Disgrifiad Swydd	
Teitl y Swydd	Uwch Swyddog Mewnweledіad a Datblygu Ieuenctid
Gwasanaeth	Gwasanaeth Ieuenctid
Graddfa SCP a Chyflog	Graddfa 9 £36,581 - £38,510
Pwrpas y Swydd	• Arwain y gwaith o ddatblygu a gweithredu fframweithiau mewnweledіad, gwerthuso a gwella ar draws Cyfiawnder Ieuenctid, y Gwasanaeth Ieuenctid ac Ymyrraeth Gynnar ac Atal. • Bydd deiliad y swydd yn cefnogi cynllunio strategol, sicrhau ansawdd a datblygu gwasanaethau, gan sicrhau bod y ddarpariaeth yn seiliedig ar dystiolaeth, yn gynhwysol ac yn ymateb i anghenion plant a phobl ifanc yng Ngheredigion.
Lleoliad	Penmorfa, Aberaeron
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn Amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Tîm Llwybrau Cymorth
Cyfrifoldebau Goruchwylio / Rheoli – os ydyw'n berthnasol	• Dim cyfrifoldeb rheoli llinell uniongyrchol. • Arwain a chydlynu gwaith perfformiad, mewnweledіad a sicrhau ansawdd. • Cefnogi a chynghori staff ar arfer sy'n seiliedig ar dystiolaeth. • Goruchwylio gwirfoddolwyr, prentisiaid neu fyfyrwyr lle bo angen.
Atebolrwydd	• Yn atebol i Reolwr Tîm Llwybrau Cymorth am gyflawni gofynion adrodd statudol, darparu dadansoddiad cywir ac amserol, a chefnogi gwelliant parhaus ar draws Cyfiawnder Ieuenctid, y Gwasanaeth Ieuenctid ac Ymyrraeth Gynnar ac Atal.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	• 37 awr yr wythnos. • Gweithio hybrid hyblyg. • Gweithio gyda'r nos neu ar benwythnosau o bryd i'w gilydd. • Teithio ledled Ceredigion yn ôl gofynion y 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

- Arwain datblygiad fframweithiau gwella gwasanaethau ar draws Cyfiawnder Ieuenctid, y Gwasanaeth Ieuenctid ac Ymyrraeth Gynnar ac Atal.
- Cydlynu adroddiadau statudol a strategol, gan gynnwys dangosyddion perfformiad Cyfiawnder Ieuenctid.
- Datblygu a chynnal systemau i fonitro perfformiad, ansawdd, canlyniadau ac effaith.
- Cynhyrchu dadansoddiadau, dangosfyrddau ac adroddiadau i lywio penderfyniadau.
- Dadansoddi anghenion, tueddiadau, anghymesuredd a meysydd sy'n dod i'r amlwg.
- Arwain a chefnogi prosesau sicrhau ansawdd, archwilio a gwella ymarfer.
- Monitro cynnydd yn erbyn strategaethau, cynlluniau gweithredu a gofynion cyllid grant.
- Gweithio gydag addysg a phartneriaid i gryfhau llwybrau cymorth ac ymyrraeth gynnar.
- Cefnogi staff i ddefnyddio data a thystiolaeth i wella ymarfer a chanlyniadau.
- Sicrhau cydymffurfiaeth â diogelu, diogelu data ac egwyddorion Plentyn yn Gyntaf.

Cyfeirnod at Ddibenion Gwerthuso Swyddi	JD 1875-01

Manyleb Personol		
Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	• Gradd mewn maes perthnasol, megis Gwaith Ieuenctid a Chymunedol, Cyfiawnder Ieuenctid, Addysg, Rheoli Perfformiad, Polisi Cymdeithasol neu Droseddeg; neu • O leiaf bedair blynedd o brofiad o weithio mewn maes perthnasol.	
Sgiliau Ieithyddol 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 Ieithyddol 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 / Personol	• Sgiliau dadansoddi a dehongli data cryf. • Sgiliau cyfathrebu a negodi rhagorol gydag ystod o rhanddeiliaid. • Y gallu i oruchwylio a chefnogi gwirfoddolwyr, prentisiaid, a phobl ar leoliadau gwaith. • Y gallu i gynllunio, monitro a gwerthuso darpariaeth gwasanaeth er mwyn diwallu anghenion a nodwyd. • Dealltwriaeth o ddiogelu, cyfrinachedd, ac ymagweddau sy'n rhoi'r plentyn yn gyntaf. • Y gallu i reoli amser yn effeithiol a blaenoriaethu llwythi gwaith. • Y gallu i weithio'n adeiladol fel rhan o dîm ac ar fenter eich hun. • Sgiliau TGCh ar draws ystod o systemau ac offer (e.e. cronfeydd data cleientiaid, Microsoft Office, e-bost, llwyfannau gweithio o bell). • Y gallu i weithio'n hyblyg o dan bwysau ac addasu i flaenoriaethau sy'n newid. • 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.	
Profiad Hanfodol	• Profiad o weithio mewn amgylchedd amlasiantaethol sy'n cefnogi plant a phobl ifanc. • Profiad o werthuso gwasanaethau, sicrhau ansawdd neu brosesau archwilio. • Profiad o baratoi a chyflwyno adroddiadau i gynulleidfaoedd strategol. • Profiad o weithio gyda phlant a phobl ifanc sy'n agored i niwed. • Profiad o fonitro prosiectau neu wasanaethau a ariennir drwy grantiau. • Profiad o weithio'n annibynnol gyda goruchwyliaeth gyfyngedig.	
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	• Hyfforddiant ar systemau perfformiad, data a rheoli achosion perthnasol. • Hyfforddiant ar ofynion adrodd statudol Cyfiawnder Ieuenctid. • Hyfforddiant diogelu, diogelu data a sicrhau ansawdd.	

	• Hyfforddiant corfforaethol gorfodol perthnasol.

Dymunol	
Cymwysterau / Hyfforddiant	• Tystysgrif Ymarfer Effeithiol Cyfiawnder Ieuenctid. • Hyfforddiant mewn dadansoddi data, rheoli perfformiad neu sicrhau ansawdd. • Gwybodaeth am fframweithiau Cyfiawnder Ieuenctid ac Ymyrraeth Gynnar.
Sgiliau Ymarferol / Personol	• Profiad o ddefnyddio Power BI, Excel neu offer dadansoddi data eraill. • Ymwybyddiaeth o Gonfensiwn y Cenhedloedd Unedig ar Hawliau'r Plentyn ac arfer sy'n seiliedig ar hawliau. • Y gallu i ddatblygu dangos fyrddau ac offer adrodd perfformiad.

Job Description

Post Name	Senior Youth Insight and Development Officer
Service	Youth Service
Grade	9
Spinal Point/s	24-26
Salary	£36,581 - £38,510
Job Purpose	• To lead the development and implementation of insight, evaluation and improvement frameworks across Youth Justice, Youth Services and Early Intervention and Prevention. • The postholder will support strategic planning, quality assurance and service development, ensuring that provision is evidence-informed, inclusive and responsive to the needs of children and young people in Ceredigion.
Location	Penmorfa, Aberaeron
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Team Manager Support Pathways
Supervisory/Managerial Responsibilities	• No direct line management responsibility. • Lead and coordinate performance, insight and quality assurance activity. • Support and advise staff on evidence-informed practice. • Supervise volunteers, apprentices or student placements where required.
Accountability	• Accountable to the Support Pathways Team Manager for meeting statutory reporting requirements, providing accurate and timely analysis, and supporting continuous improvement across Youth Justice, Youth Services and Early Intervention and Prevention.
Contractual Terms Associated with the Post	• 37 hours per week. • Flexible hybrid working. • Occasional evening and weekend working. • Travel throughout Ceredigion according to service requirements. • This post is subject to an Enhanced Child DBS check, including a check against the Children's Barred List.

Duties and Responsibilities

- Lead on the development of service improvement frameworks across youth support teams.
- Coordinate statutory and strategic reporting for youth justice and early intervention services.
- Develop and maintain tools to monitor service delivery, outcomes and impact.
- Support the creation of dashboards and reports to inform planning and decision-making.
- Collaborate with internal and external partners to strengthen youth support pathways.
- Contribute to workforce development through training and support on evidence-informed practice.
- Ensure compliance with safeguarding, data protection and child-first principles.

• Analyse emerging needs and trends to inform service design and commissioning. • Support the development and review of youth service policies and strategies.	
Job Evaluation Post Ref	JD 1875-01

Person Specification		
Essential		
Academic / Professional / Technical / Vocational Qualifications	• Degree-level qualification in a relevant subject, such as Youth and Community Work, Youth Justice, Education, Performance Management, Social Policy or Criminology; or • A minimum of four years' experience of working in a relevant field.	
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 are required on appointment.
Required practical and personal skills	• Strong analytical and data interpretation skills. • Excellent communication and negotiation skills with a range of stakeholders. • Ability to supervise and support volunteers, apprentices, and placements. • Ability to plan, monitor and evaluate service delivery to meet identified needs. • Understanding of safeguarding, confidentiality, and child-first approaches. • Ability to manage time effectively and prioritise workloads. • Ability to work constructively as part of a team and on own initiative. • ICT skills across a range of systems and tools (e.g. client databases, Microsoft Office, email, remote platforms). • Ability to work flexibly under pressure and adapt to changing priorities. • 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.	
Required Experience	• Experience of working in a multi-agency environment supporting children and young people. • Experience of service evaluation, quality assurance or audit processes. • Experience of preparing and presenting reports to strategic audiences. • Experience of working with vulnerable children and young people. • Experience of monitoring grant-funded projects or services. • Experience of working independently with limited supervision.	

Training/education required to be undertaken for the post/worked towards	• Training in relevant performance, data and case management systems. • Training in statutory Youth Justice reporting requirements. • Safeguarding, data protection and quality assurance training. • Relevant corporate mandatory training.

Desirable	
Qualifications / Training	• Youth Justice Effective Practice Certificate. • Training in data analysis, performance management or quality assurance. • Knowledge of Youth Justice and Early Intervention frameworks.
Practical / Personal Skills	• Experience of using Power BI, Excel or other data analysis tools. • Awareness of the United Nations Convention on the Rights of the Child and rights-based practice. • Ability to develop dashboards and performance reporting tools.