

Disgrifiad Swydd

Teitl y Swydd	Swyddog Ymgysylltu Cyflogaeth a Sgiliau – Dysgu Gydol Oes a Sgiliau
Gwasanaeth	Dysgu Gydol Oes
Graddfa	9
Pwynt/iau Cyflog	24-26
Cyflog	£36,581 - 38,510 pro rata
Pwrpas y Swydd	Arwain y gwaith o ddatblygu, cydlynu a darparu gweithgareddau ymgysylltu â chyflogwyr, cymunedau ac amlasiantaethau ar draws Dysgu Gydol Oes a Sgiliau. Cryfhau partneriaethau sy'n cefnogi cyflogadwyedd, dysgu a llwybrau cynnydd i oedolion a phobl ifanc yng Ngheredigion. Hybu ymgysylltiad drwy weithgareddau allgymorth wedi'u targedu, digwyddiadau, marchnata a dulliau sy'n seiliedig ar ddata er mwyn cynyddu cyfranogiad, gwella profiadau dysgwyr a chyflogwyr, a sicrhau bod y ddarpariaeth yn cwrdd ag anghenion y farchnad lafur leol.
Lleoliad Gwaith Cytundebol	Canolfan Ddysgu Llanbadarn, Aberystwyth
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Cyfnod Penodedig
Teitl swydd y Rheolwr Llinell	Rheolwr Tîm – Cyflogaeth a Hyfforddiant
Cyfrifoldebau Goruchwyllo / Rheoli	Cefnogi'r broses sefydlu a chynefino Mentoriaid Cymorth Cyflogadwyedd newydd.
Atebolrwydd	- Cydymffurfio â holl Bolisiau a Gweithdrefnau Cyngor Sir Ceredigion a Dysgu Gydol Oes a Sgiliau. - Cyflawni'r holl ddyletswyddau yn unol â Pholisi Iechyd a Diogelwch a chyflawni asesiadau risg pan fo hynny'n briodol. - Cydymffurfio â chyfrifoldebau unigol a chorfforaethol dan y Ddeddf Diogelu Data ac ar gyfer Diogelu Plant ac Oedolion Agored i Niwed. - Goruchwyllo a chymryd cyfrifoldeb am brosiectau ymarferol, yn fewnol ac yn allanol i Ddysgu Gydol Oes a Sgiliau, ac am ymweliadau â lleoliadau gwahanol. - Cyfrifoldeb dros ffôn symudol a glieniadur.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Mae'r swydd yn amodol ar wiriad Manylach DBS ar gyfer Oedolion a Phlant, gan gynnwys gwiriadau yn erbyn y ddwy Rhestr Waharddedig.

Dyletswyddau a chyfrifoldebau

- Datblygu a rheoli partneriaethau gyda chyflogwyr, darparwyr dysgu, sefydliadau ac asiantaethau cymunedol a Phartneriaeth Sgiliau Ranbarthol Canolbarth Cymru, cydweithio'n agos i ddefnyddio dulliau arloesol a datrysiadau creadigol i gyfleoedd cyflogadwyedd a dysgu.
- Arwain gweithgareddau ymgysylltu â chyflogwyr a'r gymuned, gan gynnwys digwyddiadau, gwaith allgymorth, gweithdai ac ymgyrchoedd hyrwyddo i gynyddu cyfranogiad.
- Cydlynu cydweithio amlasiantaethol a chyfrannu at strategaethau'r awdurdod lleol sy'n ymwneud â chyflogaeth, llesiant, dysgu a sgiliau, gan nodi ffyrdd newydd o weithio mewn partneriaeth ac ehangu cynnig Dysgu Gydol Oes a Sgiliau.
- Datblygu a chyflwyno cynlluniau marchnata a chyfryngau cymdeithasol, ynghyd â chynnwys gwefan i hyrwyddo Dysgu Gydol Oes a Sgiliau, sicrhau bod y cynnwys yn ddeniadol, hygyrch ac wedi'i dargedu'n briodol, a monitro ac adrodd ar ei effaith a'i effeithiolrwydd.
- Gweinyddu offer ymgysylltu, gwasanaeth a chytundebol Llywodraeth Cymru, , gan ddadansoddi'r canlyniadau i lywio cynlluniau datblygu sy'n gwella'r ddarpariaeth a lefelau ymgysylltu cyfranogwyr.
- Defnyddio gwybodaeth am y farchnad lafur, gan gynnwys data'r Partneriaeth Sgiliau Ranbarthol (PSR), i nodi anghenion, blaenoriaethau a bylchau sgiliau, gan lywio llwybrau i gyflogaeth neu ddysgu a chyfleoedd ar gyfer darpariaeth newydd neu well.
- Cynllunio a chydlynu digwyddiadau a gweithdai, gan gynnwys trefniadau logistaidd, staffio a gwerthuso, er mwyn sicrhau darpariaeth o safon uchel.
- Cynllunio, comisiynu a chydlynu gweithgareddau hyfforddiant achrededig a meithrin gallu sy'n cyd-fynd ag amcanion y rhaglen ac anghenion cyfranogwyr.
- Datblygu a chryfhau cysylltiadau ag ysgolion Ceredigion er mwyn codi ymwybyddiaeth ymhlith staff, rhieni a disgyblion o'r rhaglenni dysgu a'r cymorth cyflogadwyedd sydd ar gael.
- Creu adroddiadau ac argymhellion clir yn seiliedig ar weithgareddau ymgysylltu, dadansoddiadau ac adborth, a chyfrannu gwybodaeth a deallusrwydd i'r PSR i gefnogi cynllunio rhanbarthol a datblygu sgiliau.

Cyfeirnod at Ddibenion Gwerthuso Swyddi

JD1895-02

Manyleb y Person

Gofynion Hanfodol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Wedi'i addysgu i lefel gradd mewn marchnata neu gysylltiadau cyhoeddus, neu dros 4 blynedd o brofiad perthnasol y gellir ei ddangos ar lefel gyfatebol.
Sgiliau Ieithyddol Cymraeg:	Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd. Gwranddo 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 4: Gallu deall gohebiaeth ac adroddiadau wedi'u mynegi mewn iaith safonol. Sgiliau Ysgrifennu Lefel 4: Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd gyda chymorth golygyddol.
Sgiliau Ieithyddol Saesneg:	Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd. 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.
Sgiliau Ymarferol / Personol	Dealltwriaeth dda o brosiectau neu gyllid Llywodraeth y DU a Llywodraeth Cymru ar gyfer cymorth cyflogaeth, addysg ôl-16 neu hyfforddiant.

	• Profiad o ddatblygu dulliau marchnata a chreu deunyddiau hyrwyddo a negeseuon cyfryngau cymdeithasol deniadol. • Arbenigedd mewn cyflwyno gwybodaeth gymhleth i asiantaethau a sefydliadau allanol. • Profiad o ddefnyddio meddalwedd a llwyfannau digidol i gynhyrchu deunyddiau hyrwyddo a chynnwys cyfryngau cymdeithasol, e.e. Canva, Facebook ac Instagram. • Sgiliau trefnu, TG, cyfathrebu a rheoli amser cryf, gyda'r gallu i ymdrin â llwyth gwaith prysur a bodloni terfynau amser tynn. • Profiad o ddadansoddi data a llunio adroddiadau ac argymhellion clir ar gyfer gwelliant. • Gallu gweithio'n hyblyg o fewn polisïau'r Cyngor, Llywodraeth Cymru a Llywodraeth y DU, gan gynnwys gweithio y tu allan i oriau arferol, yn dal trwydded yrru lawn gyda mynediad at gerbyd.
Profiad Hanfodol	• Profiad o drefnu neu hwyluso cyfarfodydd amlasiantaethol, fforymau, digwyddiadau hyrwyddo neu weithgareddau ymgysylltu. • Cefndir cryf o weithio gydag oedolion a phobl ifanc ar draws sectorau megis addysg, iechyd, tai, gofal cymdeithasol neu'r sector gwirfoddol. • Cefndir cryf o weithio'n gydweithredol mewn amgylcheddau amlasiantaethol a chydgyssylltu â staff ar lefelau uwch o fewn sefydliad.
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	

Gofynion Dymunol	
Cymwysterau / Hyfforddiant	• Dealltwriaeth dda o'r farchnad lafur leol yng Ngheredigion. • Gwybodaeth am y darparwyr dysgu sydd ar gael ledled Ceredigion.

	• Y gallu i weithio'n effeithiol o'r cartref, gyda chysylltiad band eang dibynadwy o ansawdd uchel.
Sgiliau Ymarferol / Personol	• Profiad o gyfrannu at ddatblygu neu wella rhaglenni cyflogadwyedd, dysgu neu raglenni cymunedol. • Profiad o adeiladu partneriaethau gyda chyflogwyr i greu llwybrau i leoliadau gwaith neu gyfleoedd cyflogaeth. • Profiad o reoli arolygon a dadansoddi data ac adborth.

Job Description

Post Name	Employment & Skills Engagement Officer – Lifelong Learning and Skills
Service	Lifelong Learning
Grade	9
Spinal Point/s	24-26
Salary	£36,581 - 38,510
Job Purpose	- Lead the development, coordination and delivery of employer, community and multi-agency engagement activity across Lifelong Learning and Skills. Strengthen partnerships that support employability, learning and progression pathways for adults and young people in Ceredigion. - Drive engagement through targeted outreach, events, marketing and data-informed approaches to increase participation, improve learner and employer experiences, and ensure provision meets local labour market needs.
Contractual Work Location/Base	Llanbadarn Learning Centre
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Fixed Term
Line Managers Job Title	Team Manager – Employment and Training
Supervisory/Managerial Responsibilities	Support with induction of new Employability Support Mentors
Accountability	- To comply with all Ceredigion County Council and Lifelong Learning & Skills Policies and Procedures. - To undertake all duties in line with the Health & Safety Policy and undertake risk assessments as appropriate - To comply with individual and corporate responsibilities under the Data Protection Act and for Child Safeguarding and Vulnerable Adults - To oversee and take responsibility for practical projects both internal and external to Lifelong Learning and Skills and visits to alternative venues. - Responsibility for mobile phone and laptop
Contractual Terms Associated with the Post	This post is subject to an Enhanced Adult and Child DBS check, including checks against both Barred Lists.

Key Tasks and Responsibilities	
• Develop and manage partnerships with employers, learning providers, community organisations and agencies and the Mid Wales Regional Skills Partnership, collaborating closely to apply innovative thinking and imaginative solutions to employability and learning opportunities. • Lead employer and community engagement activity including events, outreach, workshops and promotional campaigns to increase participation. • Coordinate multiagency collaboration and contribute to local authority strategies relating to employment, wellbeing, learning and skills, identifying new ways of working collaboratively and extending the Lifelong Learning and Skills offer. • Develop and deliver marketing and social media plans and website content to promote Lifelong Learning and Skills, ensuring content is engaging, accessible and targeted and monitor and report on impact and effectiveness. • Manage Welsh Government, contractual, and service-based surveys and engagement tools, analysing results to inform development plans that improve provision and participant engagement. • Use labour-market intelligence including RSP data to identify skills needs, priorities and gaps, informing pathways into employment or learning and opportunities for new or improved provision. • Plan and coordinate events and workshops including logistics, staffing and evaluation to ensure high-quality delivery. • Plan, commission, and coordinate accredited training and capacity-building activities aligned with programme objectives and participant needs. • Develop and strengthen links with Ceredigion schools to raise awareness with staff, parents and pupils of learning programmes and employability support available. • Produce clear reports and recommendations based on engagement activity, analytics and feedback, and contribute intelligence to the RSP to support regional planning and skills development.	
Job Evaluation Post Ref	JD1895-02

Person Specification

Essential Requirements	
Academic / Professional / Technical / Vocational Qualifications	Educated to a degree level in marketing or public relations or have over 4 years' demonstrable appropriate experience at an equivalent level.
Welsh 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 4: Can understand correspondence and reports expressed in standard language. Writing Skills Level 4: Can write business correspondence, short reports, e-mail messages and information literature with editorial assistance.
English Linguistic Skills:	You must possess the following linguistic skills when you start the position. 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.
Essential Practical and personal skills	• A good understanding of UK Government and Welsh Government projects or funding for employment support, post-16 education or training. • Experience developing marketing approaches and creating engaging promotional materials and social media posts. • Expertise in presenting complex information to external agencies and organisations.

	• Experience using software to generate promotional materials and social media posts e.g. Canva, Facebook, Instagram • Strong organisational, IT, communication, and time-management skills, with the ability to handle a busy workload and meet tight deadlines. • Experience analysing data and producing clear reports and recommendations for improvement. • Able to work flexibly within Council, Welsh Government and UK Government policies, including out-of-hours work, and holds a full driving licence with access to a vehicle.
Essential Experience	• Experience organising or facilitating multi-agency meetings, forums, promotional or engagement events. • Strong background working with adults and young people across sectors such as education, health, housing, social care, or the voluntary sector. • Strong background working collaboratively within multi-agency environments and liaising with staff at senior levels of an organisation.

Desirable Requirements	
Qualifications / Training	
Desirable Practical / Personal Skills	• Good understanding of the local labour market in Ceredigion. • Knowledge of the learning providers available across Ceredigion. • Able to work effectively from home, supported by reliable, high-quality broadband.
Desirable Experience	• Experience contributing to the development or improvement of employability, learning or community based programmes. • Experience building partnerships with employers to create work placement or job opportunity pathways. • Experience managing surveys and analysing data and feedback