thorough statistical data is collected and analysed in a timely manner as required by Ceredigion County Council

	and external agencies; working in allocated locations across the county. • Work in accordance with the health and safety policies and procedures of external providers when participating in any off-site activity (involving you or the young people for which you are responsible).
Contractual Terms Associated with the Post	This post is subject to an Enhanced Child DBS check, including a check against the Children's Barred List.
Overview of the Through Age and Wellbeing Integrated Services Model	The Through Age and Wellbeing Integrated Services Model is a new way of meeting people's needs by ensuring that the right people are in place to make the right decisions at the right time. The Through Age and Wellbeing Integrated Services Model will: • be the first point of contact for residents and key partners • design and deliver early prevention and intervention packages bespoke to individuals' needs • decide upon the most appropriate services to deliver care and support in a time-related manner • monitor and evaluate the impact of support
Duties and Responsibilities	
• Assess the needs of young people, and plan and deliver programmes and activities related to their needs and focusing on the key areas of Ceredigion Youth Service's Strategy. • To assist in the planning and co-ordinating of youth work activities throughout the county. This will involve strong partnership working with statutory and voluntary youth organisations within Ceredigion. • Ensure that young people receive access to appropriate information and advice services, signposting to other services and intensively supporting young people as appropriate. • Identify and develop individual and group options for appropriate interventions (e.g. the delivery of accredited outcomes from informal and non-formal learning, personal and social education) with young people in the target group. This could include organising and delivering workshops and training events for young people, staff and colleagues, including input into the wider curriculum provision. • To be aware of young people's individual learning styles and to adapt their approach accordingly to ensure that progression is made / achieved. • Empower young people to make meaningful decisions about their lives and educational choices. • Encourage young people to interact with others and engage in activities led by youth service staff & other provider staff. • Develop and maintain direct links with the Countywide Service activity programme. • Undertake such other duties relevant to the role as are required by the Service Manager.	

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	- Educated to degree level in a relevant subject e.g. Youth and Community Work, Early Years, Education, Leisure or equivalent minimum 5 years' experience of working with children, young people and their families. - Membership of an appropriate professional body e.g. Education Workforce Council	
Welsh Linguistic Skills	Listening/Speaking: Level 3 Reading: Level 2 Writing: Level 2	The Welsh linguistic skills noted must be attained within two years of appointment.
English Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing: Level 5	The English linguistic skills noted must be required on appointment.
Required practical and personal skills	- The ability to communicate in both English and Welsh is essential. - Ability to work on own initiative as well as being an integral part of a team. - Must have the ability to lead by example, as well as the ability to motivate and possess excellent communication and interpersonal skills. - Using their own travel arrangements, the postholder must be able to attend locations across the county at very short notice, in order to respond promptly to operational and service demands. - Must be competent in the use of Information Technology. - Must be able to work outside normal office hours at weekends and evenings including occasional residential provisions.	
Required Experience	- An understanding of the key issues affecting young people's lives today. - Previous experience of working with children and young people. - Previous experience of developing schemes of work and session plans to meet the needs of young people. - An understanding of the issues facing children / young people, including supporting them through it. - Ability to engage and promote individuals and groups, including children and young people. - Good oral and written communication skills, including active listening and coaching skills. - Ability to facilitate small group work and work collaboratively with others. - Ability to gather clear and detailed information and write short reports. - Ability to effectively prioritize, manage and plan own workload. - Ability to work comfortably with people of different backgrounds, ethnic and faith groups.	
Training/education required to be undertaken for the post/worked towards	You will be required to undertake the following mandatory e-learning courses: - Safeguarding Children & Adults at risk – Level 1 - Violence against Women, Domestic Abuse & Sexual Violence (VAWDASV) - Whistleblowing	

	• Well-being of Future Generations Act • Equality & Diversity • Data Protection • Welsh Language Awareness • Health & Safety • Information Security You may also be required to undertake other training relevant to this role such as: • Safeguarding Module • Managing challenging situations • Team Teach and/ or Positive Behaviour Management • Attachment training • Direct Work in groups or 1-1 • SSWB Act 2014 – General awareness • Signs of Safety and Well-being • First Aid • Parenting assessment qualification • Analysis and reflection in assessments • MIDAS training
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Desirable	
Qualifications / Training	• An awareness of the major policies and legislation relating to young people • Diploma in Higher Education Youth and Community or working towards it
Practical / Personal Skills	• A qualification in a discipline which is relevant to working with Children, Young People, Adults and Families (or working towards). • Confident in being able to work with individuals and in a group setting • An understanding of the Human Rights Act and United Nations Convention on the Rights of a child (UNCRC) and Social Service Well-being Act 2014. • Understanding of how to improve children and adult's wellbeing. • Ability to compile brief and concise case recordings of any actions undertaken and record the outcomes. • Ability to contribute verbally and in written form to assessments and reviews. • Understanding of analysis and reflection in your work • The ability to work effectively from home with access to good quality reliable broadband speed. • Experience of supporting adults and families with additional and/or complex needs with policies and

	procedures relating to safeguarding, health, safety and security, confidentiality and data protection.
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