Cyngor Sir CEREDIGION County Council

Disgrifiad Swydd

Teitl y Swydd	Gweithiwr Ieuenctid
Gwasanaeth	Porth Cymorth Cynnar
Graddfa	8
Pwynt/iau Cyflog	18-22
Cyflog	£32,578 - £34,811 pro rata
Pwrpas y Swydd	• Mae'r Gweithiwr Ieuenctid yn gyfrifol am gynllunio, datblygu a chydlynu ystod o ddulliau newydd ym maes Gwaith Ieuenctid i bobl ifanc 11-25 oed o fewn cymuned benodol a thrwy Geredigion. • Mae gan y Gweithiwr Ieuenctid gyfrifoldeb i gynnwys pobl ifanc mewn cyfleoedd, gweithgareddau, a dysgu achrededig. Bydd hyn yn cynnwys defnyddio sawl dull gwaith ieuenctid sy'n addas i anghenion y bobl ifanc ac sy'n gwella eu sgiliau a'u gwybodaeth yn ogystal â'u datblygiad deallusol, gwleidyddol, addysgol, personol, emosiynol a chymdeithasol wrth iddynt newid o fod yn bobl ifanc i fod yn oedolion. • Bydd y Gweithiwr Ieuenctid yn gyfrifol am gynllunio, cydlynu a chyflwyno ymyriadau Gwaith Ieuenctid a chymorth mewn ysgol a chymuned ddynodedig. Bydd ganddynt hefyd gyfrifoldeb i gefnogi strategaeth y Gwasanaeth Ieuenctid o ran cynnig darpariaeth gadarn ac agored sydd wedi eu targedu, gan gynnwys gwaith ieuenctid mewn canolfannau a rhaglenni gwyliau, ledled y sir ac mewn partneriaeth â rhanddeiliaid statudol allweddol a rhanddeiliaid gwirfoddol.
Lleoliad	Penmorfa, Aberaeron
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Dros Dro
Teitl swydd y Rheolwr Llinell	Rheolwr Tim Gwaith Ieuenctid Cymunedol ac Atal
Cyfrifoldebau Goruchwylio / Rheoli	Dim
Atebolrwydd	• Bod yn ymwybodol ac yn gyfrifol am sicrhau bod yr holl ddarpariaeth i bobl ifanc fregus yn glynu at bolisïau a gweithdrefnau Cyngor Sir Ceredigion. • Sicrhau bod data ystadegol trylwyr yn cael ei gasglu a'i ddadansoddi'n amserol yn ôl gofyn Cyngor Sir Ceredigion ac asiantaethau allanol. • Gweithio ar eich liwt eich hunain mewn lleoliadau a ddyrennir ledled y sir. • Gweithio'n unol â pholisïau a gweithdrefnau iechyd a diogelwch darparwyr allanol wrth gymryd rhan mewn unrhyw weithgaredd oddi ar y safle (yn ymwneud â 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 Oedolion a Phlant, gan gynnwys gwiriadau yn erbyn y ddwy Rhestr Waharddedig.

Dyletswyddau a chyfrifoldebau
• Trafod a threfnu ymyriadau gwaith ieuenctid mewn ysgolion uwchradd dynodedig yng Ngheredigion, gan gydweithio gyda'r cyswllt a'r ysgol a enwebwyd, e.e. Athro Cyswllt neu Ddirprwy Bennaeth, er mwyn nodi unigolion/grwpiau o bobl ifanc a fyddai'n elwa o gwricwlwm ategol a gwaith ieuenctid wedi'i dargedu mewn ysgolion. Bydd anghenion y bobl ifanc yn cael eu mesur a'u hasesu gan y Gweithiwr ieuenctid er mwyn cynllunio a darparu'r ddarpariaeth fwyaf effeithiol a chefnogol ar eu cyfer. • Arwain a chydlynu darpariaeth gwaith ieuenctid agored i ddisgyblion mewn ysgol uwchradd ddynodedig. Bydd y ddarpariaeth yn cynnwys clybiau a phrosiectau yn ystod amser cinio, clybiau a phrosiectau ar ôl ysgol, a chyfleoedd i gymryd rhan mewn digwyddiadau, prosiectau, a rhaglenni gwyliau ehangach yn y gymuned. • Arwain a chydlynu darpariaeth sydd wedi'i thargedu a mynediad agored mewn cymunedau dynodedig. Bydd y Gweithiwr Ieuenctid yn arwain ar ddigwyddiadau, gweithgareddau a phrosiectau yn eu cylch gorchwyl cymunedol dynodedig, gan gydweithio â phartneriaid statudol a gwirfoddol i sicrhau bod y ddarpariaeth yn briodol, yn addas i'r diben, ac yn bodloni anghenion y bobl ifanc a'r gymuned. • Gweithio'n annibynnol ac yn rhan o dîm i gydlynu agweddau ar waith Ieuenctid mewn Canolfannau yng Ngheredigion er mwyn sicrhau y rheolir canolfan/clwb ieuenctid dynodedig yn llwyddiannus, wrth hyrwyddo Strategaeth Cwricwlwm y Gwasanaeth Ieuenctid. Bydd y Gweithiwr Ieuenctid yn gweithio mewn partneriaeth â gwasanaethau statudol a gwirfoddol i sicrhau y gellir mynd ar drywydd cyfleoedd gwaith ieuenctid eraill mewn canolfannau a'u rheoli er budd y bobl ifanc. • Gweithio'n annibynnol ac fel rhan o dîm i gydlynu agweddau ar y gwaith allgymorth ôl-16 a chymorth gwaith ieuenctid digyswllt o fewn ardal ddynodedig. Gweithio mewn partneriaeth â gwasanaethau cymorth ieuenctid statudol a gwirfoddol i gydlynu cyfleoedd gwaith ieuenctid a fydd o fudd i bobl ifanc sydd, neu sydd mewn perygl o fod yn bobl nad ydynt mewn addysg, cyflogaeth na hyfforddiant. Bydd gan y Gweithiwr Ieuenctid gyfrifoldeb i reoli llwyth achosion o bobl ifanc, a bydd yn rhoi strategaethau ar gyfer y bobl ifanc hyn ar waith naill ai mewn cyd-destun un-wrth-un neu mewn grwpiau, gan weithio'n annibynnol ac yn rhan o dîm. • Gweithio'n annibynnol ac yn rhan o dîm i gydlynu agweddau ar raglen weithgareddau gwyliau Gwasanaeth Ieuenctid Ceredigion er mwyn cynllunio a darparu rhaglen eang o ddarpariaeth agored sy'n hygyrch ac yn bodloni anghenion pobl ifanc yng Ngheredigion. • Sicrhau bod pobl ifanc yn cael mynediad at wasanaethau gwybodaeth a chyngor priodol, eu cyfeirio at wasanaethau eraill a chynnig cefnogaeth ddwys i bobl ifanc fel y bo'n briodol, gan hyrwyddo Strategaeth Cyfranogiad Gwasanaeth Ieuenctid Ceredigion. • Bod yn gyfrifol am ddatblygu a chydlynu cyfleoedd hyfforddi a dysgu achrededig i bobl ifanc (fel y'i diffinnir yng Nghwricwlwm Gwaith Ieuenctid Cymru; Safonau Galwedigaethol Cenedlaethol ar gyfer Gwaith Ieuenctid; Deddf Dysgu a Sgiliau (2000); Canllaw statudol Llywodraeth Cymru Ymestyn Hawliau (2002) a Strategaeth Gwaith Ieuenctid Cenedlaethol 2014-2018), ac felly'n sicrhau bod pobl ifanc yn gallu cael mynediad at ddeilliannau dysgu ffurfiol/anffurfiol o safon uchel, sydd wedi eu teilwra i'w hanghenion a'r arddull o ddysgu a ffefrir ganddynt. • Bod yn gyfrifol am gydlynu cyfleoedd hyfforddi a dysgu achrededig i bartneriaid statudol a gwirfoddol sy'n gweithio o fewn eu cylch gorchwyl dynodedig er mwyn ehangu'r cynnig a'r gwasanaeth i bobl ifanc. Er enghraifft cyrsiau Gwaith Ieuenctid Lefel 2 a 3. Bydd gan y Gweithiwr Ieuenctid gyfrifoldeb i fod yn bwynt cyswllt i Ganolfannau megis Agored Cymru, Addysg Oedolion Cymru, ac Asdan, i fod yn aelod o grwpiau hyfforddi rhanbarthol perthnasol a chynnal Sicrwydd Ansawdd y Gwasanaeth Ieuenctid mewn perthynas â Gwirio Mewnol. • Sicrhau y rheolir a chwblheir systemau monitro cadarn mewn modd proffesiynol er mwyn rhoi tystiolaeth o ddata ansoddol a meintiol yn ymwneud â gwaith ieuenctid yng Ngheredigion ar gyfer gofynion lleol, rhanbarthol a chenedlaethol. Er enghraifft, y nifer o bobl ifanc sy'n cymryd rhan mewn darpariaethau a nifer y bobl sy'n gweithio tuag at/wedi cyflawni deilliannau dysgu a dangos tystiolaeth o unrhyw bellter a deithiwyd.

- Sicrhau y glynir at weithdrefnau diogelu priodol yn broffesiynol. Os oes pryderon ynghylch esgeulustod neu niwed corfforol, emosiynol, rhywiol, neu fathau eraill o niwed, mae gan y Gweithiwr Ieuenctid gyfrifoldeb i adrodd ac ymateb i unrhyw bryder yn unol â pholisi Amddiffyn Plant Gwasanaeth Ieuenctid Ceredigion.
- Sicrhau y glynir at yr holl weithdrefnau Iechyd a Diogelwch priodol yn broffesiynol. Mae gan y Gweithiwr Ieuenctid gyfrifoldeb i sicrhau bod yr holl ddarpariaethau yn cael eu cynllunio a'u cydlynu'n ddiogel gydag adrodd ac asesu risg trwyadl, fel y nodir yn y Polisi Ymweliadau Addysgol.
- Gwybodaeth am ddatblygiadau cenedlaethol a lleol perthnasol i sicrhau bod mentrau o'r fath yn cael eu gweithredu'n briodol er budd pobl ifanc yng Ngheredigion.
- Sicrhau bod y ddarpariaeth yn adlewyrchu anghenion pobl ifanc, gan ddatblygu dulliau ymgynghorol i gynnwys pobl ifanc wrth gynllunio, datblygu a gwerthuso gwasanaeth.
- Arwain a goruchwylio gwirfoddolwyr sy'n ymwneud â darpariaeth y gwasanaeth ieuenctid, gan gefnogi rhaglen hyfforddi gwirfoddolwyr Gwasanaeth Ieuenctid Cymru.
- Bod yn gyfrifol am unrhyw gyllideb fel sy'n ofynnol gan y Prif Swyddog Ieuenctid yn ogystal â cheisio am gyfleodd ariannu allanol i ehangu'r cyfleoedd i bobl ifanc.
- Cynrychioli'r gwasanaeth mewn cyfarfodydd allweddol pan fo angen, mewn ysgolion ac yn y gymuned.
- Ymgymryd ag unrhyw ddyletswyddau perthnasol eraill fel sy'n ofynnol gan y Prif Swyddog Ieuenctid a'r Swyddog Arweiniol Corfforaethol ar gyfer Dysgu Gydol Oes a Diwylliant.

Cyfeirnod at Ddibenion Gwerthuso Swyddi	JD 1065

Manyleb Personol

Gofynnol			
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Addysgwyd i lefel gradd mewn pwnc perthnasol e.e. Gwaith Ieuenctid a Chymunedol, Blynyddoedd Cynnar, Addysg, Hamdden neu o leiaf 5 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 Ieithyddol Cymraeg	Gwrando/Siarad: **Lefel 5** Darllen: **Lefel 5** Ysgrifennu: **Lefel 5**		Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: **Lefel 5** Darllen: **Lefel 5** Ysgrifennu: **Lefel 5**		Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad
Sgiliau Ymarferol / Personol	• Mae'r gallu i gyfathrebu yn Gymraeg a Saesneg yn hanfodol. • Sgiliau cyfathrebu a thrafod gwych • Y gallu i weithio'n annibynnol ac yn rhan o dîm. • Y gallu a'r cymhwysedd i weithio mewn amryw leoliad gwaith ieuenctid, gan gynnwys gwaith ieuenctid mewn ysgolion, allgymorth, datgysylltiedig, mewn canolfannau ac yn y gymuned. • Y gallu i gydymdeimlo a meithrin perthynas gadarnhaol gyda gweithwyr proffesiynol a phobl ifanc sy'n agored i niwed, a bod yn arloesol ac yn greadigol wrth gefnogi eu datblygiad. • Y gallu i werthuso eich anghenion dysgu eich hun a chwilio am gyfleoedd dysgu. • Ymwybyddiaeth wych am bolisïau/ gweithdrefnau/ prosesau sy'n berthnasol i'r swydd (e.e. diogelu, cyfleoedd achrededig). • Y gallu i gydlynu, datblygu a chynnal safleoedd TGCh a gwefannau a thudalennau cyfryngau cymdeithasol y Gwasanaeth Ieuenctid. • Y gallu i feithrin a chynnal perthynas broffesiynol wrth weithio â phobl ifanc a phartneriaid cyflenwi allanol. • Defnyddio dulliau arloesol a chreadigol wrth gefnogi pobl ifanc sy'n agored i niwed. • Y gallu i gydlynu a bod yn gyfrifol am ystod o adnoddau'r Gwasanaeth Ieuenctid a chyllidebau dynodedig. • Arddangos y gallu i weithio mewn amgylchedd nad yw'n ormesol nac yn stigmateiddio. • Y gallu i gynllunio, monitro a gwerthuso'r modd y cyflenwir y gwasanaeth i fodloni anghenion a nodwyd. • Deall materion yn ymwneud â datblygu gwaith ieuenctid a chymunedol yn lleol ac yn genedlaethol.		

	• Ymrwymiad i ddatblygu cyfleoedd hyfforddi i fodloni anghenion pobl ifanc a staff (llawn amser/ rhan amser a gwirfoddol). • Ymrwymiad i ddatblygu partneriaeth a chydweithio â sefydliadau eraill, gan gynnwys y sector gwirfoddol.. • Ymrwymiad i ddatblygiad staff a'i rôl wrth ddarparu gwasanaethau. • Y gallu i reoli amser yn effeithiol, a threfnu a blaenoriaethu'r llwyth gwaith i fodloni terfynau amser. • Y gallu i nodi, gwerthuso a blaenoriaethu anghenion unigolion a chymunedau, a chynnig argymhellion ynghylch defnyddio adnoddau. • Y gallu i wneud cais am arian allanol ar gyfer gwaith ieuenctid a chymunedol yn llwyddiannus. • Deall beth yw Cyfleoedd Cyfartal a bod yn ymrwymedig i hyn. • Ymrwymiad i gymryd rhan yn y prosesau democrataidd. • Canolbwyntio ar weithredu, gydag ymrwymiad i ddysgu gydol oes a chyflawni. • Y gallu i resymu a datrys problemau mewn modd dadansoddol. • Sgiliau cyfathrebu o safon uchel, yn ysgrifenedig ac ar lafar, ac yn gymwys wrth ddefnyddio TGCh. • Lefel effeithiol o sgiliau rhyngbersonol, sy'n adlewyrchu ymagwedd broffesiynol Gwaith Ieuenctid. • Rhaid i chi feddu ar drwydded yrru llawn a chyfredol, ac mae defnydd o gar yn hanfodol. • Gallu gweithio y tu hwnt i oriau swyddfa arferol ar benwythnosau a gyda'r hwyr, a bydd hyn yn cynnwys gwaith preswyl o bryd i'w gilydd.
Profiad Hanfodol	• Profiad o weithio gyda phobl ifanc sy'n agored i niwed. • Profiad o gydlynu a darparu cyfleoedd achrededig a gwybodaeth am safonau / anghenion gwirio. • Profiad neu wybodaeth am weithdrefnau diogelu ac amddiffyn plant. • Profiad o gydlynu a darparu ystod o gyfleoedd addysgol i bobl ifanc, e.e. cyfleoedd addysgol yn yr awyr agored, iechyd rhywiol, chwaraeon, lles, ac ati, a chefnogi / cyfrannu at weithgareddau yn yr awyr agored. • Profiad neu wybodaeth am ddatblygu a hyrwyddo cyfryngau cymdeithasol a gwefannau. • Profiad o gydweithio â gweithwyr proffesiynol allanol a rhanddeiliaid allweddol mewn lleoliadau datgysylltiedig, a phrofiad o drafod ac eirioli ar ran pobl ifanc er mwyn sicrhau canlyniadau. • Profiad o weithio mewn amryw o leoliadau gwaith ieuenctid, gan gynnwys gwaith ieuenctid mewn ysgolion, allgymorth, datgysylltiedig, mewn canolfannau ac yn y gymuned. • Dealltwriaeth o'r materion allweddol sy'n cael effaith ar fywydau pobl ifanc heddiw. • Ymwybyddiaeth o'r prif bolisïau a deddfwriaethau sy'n berthnasol i bobl ifanc. • Ymwybyddiaeth gyffredinol wych a gwybodaeth am rai o'r gwasanaethau, adrannau ac asiantaethau sy'n cefnogi pobl ifanc yng Ngheredigion.

	• Gwybodaeth am hawliau pobl ifanc.
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	• Parodrwydd i ymgymryd â rhaglen Datblygiad Proffesiynol Parhaus perthnasol yn ôl yr angen.

Dymunol	
Cymwysterau / Hyfforddiant	• Ymwybyddiaeth o'r prif bolisïau a deddfwriaethau sy'n berthnasol i bobl ifanc. • Diploma Addysg Uwch (Gwaith Ieuenctid a Chymunedol), neu'n gweithio tuag at hynny.
Sgiliau Ymarferol / Personol	

Cyngor Sir CEREDIGION County Council

Job Description

Post Name	Youth Worker
Service	Porth Cymorth Cynnar
Grade	8
Spinal Point/s	18-22
Salary	£32,578 - £34,811 pro rata
Job Purpose	• The Youth Worker has responsibility to design, develop and coordinate a range of innovative Youth Work approaches for young people aged 11-25 within a specific community and throughout Ceredigion. • The Youth Worker has responsibility to engage young people into opportunities, activities and accredited learning. This will involve utilising various youth work methods as appropriate to the needs of the young people and which enhances their skills and knowledge; and their intellectual, political, educative, personal, emotional and social development during their transition from adolescence to adulthood. • The Youth Worker will have responsibility of planning, coordinating and delivering Youth Work interventions and support in a designated school and community. They will also have responsibility to support the Youth Service strategy in providing robust targeted and open access provisions, including centre based youth work and holiday programmes, throughout the county and in partnership with key statutory and voluntary stakeholders.
Location	Penmorfa, Aberaeron
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Temporary
Line Managers Job Title	Team Manager Community Youth Work & Prevention
Supervisory/Managerial Responsibilities	None
Accountability	• 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. • Freelance 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 Adult and Child DBS check, including checks against both Barred Lists.

Duties and Responsibilities

- Liaise and negotiate youth work interventions in designated Ceredigion secondary schools, working closely with the nominated school contact e.g. Link Teacher or Deputy Head Teacher; in order to identify appropriate individuals and/ or groups of young people who would benefit from complementary curriculum and targeted school-based youth work. The needs of the young people will be measured and assessed by the Youth Worker in order to plan and deliver the most effective and supportive provision for them.
- Lead and coordinate open access youth work provisions for pupils in a designated secondary school. Provisions will include lunch-time clubs and projects, after-school clubs and projects, and opportunities to engage in community events, projects and wider holiday activity programmes.
- Lead and coordinate both targeted and open access youth work provision in designated communities, The Youth Worker will lead on events, activities and projects in their designated community remit, working closely with voluntary and statutory partners ensuring that provisions are appropriate, fit-for-purpose and meet the needs of young people and the community.
- Working independently and as part of a team coordinate aspects of the Centre-Based Youth Work in Ceredigion, to ensure the successful management of a designated youth centre / club, whilst promoting the Youth Service's Curriculum Strategy. The Youth Worker will work in partnership with voluntary and statutory services in ensuring that other centre-based youth work opportunities can be pursued and managed for the benefit of young people
- Working independently and as part of a team coordinate aspects of the Post 16 outreach and detached youth work support within a designated community area. Work in partnership with statutory and voluntary youth support services to coordinate youth work opportunities that will be of benefit to young people who are, or are at risk of becoming Not in Education, Employment and / or Training. The youth worker will have responsibility to manage a caseload of young people and will implement strategies for these young people in either one-to-one or group contexts, working independently and as part of a team.
- Working independently and as part of a team coordinate aspects of the Ceredigion Youth Service holiday activity programme in order to plan and deliver a broad curriculum of open access provisions that are accessible and meet the needs of all young people in Ceredigion.
- Ensure that young people receive access to appropriate information and advice services, signposting to other services and intensively supporting young people as appropriate, promoting Ceredigion Youth Service's Participation strategy.
- To have responsibility for developing and coordinating accredited learning opportunities and training for young people (as defined in the Youth Work Curriculum for Wales, National Occupational Standards for Youth Work, Learning and Skills Act (2000), Welsh Government's statutory guidance Extending Entitlement (2002) and National Youth Work Strategy 2014-2018). Thus, ensuring that young people are able to access high quality informal/ non-formal learning outcomes, tailored to their needs and preferred learning style.
- To have responsibility for coordinating training and accredited learning opportunities for voluntary and statutory partners working within their designated remit in order to enhance the offer and service to young people. For example, Youth Work level 2 & 3 courses. The Youth Worker will have responsibility of being a point of contact for Centres such as Agored Cymru, Adult Learning Wales and Asdan; to sit on any relevant regional training groups and maintain the Youth Service's Quality Assurance in relation to Internal Verification
- Ensure robust monitoring systems are managed and completed professionally in order to evidence and report qualitative and quantitative data of youth work in Ceredigion for local, regional and national requirements. For example, the number of

young people engaging in provisions and the number of young people working towards/ achieved accredited learning outcomes and evidencing any distance travelled measures.

- Ensure that appropriate safeguarding procedures are adhered to professionally. If there are concerns about neglect or physical, emotional, sexual or other forms of harm, the Youth Worker has a duty to report and respond to any concern in accordance with Ceredigion Youth Service's Child Protection policy.
- Ensure that all appropriate H&S procedures and policies are adhered to professionally. The Youth Worker has responsibility to ensure that all provisions are planned and coordinated safely with robust risk assessment and reporting, as stated in the Educational Visits Policy.
- To have knowledge and awareness of the relevant National and Local developments to support the appropriate implementation of such initiatives for the benefit of young people in Ceredigion.
- Ensure youth provision reflects the needs of young people, developing consultative mechanisms to involve young people in service planning, development and evaluation
- Lead and supervise volunteers that engage with youth service provision, supporting Ceredigion Youth Service's Volunteer training programme.
- To have responsibility for any budget as required by the Principal Youth Officer as well as actively seeking external funding opportunities to enhance opportunities for young people
- Representation at key meetings as and when required, in both schools and community settings.
- Undertake any other duties relevant to the role as required by the Principal Youth Officer and Corporate Lead Officer for Lifelong Learning and Culture.

Job Evaluation Post Ref	JD 1065

Cyngor Sir CEREDIGION County Council

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: Reading: Writing	**Level 5** **Level 5** **Level 5**	The Welsh linguistic skills noted must be attained within two years of appointment
English Linguistic Skills	Listening/Speaking: Reading: Writing	**Level 5** **Level 5** **Level 5**	The English linguistic skills noted are required on appointment
Practical and personal skills	• The ability to communicate in both English and Welsh are essential • Excellent negotiation and communication skills • Ability to work independently and as part of a team • Ability and competency in working within various youth work settings, including school-based, outreach, detached, centre-based and community youth work. • Ability to build rapport and positive relationships with vulnerable young people and be innovative and creative in supporting their development • Ability to self-evaluate learning needs and actively seek learning opportunities • Excellent awareness of relevant policies/ procedures/ processes related to the post (e.g. safeguarding/ accredited opportunities) • Ability to coordinate, develop and maintain ICT sites and the Youth Service's social media pages and website. • Ability to build and maintain professional relationships whilst working with young people and external delivery partners • Ability to lead and supervise part-time staff and volunteers • Ability to coordinate and have responsibility for a variety of Youth Service resources and designated budgets • Demonstrate the ability to work in a non-stigmatising and anti-oppressive environment • Ability to plan, monitor and evaluate service delivery to meet identified needs. • Understanding of issues relating to the development of youth and community work locally and nationally. • Commitment to the development of training opportunities to meet the identified needs of staff and young people (full/ part-time and voluntary). • Commitment to the development of partnership and collaborative working with other organisations, including the voluntary sector.		

	• Commitment to staff development and its role in service delivery. • The ability to manage time effectively, arrange and prioritise workloads within deadlines. • Ability to identify, evaluate and prioritise the needs of individuals and communities and to make recommendations about the deployment of resources. • Ability to successfully bid for external funding for youth and community work. • Understanding and commitment to Equal Opportunities. • Commitment to participation and engagement in democratic processes. • Action orientated with a commitment to lifelong learning and achievement. • The ability to reason and resolve issues in an analytical manner • High level of oral and written communication skills and competent in the application of ICT. • Effective level of inter-personal skills, which reflect the professional approach of Youth Work. • You must possess a full current driving licence and access to a vehicle is essential. • Be able to work outside normal office hours on weekends and evenings which include occasional residential work.
Required Experience	• Experience of working with vulnerable young people • Experience of coordinating and delivering accredited opportunities and knowledge of verification requirements / standards • Experience or knowledge of child protection and safeguarding procedures • Experience of coordinating and delivering a varied curriculum of educational activities for young people, e.g. outdoor education, sexual health, sport, wellbeing and so forth • Experience and knowledge of developing and promoting social media and websites • Experience of working closely with external professionals and key stakeholders in negotiating and advocating on behalf of young people to ensure results • Experience of working in a variety of youth work settings, including school-based, outreach, detached, centre-based and community youth work. • An understanding of the key issues impacting on young people's lives today • An awareness of the major policies and legislation relating to young people • An excellent awareness and knowledge of the various services, departments and agencies that support young people in Ceredigion • Knowledge of young people's rights and entitlements.
Training/education required to be undertaken for the post/worked towards	• A willingness to undertake a relevant programme of Continued Professional Development as required

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	