Disgrifiad Swydd

Teitl y Swydd	Hyfforddwr Nofio Canolfannau Lles
Gwasanaeth	Porth Cymorth Cynnar
Graddfa	6
Pwynt/iau Cyflog	7 - 10
Cyflog	£26,403 - £27,694 pro-rata
Pwrpas y Swydd	• Bydd gan yr Hyfforddwr Nofio Canolfannau Lles gyfrifoldeb dros gynorthwyo i gynllunio, datblygu a chyflenwi darpariaeth amrywiol o weithgarwch corfforol gyda phwyslais ar weithgareddau dŵr mewn cyfleuster penodedig, a'r nod cyffredinol o gyfrannu at wella iechyd a lles dinasyddion Ceredigion. • Cynorthwyo Uwch Dîm Rheoli'r Hybiau Lles yng ngweithrediad cyfleusterau'r cyngor o ddydd i ddydd i wneud yn siŵr bod gwasanaeth o ansawdd yn cael ei ddarparu i ddinasyddion gan arwain at lefel bodlonrwydd cwsmeriaid uchel • Bod yn aelod o dîm y Gwasanaeth Canolfannau Lles sy'n gwneud yn siŵr bod gwasanaeth effeithiol, effeithlon a chroesawgar yn cael ei gynnig i ddinasyddion sy'n ymweld â Chanolfan Les neu'n cysylltu â chyfleusterau dros y ffôn neu'n ddigidol
Lleoliad Gwaith Cytundebol	Pwll Nofio Llanbedr Pont Steffan
Oriau Gwaith	21 awr
Math o Gytundeb	Rhan-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Cydlynydd Gweithrediadau a Datblygiadau mewn Canolfannau Lles (Canolbarth & De)
Cyfrifoldebau Goruchwylio / Rheoli	Hyfforddwyr Nofio Lefel 1
Atebolrwydd	
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Gwaith gyda'r nos ac ar benwythnosau ar rota Mae'r swydd yn amodol ar wiriad Manylach DBS ar gyfer Plant, gan gynnwys gwiriad yn erbyn y Rhestr Waharddedig i Blant.
Dyletswyddau a chyfrifoldebau	

Goruchwylio

- Darparu goruchwyliaeth briodol a chyflenwi hyfforddiant nofio yn unol â threfniadau gweithredu.
- Darparu gwersi nofio proffesiynol ac o safon uchel i'r cyhoedd.
- Arwain tîm o athrawon nofio i ddarparu gwersi proffesiynol o ansawdd uchel i ysgolion a'r cyhoedd.

Ansawdd a Rheoli Perfformiad:

- Gwneud yn siŵr bod pob agwedd ar wersi nofio yn bodloni'r meini prawf a'r safonau a osodir gan Nofio Cymru.
- Cynorthwyo i gynhyrchu data i fonitro ansawdd y ddarpariaeth a lefelau bodlonrwydd cwsmeriaid.
- Cefnogi darparu hyfforddiant DPP rheolaidd i'r holl staff gan sicrhau bod y rhaglen gyflwy no yn gyfredol ac yn fodern ac yn bodloni gofynion y cleientiaid.
- Gwneud yn siŵr bod ymwelwyr i'r Ganolfan Les yn cael profiad cwsmer cadarnhaol.

Cyfathrebu

- Delio â chwsmeriaid mewn perthynas ag ymholiadau, gwybodaeth, sylwadau a chwynion.
- Cynorthwyo gyda'r gwaith o farchnata a hyrwyddo holl sesiynau a gwasanaethau'r Ganolfan Les.
- Cydgysylltu â chyrff allanol a phartneriaid o
  ran atgyfeiriadau neu ddefnydd o gyfleusterau'r Ganolfan Lles.
- Cyfathrebu ag ysgolion lleol i ddatblygu rhaglen nofio ysgol sy'n cwrdd â gofynion yr ysgolion lleol.
- Cysylltu'n rheolaidd â'r Clwb Nofio lleol i wneud yn siŵr bod llif cyson o gyfranogwyr yn dod o'r ysgol nofio i'r clwb nofio.
- Sefydlu cysylltiadau gyda sefydliadau lleol sy'n defnyddio'r pwll ar gyfer digwyddiadau a chys tadlaethau – yr Urdd, CFfI ayyb.

Swyddogaethau

- Dysgu a hyfforddi nofio ar draws ystod o gamau nofio ac yn unol â'r safonau a osodir gan Nofio Cymru.
- Gosod a newid cyfarpar yn amgylchedd y pwll a gwneud yn siŵr bod y rhaglenni a'r gweithgareddau dŵr yn rhedeg yn ddidrafferth.
- Datblygu rhaglen o ddosbarthiadau ffitrwydd dyfrol ar gyfer cyrff cyhoeddus a phartneriaid.
- Cefnogi gyda chyflenwi darpariaeth gynhwysol drwy ardal yr Hwb Lles.
- Sicrhau diogelwch a lles y nofwyr i gyd bob amser a chydymffurfio â pholisi amddiffyn plant y Cyngor.
- Gweithio gyda rhanddeiliaid a phartneriaid i gyflwyno sesiynau penodol ac arbenigol.
- Mynd i sesiynau hyfforddiant ac ymroi i'ch datblygiad proffesiynol parhaus er mwyn gwella'r ddarpariaeth a'r cyfleoedd a gynigir i ddinasyddion yn y Ganolfan Les.
- Rhyddhau staff eraill o'u swyddi yn ôl y gofyn.
- Sicrhau diogelwch a lles yr holl ddefnyddwyr a chyfranogwyr bob amser a chydymffurfio â pholisi'r Cyngor.
- Bod yn hyblyg o ran telerau oriau gwaith fel y'u dyrennir ar sail rota i ddarparu ar gyfer gofynion y gwasanaeth, yn ogystal â chyfleusterau eraill o fewn y Gwasanaeth Canolfannau Lles
- Bod yn llysgennad i'r Gwasanaeth Canolfannau Lles/Porth Cymorth Cynnar a Chyngor Ceredigion bob amser drwy gynorthwyo i gysylltu a/neu gydgysylltu â staff yn adrannau'r gwasanaeth, uwch reolwyr, Aelodau Lleol, aelodau o'r cyhoedd ac asiantaethau eraill.
- Ymgymryd ag unrhyw swyddogaethau eraill a all gael eu haseinio.

.

Cyfeirnod at Ddibenion Gwerthuso Swyddi	JD1468

Manyleb y Person

Gofynion Hanfodol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	• Addysg gyffredinol o safon dda hyd at lefel TGAU • Meddu ar gymhwyster athro nofio / hyfforddi lefel 2 ASA neu STA
Sgiliau Ieithyddol Cymraeg:	**Bydd angen y sgiliau ieithyddol canlynol o fewn 2 flynedd i'r penodiad.** **Gwrando a Siarad** **Lefel 4:** Medru cyfrannu'n effeithiol mewn cyfarfodydd mewnol ac allanol yng nghyd-destun y pwnc gwaith. Medru deall gwahaniaethau cywair a thafodiaith. Medru dadlau o blaid ac yn erbyn achos penodol. Medru cadeirio cyfarfodydd ac ateb cwestiynau o'r Gadair yn hyderus. Medru rhoi cyflwyniadau yn rhugl ac yn hyderus yng nghyd-destun y pwnc gwaith. **Sgiliau Darllen** **Lefel 3:** Gallu deall y rhan fwyaf o adroddiadau, dogfennau a gohebiaeth y mae'n debygol o ddod ar eu traws yn ystod y gwaith. **Sgiliau Ysgrifennu** **Lefel 3:** Medru llunio negeseuon ac adroddiadau anffurfiol at ddefnydd mewnol.
Sgiliau Ieithyddol Saesneg:	**Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd.** **Gwrando a Siarad** **Lefel 4:** Medru cyfrannu'n effeithiol mewn cyfarfodydd mewnol ac allanol yng nghyd-destun y pwnc gwaith. Medru deall gwahaniaethau cywair a thafodiaith. Medru dadlau o blaid ac yn erbyn achos penodol. Medru cadeirio cyfarfodydd ac ateb cwestiynau o'r Gadair yn hyderus. Medru rhoi cyflwyniadau yn rhugl ac yn hyderus yng nghyd-destun y pwnc gwaith. **Sgiliau Darllen** **Lefel 3:** Gallu deall y rhan fwyaf o adroddiadau, dogfennau a gohebiaeth y mae'n debygol o ddod ar eu traws yn ystod y gwaith. **Sgiliau Ysgrifennu** **Lefel 3:** Medru llunio negeseuon ac adroddiadau anffurfiol at ddefnydd mewnol.
Sgiliau Ymarferol / Personol	• Mae'r gallu i gyfathrebu yn Gymraeg a Saesneg yn hanfodol. • Sgiliau rhagorol wrth wrando a chyfathrebu ar lafar ac yn ysgrifenedig, ac yn fedrus wrth gymhwyso TGCh. • Dealltwriaeth o'r sector adloniant a hamdden. • Yn medru dynodi a blaenoriaethu anghenion unigolion. • Yn medru meithrin perthynas â phlant a phobl o bob oed, teuluoedd a grwpiau. • Delio, ar adegau, â sefyllfaoedd anodd a chymhleth. • Yn medru gweithio'n annibynnol ac yn rhan o dîm. • Lefel effeithiol o sgiliau rhyng-bersonol. • Dealltwriaeth o bwysigrwydd cyfrinachedd. • Yn cydnabod gwerth datblygiad proffesiynol parhaus.

Profiad Hanfodol	• Profiad o ddysgu nofio a rhaglenni Nofio Cymru. • Profiad o gyflenwi gwersi nofio ir ysgol nofio. • Profiad ym maes chwaraeon a gweithgarwch corfforol. • Profiad mewn gwasanaethau cwsmeriaid ac mewn dynodi a mynd i'r afael ag anghenion cwsmeriaid. • Profiad o gyfathrebu â phobl o bob oed wyneb yn wyneb, dros y ffôn neu'n ddigidol. • Profiad o reoli rhaglen a chreu adroddiadau.
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. • Cymhwyster Achubwr Bywydau Pwll Nofio.

Gofynion Dymunol

Cymwysterau / Hyfforddiant	• Modiwlau dysgu nofio – Swigod a Sblash, Disney ac ati.
Sgiliau Ymarferol / Personol	

Job Description

Post Name	Wellbeing Centres Swimming Instructor
Service	Porth Cymorth Cynnar
Grade	Grade 6
Spinal Point/s	7-10
Salary	£26,403 - £27,694 pro-rata
Job Purpose	• The WBC Swimming Instructor will have responsibility for assisting in the planning, development and delivery of a varied Physical Activity provision with an emphasis on aquatic activity in a designated facility, with the overall objective of contributing to an improvement in the health & wellbeing of the citizens of Ceredigion. • To assist the Wellbeing Hubs Senior Management team 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 • 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 or contact facilities by phone or digitally
Contractual Work Location/Base	Lampeter Swimming Pool
Hours of Work	21 hours
Type of Contract	Part-time
Contract Duration	Permanent
Line Managers Job Title	Coordinator Wellbeing Hubs Operations & Development (Mid & South)
Supervisory/Managerial Responsibilities	Level 1 WBC Swimming Instructors
Accountability	
Contractual Terms Associated with the Post	Evening and Weekend work on a rota This post is subject to an Enhanced Child DBS check, including a check against the Child Barred List.

Duties and Responsibilities

Supervisory

- To be responsible for supervising all citizens attending the Wellbeing Centre.
- To provide appropriate supervision and delivery of swimming tuition in accordance with operating procedures.
- Lead a team of swim teachers in providing high quality and professional lessons for schools and public.

Quality & Performance management

- Ensure that all delivery aspects of swim lessons meet the criteria and standards set by Swim Wales.
- To assist in the production of data to monitor the quality of provision and levels of customer satisfaction.
- To support the provision of regular CPD training for all staff ensuring the delivery programme is current and modern and meets the demands of the clients.
- To ensure that visitors to a Wellbeing Centre have a positive customer experience.

Communication

- To deal with customers with regards to enquiries, information, comments and complaints.
- Assist with the marketing and promotion of all sessions and services within the Wellbeing Centre.
- Liaise with external bodies and partners with regards to referrals or usage of the Wellbeing Hub facilities.
- Communicate with local cluster schools to develop a school swimming programme that meets the demands of the local schools.
- Communicate regularly with the local Swim Club to ensure a constant flow of participants from the swim school to the swim club.
- Establish links with local organisations who utilise the pool for events and competitions – Urdd, YFC etc.

Functional

- To teach and coach swimming across a variety of swimming stages and in line with the standards set by Swim Wales.
- Setting up and changing equipment within the pool environment and ensuring that aquatic programmes and activities run smoothly.
- Develop a programme of aquatic fitness classes for public and partner bodies.
- To support the delivery of inclusive provision throughout the Wellbeing Hub area.
- To ensure the safety and welfare of all swimmers at all times and comply with the Councils child protection policy.
- Work with stakeholders and partners in delivering specific and specialised sessions.
- 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.
- To relieve other staff positions as required.
- To ensure the safety and welfare of all users and participants at all times and comply with the Councils policy.
- 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.
- 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 undertake any other functions as may be assigned.

Job Evaluation Post Ref	JD1466

Person Specification

Essential Requirements	
Academic / Professional / Technical / Vocational Qualifications	• Educated to a good standard of general education GCSE level. • Hold a swimming teacher / coaching level 2 qualification ASA or STA.
Welsh Linguistic Skills:	**The following linguistic skills will be required within 2 years of appointment.** **Listening & Speaking** **Level 4**: Can contribute effectively to internal and external meetings in the context of the job area. Can understand differences in language and dialect. Can argue for or against a specific case. Can chair meetings and answer questions confidently from the Chair. Can give presentations fluently and confidently in the context of the job area. **Reading Skills** **Level 3:** Can understand most reports, documents and correspondence he/she is likely to encounter during his/her work. **Writing Skills** **Level 3:** Can write informal messages and reports for internal use.
English Linguistic Skills:	**You must possess the following linguistic skills when you start the position.** **Listening & Speaking** **Level 4**: Can contribute effectively to internal and external meetings in the context of the job area. Can understand differences in language and dialect. Can argue for or against a specific case. Can chair meetings and answer questions confidently from the Chair. Can give presentations fluently and confidently in the context of the job area. **Reading Skills** **Level 3:** Can understand most reports, documents and correspondence he/she is likely to encounter during his/her work. **Writing Skills** **Level 3:** Can write informal messages and reports for internal use.
Practical and personal skills	• 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. • Ability to build rapport with children and people of all ages, families and groups. • At times deal with complex and difficult situations. • 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	• Experience of swimming teaching and the Swim Wales programmes. • Experience of delivering school swimming and swim school lessons. • Experience of sport and physical activity. • Experience within customer services and in identifying and addressing customer needs. • Experience of communicating with people of all ages in person, via telephone or digitally. • Experience in managing a programme and creating reports.
Training/education required to be undertaken for the post/worked towards	• Willingness to attend courses as required. • Pool Lifeguard qualification.

Desirable Requirements	
Qualifications / Training	• Swim teaching modules – Ducklings, Disney, etc.
Practical / Personal Skills	