Disgrifiad Swydd

Teitl y Swydd	Swyddog Datblygu CERED
Gwasanaeth	Dysgu Gydol Oes
Graddfa	8
Pwynt/iau Cyflog	18-22
Cyflog	£32,578- £34,811pro rata
Pwrpas y Swydd	Hybu a hyrwyddo defnydd yr iaith Gymraeg yng Ngheredigion gan gydweithio yn agos â unigolion, sefydliadau, ysgolion a chymunedau i ddadansoddi anghenion a datblygu a gweithredu cynlluniau a phrosiectau yn ôl yr angen.
Lleoliad Gwaith Cytundebol	Campws Felinfach
Oriau Gwaith	22.2 awr yr wythnos
Math o Gytundeb	Rhan-amser
Hyd y Cytundeb	Cyfnod Penodedig
Teitl swydd y Rheolwr Llinell	Rheolwr Corfforaethol Celf, Diwylliant a'r iaith Gymraeg
Cyfrifoldebau Goruchwylio / Rheoli	
Atebolrwydd	
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

Dyletswyddau a chyfrifoldebau

- Datblygu, gweithredu a chefnogi prosiectau a gweithgareddau hyrwyddo a hybu defnydd y Gymraeg
- Datblygu Proffiliau Ieithyddol trwy fapio'r sefyllfa bresennol mewn ardaloedd penodol yn y Sir, gan ddiweddaru'r sefyllfa yn rheolaidd;
- Datblygu cynlluniau gweithredu cymunedol mewn gwahanol ardaloedd gan weithio yn agos gyda unigolion, ysgolion, sefydliadau a chymunedau ;
- Cynorthwyo ac ysgogi cymunedau i weithredu ar y lefel mwyaf lleol posibl;
- Cynllunio gwariant cyllideb gweithgareddau cymunedol
- Cydweithio yn agos gyda staff Cered i ddatblygu a gwireddu strategaethau a gweithgareddau amrywiol sy'n hybu a datblygu'r Gymraeg ar draws y sir
- Cefnogi agweddau amrywiol o waith Cered
- Ymchwilio a chreu partneriaethau newydd
- Marchnata a hybu gweithgaredd Cered trwy amryw ddulliau gan gynnwys defnydd y cyfryngau cymdeithasol
- Cefnogi'r gwaith o ddenu incwm trwy grantiau i gefnogi gweithgareddau;
- Monitro, gwerthuso ac adrodd ar ansawdd, effeithiolrwydd a deilliannau gweithgareddau;
- Ymgymryd ag unrhyw ddyletswyddau rhesymol eraill yn ôl cyfarwyddyd y Rheolwr.

Cyfeirnod at Ddibenion Gwerthuso Swyddi	ADC 587

Manyleb y Person

Gofynion Hanfodol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Gradd neu gyfwerth mewn pwnc perthnasol a/neu o leiaf 4 mlynedd o brofiad mewn swydd berthnasol. Addysg hyd at Lefel A neu gyfwerth
Sgiliau leithyddol Cymraeg:	**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 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 leithyddol 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 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 Ymarferol / Personol	• Yn drefnus ac effeithiol, ac yn meddu ar sgiliau cyfathrebu a sgiliau rhyngbersonol o safon uchel. • Y gallu i ddylanwadu ac annog yn effeithiol • Y gallu i drefnu digwyddiadau cyhoeddus yn effeithiol

	• Y gallu i drefnu gwaith heb gyfarwyddyd uniongyrchol gan ddatblygu syniadau a strategaethau newydd. • Y gallu i gydweithio ag eraill ac ennyn diddordeb a brwdfrydedd. • Sgiliau cyfrifiadurol da. • 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. • Gwybodaeth a dealltwriaeth o sefyllfa'r Gymraeg a dwyieithrwydd yn sir Ceredigion.
Profiad Hanfodol	• Profiad o drefnu a chydlynu gweithgareddau • Profiad o ysgrifennu adroddiadau • Profiad o gyflwyno i gynulleidfa • Profiad o weithio gyda phobl ifanc. • Profiad o weithio mewn partneriaeth • Profiad o fonitro a gwerthuso ansawdd, effeithiolrwydd a deilliannau prosiect • Profiad o gynnal gweithgaredd hyrwyddo
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	

Gofynion Dymunol	
Cymwysterau / Hyfforddiant	
Sgiliau Ymarferol / Personol	• Dealltwriaeth o waith Mentrau Iaith a phartneriaid sy'n ymwneud â'r maes hyrwyddo'r Gymraeg • Dealltwriaeth o bolisi iaith a'r maes cynllunio iaith yng Nghymru • Profiad o fapio darpariaeth • Profiad o baratoi ceisiadau am nawdd ar gyfer prosiectau. • Profiad o reoli cyllid/cyllidebau • Profiad o weithio gyda chymunedau • Profiad neu gymhwyster defnydd o Gyfryngau Cymdeithasol

Job Description

Post Name	Development Officer CERED
Service	Lifelong Learning
Grade	8
Spinal Point/s	18-22
Salary	£32,578- £34,811 pro rata
Job Purpose	To facilitate and promote the use of the Welsh language in Ceredigion by working closely with individuals, organisations, schools and communities to identify their needs and develop and implement plans and projects as needed.
Contractual Work Location/Base	Felinfach Campus
Hours of Work	22.2 hours per week
Type of Contract	Part-time
Contract Duration	Fixed Term
Line Managers Job Title	Corporate Manager Arts, Culture and the Welsh Language
Supervisory/Managerial Responsibilities	
Accountability	
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.

Duties and Responsibilities

- Develop, implement and support projects and activities to facilitate and promote the use of the Welsh language;
- Develop Linguistic Profiles by mapping the current situation of specific areas in the county, and updating the situation regularly;
- Develop community action plans in different areas by working closely with individuals, schools, organisations and communities;
- Support and encourage communities to act at the most local level possible;
- Plan the expenditure of the budget for community activities;
- Work closely with the staff at Cered to develop and implement various strategies and activities which promote and develop the Welsh language across the county;
- Support various aspects of the work undertaken by Cered;
- Research and create new partnerships;
- Market and promote the work undertaken by Cered using various methods, including social media;
- Support the work of securing income through grants to support activities;
- Monitor, evaluate and report on the quality, effectiveness and outcomes of activities;
- Undertake any other reasonable duties at the direction of the Manager.

Job Evaluation Post Ref	ADC 587

Person Specification

Essential Requirements	
Academic / Professional / Technical / Vocational Qualifications	A degree or equivalent in a relevant subject and/or at least 4 years' experience in a relevant post. Education to A level or equivalent
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 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.
Practical and personal skills	• An organised and effective individual, with excellent communication and interpersonal skills. • The ability to influence and encourage effectively. • The ability to organise public events effectively. • The ability to organise work without direct instruction and develop new ideas and strategies.

	• The ability to work with others and create interest and enthusiasm. • Good computer skills. • Using their own travel arrangements, the postholder must be able to attend locations across the county atshort notice, in order to respond promptly to operational and service demands. • Knowledge and understanding of the situation regarding the Welsh language and bilingualism in the county of Ceredigion
Required Experience	• Experience of organising and co-ordinating events. • Experience of writing reports. • Experience of presenting to an audience. • Experience of working with young people. • Experience of partnership working. • Experience of monitoring and evaluating the quality, effectiveness and outcomes of projects. • Experience of holding promotional activities
Training/education required to be undertaken for the post/worked towards	

Desirable Requirements	
Qualifications / Training	
Practical / Personal Skills	• An understanding of the work undertaken by the Mentrau Iaith and partners in the field of Welsh language promotion. • An understanding of Welsh language policy and language planning in Wales. • Experience of provision mapping. • Experience of preparing applications for sponsorship for projects. • Experience of managing finance / budgets. • Experience of working with communities. • Experience or qualification in using social media