

Come and join the team!

Youth Support Worker

Do you hold the Level 3 Certificate in Youth Work Practice and are registered with the EWC as a Youth Support Worker? If you are looking to develop your skills and experience working with young people, as a Youth Support Worker you will be supported as a member of the Youth and Community Team within MonLife to work with young people to facilitate their personal, social and educational development. As part of a team, you will prepare, plan and deliver youth work to young people in Monmouthshire to enable them to develop holistically, and help to enable them to develop their voice, influence and place in society and to reach their full potential.

- POST ID:** YS006
- LOCATION:** Base to be agreed which may include, Abergavenny, Usk, Caldicot or Monmouth which may change in the future if the service location needs to relocate.
- GRADE:** Band F £29777.00 - £32076.00
(Pro-Rata)
- HOURS:** Flexible shift patterns, weekdays, for a minimum of 16 hours up to 37 hours per week to meet the needs of young people and the Service. Maximum of 3 evenings a week.
- TEMPORARY:** Fixed-term contract for one year from post commencing.
- DBS CHECK:** Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to the following DBS check Enhanced with Children Barred List Check
- CLOSING DATE:** 12 noon on 5th July 2024

Additional Information

Please note that we are not able to accept CVs

To apply for this post please complete the online application form which can be found on the following page:

<https://www.monmouthshire.gov.uk/jobs-employment/>

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council is:-

- an equal opportunities employer and welcomes applications from all sections of the community.
- a disability confident committed employer.
- an Armed Forces friendly employer.
- Autism aware and committed to removing barriers to employment
- Committed to supporting young people who leave our care to access new opportunities and gain experience.

ROLE PROFILE

- ROLE TITLE:** Youth Support Worker
Fixed-term contract for one year from post commencing.
- POST ID:** YS006
- GRADE:** Band F £29777.00 - £32076.00
(Pro-Rata)
- HOURS:** A minimum of 16 hours up to 37 hours per week, to meet the needs of young people and the Service.
- WORK PATTERN:** Flexible shift pattern, weekdays, to meet the needs of young people and the Service. Maximum of 3 evenings a week.
- LOCATION:** Base to be agreed which may include, Abergavenny, Usk, Caldicot or Monmouth which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

DISCLOSURE AND BARRING SERVICE (DBS) CHECK:

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to the following DBS check:

Enhanced with Children Barred List Check

RESPONSIBLE TO: Youth and Community Officer

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are desirable;

MonLife.....Who are we?

MonLife delivers a set of wellbeing focused services within Monmouthshire County Council, including Leisure, Youth and Community, Outdoor Adventure, Green Infrastructure and Countryside, Tourism, Destination Management, Heritage, Play and Active Travel. Our ethos is enriching people's life through participation, activity and contributing to building strong, vibrant places and communities in Monmouthshire.

The Youth And Community TeamWho are we?

The Youth Service in Monmouthshire County Council provides a universal entitlement, open to all young people aged 11-25 (including transition work with Year 6), provided by local authorities as a statutory duty, outlined in 1996 Education Act and Learning And Skills Act 2000.

The Youth and Community Team sits within MonLife, a directorate in Monmouthshire Council. At the centre of our work, we respect the views and opinions of young people through their participation in the design, creation and implementation of services and provision which meet their needs and aspirations. We work directly with young people to develop their social education through meaningful programmes and activities to widen young people's horizons, promote participation and invite social commitment, in particular by encouraging them to be critical and creative in their responses to their experience and the world around them

SAFEGUARDING:

Child and Adult Safeguarding are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. All Council employees and volunteers are responsible for playing their part in the well-being, safety and protection of children and adults at risk. All employees and volunteers will be trained to the appropriate level of safeguarding and have a duty to fulfil their personal responsibilities for safeguarding.

The Purpose of this Role:

As part of a team, to prepare, plan and deliver youth work to young people in Monmouthshire to enable them to develop holistically, working with them to facilitate their personal, social and educational development, to enable them to develop their voice, influence and place in society and to reach their full potential.

Expectation and Outcomes of this Role:

To deliver a high quality service to young people in Monmouthshire, in line with the purpose of the service and purpose of this role.

Your responsibilities are to:

1. Plan, deliver and facilitate youth work activities /projects and provision in a nominated area.
2. Actively seek, engage in and create new opportunities for working with young people.
3. Be approachable at all times to young people, supporting them where necessary and appropriate.
4. Act as a role model for young people and other staff members, encouraging positive behaviour and challenging unfairness and prejudice.
5. Act as an advocate for young people, representing their views and rights where appropriate and necessary under staff guidance.
6. Ensure that the young people have access to appropriately placed and relevant information and support on matters that concern them.
7. Promote and market services to young people, communities, and agencies, having a presence at community events, and managing the use of social media.
8. To contribute to the Youth Service's Delivery Plan and the MonLife Business Plan by recording and gathering information and providing quarterly reports on progress.
9. Perform necessary administrative duties
10. To maintain records, record outcomes and monitor progress.
11. Ensure that work environments and equipment are safe, treated with respect and are not abused in any way.
12. Undertake training to develop your youth work knowledge, skills, practice and behaviours.
13. Work in partnership with young people, communities and other agencies as appropriate and relevant, to initiate and develop opportunities, projects and activities in line with the Youth Work in Wales: Principles & Purposes document.
14. Be willing to work flexibly to support the objectives of the role such as attendance at evening meetings/ weekend working and events

15. Attend meetings as and when required.
16. To induct, support and supervise volunteers who will be assisting with delivery.
17. Communicate effectively and appropriately at all times with young people, parents/carers, other professionals and community members.
18. Support any administrative arrangements for service effectiveness and delivery abiding by GDPR policy as applied to the service
19. Work as part of a team to ensure that Health and Safety and First Aid regulations are adhered to all times
20. Abide by the principles and practice of equality of opportunity as laid down in the council's Equal Opportunities Policy.
21. Abide by the council's policy and practice with regard to safeguarding and protection of children and vulnerable adults.
22. Carry out any other duties that may be reasonably required for this post.

Here's what we can provide you with:-

A motivated and enthusiastic team driven to achieve the best results and support from the wider MonLife Team.

- Full support of manager and team members
- Full range of training and CPD opportunities
- Uniform and equipment where appropriate
- Nominated supervisor for regular support

What else you need to know.....Our Values:

Our purpose is underpinned by a clear sense of who we are as an organisation. We expect people who work with us to share a strong value set and expect that these are evident in the ways in which we work and engage with our communities.

Teamwork: We will work with you and our partners to support and inspire everyone to get involved. We will make the best of the ideas, and resources available to make sure we do the things that most positively impact our people and places.

Openness: We are open and honest. People have the chance to be involved and tell us what matters.

- Flexibility:** We are flexible, enabling delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.
- Fairness:** We provide opportunities for people and communities to thrive. We will always try to treat everyone fairly and consistently.
- Kindness:** We will show kindness to all those we work with, putting the importance of relationships and the connections we have with one another at the heart of all interactions.

This role will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:

	Essential	Desirable
Experience	<p>Experience of working with young people aged 11+. (A, I)</p> <p>Experience of planning, delivering and evaluating planned projects. (A, I)</p> <p>Experience of working individually and as part of a team (A, I)</p> <p>Experience of risk assessments and knowledge of health and safety when working in a young person's environment. (A, I)</p>	<p>Experience of supporting children and young people with challenging needs (A, I)</p> <p>Experience working with other agencies and community members. (A, I)</p> <p>Experience in using Microsoft Office packages such as Word, Excel, Outlook, Access and Publisher (A)</p>
Education & Qualifications	<p>Be a qualified Youth Support Worker (having at least a Level 3 Certificate in Youth Work Practice qualification) or working towards (A)</p> <p>Be registered with the Education Workforce Council for Wales (EWC) as a Youth Support Worker. (A, I)</p>	<p>First Aid at Work Certificate. (A,I)</p> <p>Evidence of extra training, qualifications and/or accreditation related to working with young people. (A, I)</p>
Knowledge, Skills & Competencies	<p>Applying safeguarding procedures effectively and maintain appropriate professional boundaries (I)</p> <p>Understanding of recent developments in the lives of young people and communities (I)</p> <p>Ability to communicate effectively (where required) both verbally and in writing with service users, staff, managers, other agencies and the public (I).</p> <p>Able to demonstrate good interpersonal skills and have the ability to relate sensitively and effectively with a wide range of people including children and young</p>	

	<p>People, parents, and other professionals (I)</p> <p>Carry out the secure handling of personal sensitive data in line with Data Protection legislation. (I)</p> <p>Excellent interpersonal skills with an emphasis on working inclusively and supportively with young people. (I)</p>	
Personal Attributes	<p>Commitment to Safeguarding policy and procedures. including undertaking appropriate safeguarding training. (I)</p> <p>Commitment to equal opportunities policy, including undertaking appropriate equality awareness training. (I)</p> <p>Commitment to working with and supporting volunteers. (I)</p>	Evidence of continuing professional development. (A, I)
Other	<p>The ability to travel in and around Monmouthshire as required by the post. (A, I)</p> <p>Willing to work flexibly to support objectives of the role such as attendance at evening meetings/ weekend working and events. (I)</p>	Welsh Language skills. (A, I)*

A = Application form (including shortlisting) I = Interview

* You may be required to learn or improve your existing skills through attending staff Welsh language training funded by the Council

**Should you require any further information regarding this post, please contact:
Josh Klein Tel: 07766094894 Email: joshklein@monmouthshire.gov.uk**

Closing Date: 12 noon on 5th July 2024

WELSH LANGUAGE SKILLS FRAMEWORK

LEVEL 1			
<p><i>Can understand basic everyday phrases if the speaker talks slowly and clearly and is willing to help. Can introduce yourself and others and can ask and answer questions regarding basic information, e.g. individual asking to see someone, where is the xxx meeting, toilet etc. Can transfer phone calls pass on a simple message or make a straightforward request, e.g. via e-mail.</i></p>			
UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can understand simple questions: where is the xxx meeting, where is the toilet, who is the person they wish to see. Can understand who to transfer a phone call to etc, 	<ul style="list-style-type: none"> ➤ Can pronounce place names and personal names correctly. ➤ Can greet individuals face to face or over the phone ➤ Can open and close a conversation or open and close a meeting. 	<ul style="list-style-type: none"> ➤ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms 	<ul style="list-style-type: none"> ➤ Can open and close an e-mail or letter ➤ Can write personal names, place names, job titles ➤ Can write a simple message to a colleague on paper or e-email, e.g. such and such has called.
LEVEL 2			
<p><i>Can understand sentences when people talk about everyday situations, e.g. simple personal and family information. Can hold a basic conversation with someone to obtain or exchange straightforward information, e.g. discuss how a person is feeling; something which has happened; simple plan for the future. Can write and read messages in letters or e-mails describing familiar issues and written in short sentences.</i></p>			
UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can understand when people speak slowly about everyday situations, e.g. providing personal information, talking about what they have been doing, what they would like to do, how they feel general ➤ Can understand when people ask you do something 	<ul style="list-style-type: none"> ➤ Can communicate simple information or ask common questions, e.g. to acquire information from an individual ➤ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh ➤ Can hold a short conversation with an individual or exchange relatively straightforward information ➤ Can contribute to a meeting, but need to revert to English for specialist terms. 	<ul style="list-style-type: none"> ➤ Can read short message and certain letters or e-mails, e.g. those which make a request or ask you to pass on a message 	<ul style="list-style-type: none"> ➤ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting ➤ Can write a short letter or e-mail to arrange an appointment
LEVEL 3			
<p><i>Can understand the main points when an individual or colleague is talking about familiar subjects, e.g. during a conversation or small group meeting. Can hold extended conversations with fluent speakers about familiar subjects involving everyday work. Can describe experiences and events and provide concise explanations and reasons for opinions and plans. Can read articles, letters or e-mails about general subjects. Can write letters or e-mails about most subjects, e.g. requesting something; providing information; inviting somebody or organising an event.</i></p>			

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar. ➤ Can understand a discussion at a meeting if the subject is familiar. ➤ Can understand individuals and colleagues in a familiar situation or in everyday conversation. 	<ul style="list-style-type: none"> ➤ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical. ➤ Can hold a conversation with an individual or exchanging relatively straightforward information. ➤ Can contribute to a meeting but need to revert to English for specialist terms. ➤ Can adapt the style of language to suit the audience. 	<ul style="list-style-type: none"> ➤ Can understand most e-mail messages or letters concerning day to day work. ➤ Can guess the meaning of a word based on context if the subject is familiar. ➤ Can read a simple, straightforward article in a newspaper or magazine types of written material. 	<ul style="list-style-type: none"> ➤ Can write a letter or e-mail to an individual, or colleague about most topics in order to request something; provide an explanation; describe an experience or situation; invite people or organise an event. ➤ Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.

LEVEL 4

Can usually follow most conversations or discussions, even on unfamiliar topics, Can talk confidently with fluent speakers about familiar subjects relating to work, and an express an opinion, take part in discussion, and talk extensively about general topics, e.g. in meetings or one-to-one situations with individuals. Can understand most correspondence, newspaper articles and reports intended for fluent speakers with the aid of Welsh language resources and can scan long texts to find details. Can complete forms and write reports relating to work and respond accurately.

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar. 	<ul style="list-style-type: none"> ➤ Can contribute effectively to internal and external meetings in a work context. ➤ Can converse comfortably with individuals and exchange information as required. ➤ Can argue for and against a specific case. ➤ Can chair meetings and answer questions from the chair confidently. 	<ul style="list-style-type: none"> ➤ Can read most correspondence and scan long texts to find details. ➤ Can understand most newspaper articles and reports with the aid of a dictionary. ➤ Can understand texts, unless written in a very formal or colloquial form. 	<ul style="list-style-type: none"> ➤ Can produce correspondence of all types, short reports, documents and literature with support of Welsh language translation aids eg. Cysgeir, cysill.

LEVEL 5

Can understand everything that is being said. Can talk extensively about complex issues, presenting difficult information and can facilitate and summarise extended or complex discussions. Can summarise information from different sources (orally and in writing) and present it in a coherent way. Can express themselves spontaneously, fluently and in detail, adapting the language to suit the audience.

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can follow all conversations and discussions with individuals or colleagues. ➤ Can understand the ambiguity and nuance of language. 	<ul style="list-style-type: none"> ➤ Can express yourself fully in detail, even when discussing complex issues. ➤ Can adapt the style and register of your language to suit the audience. 	<ul style="list-style-type: none"> ➤ Can read and understand almost all written texts without difficulty, referring to a dictionary occasionally. ➤ Can read long texts to find relevant details and can understand most types of written material. 	<ul style="list-style-type: none"> ➤ Can write reports in a clear style appropriate to the reader with the support of electronic language aids. ➤ Can write formal or informal Welsh as required. ➤ Can write a range of documents accurately and with confidence.

Dewch i ymuno gyda'r tîm!

Gweithiwr Cymorth Ieuentid

Oes gennych chi Dystysgrif Lefel 3 mewn Ymarfer Gwaith Ieuentid ac wedi cofrestru gyda'r Cyngor Gweithlu Addysg fel Gweithiwr Cymorth Ieuentid? Os ydych yn dymuno datblygu eich sgiliau a'ch profiad o weithio gyda phobl ifanc, fel Gweithiwr Cymorth Ieuentid cewch eich cefnogi fel aelod o'r Tîm Ieuentid a Chymuned o fewn MonLife i weithio gyda phobl ifanc i hwyluso eu datblygiad personol, cymdeithasol ac addysgol. Fel rhan o dîm byddwch yn paratoi, cynllunio a chyflwyno gwaith ieuentid i bobl ifanc yn Sir Fynwy i'w galluogi i ddatblygu mewn modd holistic a helpu i'w galluogi i ddatblygu eu llais, dylanwad a'u lle mewn cymdeithas ac i gyrraedd eu potensial llawn.

CYFEIRNOD SWYDD: YS006

LLEOLIAD: Prif weithle i'w gytuno a all gynnwys y Fenni, Brynbuga, Cil-y-coed neu Drefynwy a all newid yn y dyfodol os oes angen i leoliad y gwasanaeth symud.

GRADD: Band F £29777.00 - £32076.00

(Pro-Rata)

ORIAU: Patrymau sifftiau hyblyg, yn ystod yr wythnos, am o leiaf 16 awr hyd at 37 awr yr wythnos i ddiwallu anghenion pobl ifanc a'r Gwasanaeth. Uchafswm o 3 noson yr wythnos.

DROS DRO: Contract tymor penodol am flwyddyn o ôl-ddechrau.

GWIRIAD DBS: Cafodd penodiad i'r swydd hon ei eithrio o'r Ddeddf Adsefydlu Troseddwr ac mae'n amodol ar y gwiriad DBS dilynol: Gwiriad Estynedig gyda Rhestr Gwahardd rhag Gweithio gyda Phlant

DYDDIAD CAU: 12 hanner dydd ar 5 Gorffennaf 2024

Gwybodaeth Ychwanegol

Gofynnir i chi nodi na allwn dderbyn CV

Er mwyn gwneud cais am y rôl hon, cwblhewch y ffurflen gais ar-lein sydd ar gael ar y dudalen ganlynol:

<https://www.monmouthshire.gov.uk/jobs-employment/>

Mae modd cyflwyno ceisiadau yn y Gymraeg, ac ni fydd cais a gyflwynir yn y Gymraeg yn cael ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg,

Mae modd rhannu'r holl swyddi os na nodir fel arall.

Mae Cyngor Sir Fynwy yn:-

- cyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob rhan o'r gymuned .
- cyflogwr sydd wedi ymrwymo i fod yn hyderus o ran anabledd

- cyflogwr sydd yn gyfeillgar i'r Lluoedd Arfog
- ymwybodol o Awtistiaeth ac wedi ymrwymo i ddileu unrhyw rwystrau at gyflogaeth
- ymrwymo i gefnogi pobl ifanc sydd yn gadael ein gofal i gael cyfleoedd newydd a phrofiad.

PROFFIL Y SWYDD

TEITL Y SWYDD: Gweithiwr Cymorth Ieuencid
Contract tymor penodol am flwyddyn o ôl-ddechrau.

CYFEIRNOD SWYDD: YS006

GRADD: BAND F SCP 19 – SCP 23 £25,481- £27,741
Pro Rata

ORIAU: O leiaf 16 awr hyd at 37 awr yr wythnos, i ddiwallu anghenion pobl ifanc a'r Gwasanaeth.

PATRWM GWAITH: Patrwm sifftiau hyblyg, yn ystod yr wythnos, i ddiwallu anghenion pobl ifanc a'r Gwasanaeth. Uchafswm o 3 noson yr wythnos.

LLEOLIAD: Prif weithle i'w gytuno a all gynnwys y Fenni, Brynbuga, Cil-y-coed neu Drefynwy a all newid yn y dyfodol os oes angen i leoliad y gwasanaeth symud. Ni chaiff treuliau symud neu darfu eu talu os yw hyn yn digwydd.

GWIRIAD DBS:

Cafodd penodiad i'r swydd hon ei eithrio o'r Ddeddf Adsefydlu Troseddwyr ac mae'n amodol ar y gwiriad DBS dilynol: Gwiriad Estynedig gyda Rhestr Gwahardd rhag Gweithio gyda Phlant

CYFRIFOL I: Swyddog Ieuencid a Chymuned

ASESIAD SGILIAU YN Y GYMRAEG:

Byddai sgiliau yn y Gymraeg yn ddymunol

MonLife ... Pwy ydym ni?

Mae MonLife yn cyflwyno set o wasanaethau gyda ffocws ar lesiant yng Nghyngor Sir Fynwy yn cynnwys Hamdden, Ieuencid a Chymuned, Antur Awyr Agored, Seilwaith Gwyrdd a Chefn Gwlad, Twristiaeth, Rheoli Cyrchfan, Treftadaeth, Chwarae a Theithio Llesol. Ein ethos yw cyfoethogi bywyd pobl drwy gyfranogiad, gweithgaredd a chyfrannu at adeiladu lleoedd a chymunedau cryf a bywiog yn Sir Fynwy.

Y Tîm Ieuencid a Chymuned ... Pwy ydym ni?

Mae'r Gwasanaeth Ieuencid yng Nghyngor Sir Fynwy yn darparu hawl cyffredinol, sydd ar gael i bob person ifanc 11-25 oed (yn cynnwys gwaith pontio gyda Blwyddyn 6), a ddarperir gan awdurdodau lleol fel dyletswydd statudol, a amlinellir yn Neddf Addysg 1996 a Deddf Dysgu a Sgiliau 2000.

Mae'r Tîm Ieuencid a Chymuned yn rhan o MonLife, cyfarwyddiaeth yng Nghyngor Sir Fynwy. Wrth ganol ein gwaith, rydym yn parchu barn a sylwadau pobl ifanc drwy iddynt gymryd rhan mewn dylunio, creu a gweithredu gwasanaethau a darpariaeth sy'n diwallu eu hanghenion a'u dyheadau. Gweithiwn yn uniongyrchol gyda phobl ifanc i ddatblygu eu haddysg gymdeithasol drwy raglenni a gweithgareddau ystyrlon i ehangu gorpwlion pobl ifanc, hyrwyddo cyfranogiad a gwahodd ymrwymiad cymdeithasol, yn neilltuoel drwy eu hannog i fod yn feirniadol a chreadigol yn eu hymatebion i'w profiad a'r byd o'u hamgylch.

DIOGELU:

Mae Diogelu ac Amddiffyn Plant ac Oedolion yn flaenoriaethau allweddol i'r Cyngor. Ein nod yw cefnogi plant ac oedolion sydd mewn risg i fod mor ddiogel ag y gallant ac i gyflawni eu potensial. Mae holl weithwyr a gwirfoddolwyr y Cyngor yn gyfrifol am chwarae rhan yng ngwaith lles, diogelu ac amddiffyn plant ac oedolion sydd mewn risg. Bydd yr holl weithwyr a gwirfoddolwyr yn cael eu hyfforddi i'r lefel briodol o ddiogelu ac mae ganddynt ddyletswydd i gyflawni eu cyfrifoldebau personol dros ddiogelu.

Diben y swydd hon:

Fel rhan o dîm, paratoi gyda pharatoi, cynllunio a chyflenwi gwaith ieuencid i bobl ifanc yn Sir Fynwy i'w galluogi i ddatblygu'n holistig, gan weithio gyda nhw i hwyluso eu datblygiad personol, cymdeithasol ac addysgol, i'w galluogi i ddatblygu eu llais, dylanwad a lle mewn cymdeithas ac i gyrraedd eu potensial llawn.

Disgwyliad a Deilliannau'r Swydd:-

Darparu gwasanaeth ansawdd uchel i bobl ifanc yn Sir Fynwy yn unol gyda diben y gwasanaeth a diben y swydd hon.

Eich cyfrifoldebau yw:-

1. Cynllunio, darparu a hwyluso gweithgareddau/prosiectau a darpariaeth gwaith ieuencid.
2. Bod yn rhagweithiol wrth geisio, cymryd rhan yn a chreu cyfleoedd newydd a gweithio gyda phobl ifanc.

3. Bod yn rhwydd i bobl ifanc ddod atoch bob amser, gan eu cefnogi lle mae angen hynny ac yn briodol.
4. Gweithredu fel model rôl ar gyfer pobl ifanc ac aelodau eraill o'r staff, gan annog ymddygiad cadarnhaol a herio annhegwch a rhagfarn.
5. Gweithredu fel lladmerydd dros bobl ifanc, gan gynrychioli eu barn a'u hawliau lle'n briodol ac angenrheidiol dan arweiniad staff.
6. Sicrhau fod gan y bobl ifanc fynediad i wybodaeth a chymorth mewn man priodol a pherthnasol ar faterion sydd o gonsyrn iddynt.
7. Hyrwyddo a marchnata gwasanaethau i bobl ifanc, cymunedau ac asiantaethau a bod â phresenoldeb mewn digwyddiadau cymunedol, a bod yng ngofal y defnydd o'r cyfryngau cymdeithasol.
8. Cyfrannu at Gynllun Cyflenwi y Gwasanaeth Ieuenctid a Chynllun Busnes MonLife drwy gofnodi a chasglu gwybodaeth a darparu adroddiadau chwarterol ar gynnydd.
9. Cyflawni dyletswyddau gweinyddol angenrheidiol.
10. Cadw cofnodion, cofnodi deilliannau a monitro cynnydd.
11. Sicrhau fod amgylcheddau gwaith ac offer yn ddiogel, yn cael eu trin gyda pharch ac na chânt eu cam-drin mewn unrhyw ffordd.
12. Dilyn hyfforddiant i ddatblygu eich gwybodaeth o waith ieuenctid, sgiliau, ymarfer ac ymddygiad.
13. Gweithio mewn partneriaeth gyda phobl ifanc, cymunedau ac asiantaethau eraill fel sy'n briodol a pherthnasol, i gychwyn a datblygu cyfleoedd, prosiectau a gweithgareddau yn unol gyda dogfen Gwaith Ieuenctid yng Nghymru: Egwyddorion a Dibenion.
14. Bod yn barod i weithio'n hyblyg i gefnogi amcanion y swydd tebyg i fynychu cyfarfodydd gyda'r nos/gweithio ar benwythnos a digwyddiadau.
15. Mynychu cyfarfodydd yn ôl yr angen.
16. Cynefino,, cefnogi a goruchwylio gwirfoddolwyr fydd yn cynorthwyo gyda darpariaeth.
17. Cyfathrebu'n effeithlon ac mewn modd priodol bob amser gyda phobl ifanc, rhieni/gofalwyr, gweithwyr proffesiynol eraill ac aelodau o'r gymuned.
18. Cefnogi unrhyw drefniadau gweinyddol ar gyfer effeithlonrwydd a darpariaeth gwasanaeth gan gydymffurfio â pholisi GDPR fel y'i gweithredir i'r gwasanaeth.

19. Gweithio fel rhan o dîm i sicrhau y cydymffurfir gyda rheoliadau lechyd a Diogelwch a Chymorth Cyntaf bob amser.

20. Cydymffurfio gydag egwyddorion ac ymarfer cyfle cyfartal fel y nodir ym mholisi Cyfle Cyfartal y Cyngor.

21. Cydymffurfio gyda pholisi ac ymarfer y cyngor yng nghyswllt diogelu ac amddiffyn plant ac oedolion bregus.

22. Cyflawni unrhyw ddyletswyddau eraill y gall yn rhesymol fod eu hangen ar gyfer y swydd hon.

Dyma'r hyn y mae modd i ni ddarparu i chi:-

Tîm cymhellant uchel a brwdfrydig sy'n gweithio i sicrhau'r canlyniadau gorau a chefnogaeth gan dîm ehangach MonLife.

- Cefnogaeth lawn rheolwyr ac aelodau tîm
- Dewis llawn o hyfforddiant a chyfleoedd Datblygu Proffesiynol Parhaus
- Iwniform ac offer lle'n briodol
- Goruchwyliwr penodol ar gyfer cefnogaeth reolaidd

Beth arall sydd angen i chi wybod....Ein Gwerthoedd:

Caiff ein diben ei seilio ar ymdeimlad glir o bwy ydym fel sefydliad. Disgwylwn i'r bobl sy'n gweithio gyda ni i rannu set gref o werthoedd a disgwylwn y bydd y rhain yn amlwg yn y ffyrdd y gweithiwn ac yr ymgysylltw'n gyda'n cymunedau.

Gwaith tîm: Byddwn yn gweithio gyda chi a'ch partneriaid i gefnogi ac ysbrydoli pawb i gymryd rhan. Byddwn yn gwneud y gorau glas o'r syniadau a'r adnoddau sydd ar gael i sicrhau ein bod yn gwneud y pethau sy'n cael yr effaith fwyaf cadarnhaol ar ein pobl a'n lleoedd.

Tryloywder: Rydym yn agored ac yn onest. Mae pobl yn cael cyfle i gymryd rhan a dweud wrthym beth sy'n bwysig.

Hyblygrwydd: Rydym yn hyblyg, gan alluogi darparu'r gwasanaethau mwyaf effeithlon ac effeithiol. Mae hyn yn golygu ymrwymiad gwirioneddol i weithio gyda phawb i groesawu ffyrdd newydd o weithio.

Tegwch: Rydym yn rhoi cyfleoedd i bobl a chymunedau i ffynnu. Byddwn bob amser yn ceisio trin pawb yn deg ac yn gyson.

Caredigrwydd: Byddwn yn dangos caredigrwydd i bawb y gweithiwn gyda nhw, gan roi pwysigrwydd perthynas a'r cysylltiadau sydd gennym gyda'n gilydd wrth galon pob rhyngweithio.

A bydd y rôl hon yn gweithio gyda Sir Fynwy er mwyn cyflawni hyn.

Yn ychwanegol at hyn:

Mae'r holl weithwyr yn gyfrifol am sicrhau eu bod yn gweithredu bob amser mewn ffordd sy'n gydnaws â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd o gyfrifoldeb ac fel rhan o'u hymddygiad cyffredinol.

Mae Cyngor Sir Fynwy yn gweithredu polisi Dim Ymysgu yn y Gweithle ac mae disgwyl i'r holl weithwyr i gydymffurfio gyda hyn.

Manyleb Person

Sut fyddwn yn gwybod os mai chi yw'r person cywir ar gyfer y rôl hon? Fel yr ymgeisydd llwyddiannus, byddwch wedi arddangos y canlynol:-

	Hanfodol	Dymunol
Profiad	<p>Profiad o weithio gyda phobl ifanc, 11+ (FfG, C)</p> <p>Profiad o gynllunio, cyflwyno a gwerthuso prosiectau a gynlluniwyd (FfG, C)</p> <p>Profiad o weithio'n unigol ac fel rhan o dîm</p> <p>Profiad o asesiadau risg a gwybodaeth o iechyd a diogelwch pan yn gweithio mewn amgylchedd person ifanc (FfG, C)</p>	<p>Profiad o gefnogi plant a phobl ifanc gydag anghenion heriol (FfG, C)</p> <p>Profiad o weithio gydag asiantaethau eraill ac aelodau o'r gymuned (FfG, C)</p> <p>Profiad mewn defnyddio pecynnau Microsoft Office tebyg i Word, Excel, Outlook, Access a Publisher (FfG)</p>
Addysg a Chymwysterau	<p>Bod wedi cymhwyso fel Gweithiwr Cymorth leuenticid (gydag o leiaf gymhwyster Lefel 3 Tystysgrif mewn Gwaith leuenticid neu weithio tuag at (FfG).</p> <p>Bod wedi cofrestru gyda Cyngor Gweithlu Addysg Cymru fel Gweithiwr Cymorth leuenticid (FfG, C).</p>	<p>Tystysgrif Cymorth Cyntaf yn y Gwaith (FfG, C)</p> <p>Tystiolaeth o hyfforddiant ychwanegol, cymwysterau a/neu achrediad yn gysylltiedig gyda gweithio gyda phobl ifanc. (FfG, C)</p>
Gwybodaeth, Sgiliau a Chymwyseddau	<p>Gweithredu gweithdrefnau diogelu yn effeithlon a chadw ffiniau proffesiynol priodol. (C)</p> <p>Dealltwriaeth o ddatblygiadau diweddar ym mywydau pobl ifanc a chymunedau. (C)</p> <p>Gallu i gyfathrebu'n effeithlon (lle bo angen) yn llafar a hefyd mewn ysgrifen gyda defnyddwyr gwasanaeth, staff, rheolwyr, asiantaethau eraill a'r cyhoedd. (C)</p> <p>Gallu i ddangos sgiliau rhyngpersonol da a'r gallu i ymdrin yn sensitif ac yn effeithlon gydag ystod eang o bobl yn cynnwys</p>	

	<p>plant a phobl ifanc, rhieni a gweithwyr proffesiynol eraill. (C)</p> <p>Trin data sensitif personol yn ddiogel yn unol â deddfwriaeth Diogelu Data. (C)</p> <p>Sgiliau rhyngpersonol rhagorol gyda phwyslais ar weithio'n gynhwysol a chefnogol gyda phobl ifanc. (C)</p>	
Nodweddion Personol	<p>Ymrwymiad i bolisi a gweithdrefnau Diogelu yn cynnwys dilyn hyfforddiant priodol mewn diogelu. (C)</p> <p>Ymrwymiad i bolisi cyfle cyfartal, yn cynnwys dilyn hyfforddiant priodol mewn ymwybyddiaeth cydraddoldeb.</p> <p>Ymrwymiad i weithio gyda a chefnogi gwirfoddolwyr. (C)</p>	Tystiolaeth o ddatblygiad proffesiynol parhaus. (FfG & C)
Arall	<p>Y gallu i deithio yn ac o amgylch Sir Fynwy fel sydd ei angen ar gyfer y swydd (FfG, C)</p> <p>Parod i weithio'n hyblyg i gefnogi amcanion y swydd tebyg i fynychu cyfarfodydd min nos/gweithio penwythnos a digwyddiadau (C)</p>	Sgiliau yn y Gymraeg (FfG, C)*

FfG – Ffurflen Gais (yn cynnwys llunio rhestr fer) C = Cyfweiliad

*Gall fod angen i chi ddysgu neu wella eich sgiliau presennol drwy fynychu hyfforddiant yn y Gymreg ar gyfer staff, y bydd y Cyngor yn talu amdano.

Os ydych angen unrhyw wybodaeth bellach am y rôl hon, cysylltwch os gwelwch yn dda gyda:

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Dyddiad Cau: 12 hanner dydd ar 5 Gorffennaf 2024

FFRAMWAITH SGILIAU YN Y GYMRAEG

LEFEL 1

Gall ddeall ymadroddion sylfaenol bob dydd os yw'r siaradwr yn siarad yn araf ac yn glir ac yn fodlon helpu. Gall gyflwyno ei hunan ac eraill a gall ofyn ac ateb cwestiynau am wybodaeth sylfaenol e.e. unigolyn yn gofyn am weld rhywun, ble mae cyfarfod xxx, toiled ac yn y blaen. Gall drosglwyddo galwadau ffôn, cyfleu neges fer neu wneud cais syml e.e. drwy e-bost.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddeall cwestiynau syml: lle mae cyfarfod xxx, pwy yw'r person y dymunant ei weld. Gall ddeall i bwy i drosglwyddo galwad ffôn ac yn y blaen. 	<ul style="list-style-type: none"> ➤ Gall ynganu enwau lleoedd ac enwau personol yn gywir. ➤ Gall gyfarch unigolion wyneb yn wyneb neu dros y ffôn. ➤ Gall agor a chau sgwrs neu agor a chau cyfarfod. 	<ul style="list-style-type: none"> ➤ Gall ddarllen brawddeg fer, e.e. arwyddion syml, cyfarwyddiadau syml, eitemau agenda, gwybodaeth syml ar ffurflenni. 	<ul style="list-style-type: none"> ➤ Gall agor a chau neges e-bost neu lythyr. ➤ Gall ysgrifennu enwau personol, enwau lleoedd, teitlau swyddi. ➤ Gall ysgrifennu neges syml i gydweithiwr ar bapur neu e-bost e.e. mae hwn a hon wedi galw.

LEFEL 2

Gall ddeall brawddegau pan mae pobl yn siarad am sefyllfaoedd bob dydd, e.e. gwybodaeth bersonol a theuluol syml. Gall gynnal sgwrs sylfaenol gyda rhywun i gael neu gyfnewid gwybodaeth syml, e.e. trafod sut mae person yn teimlo; rhywbeth a ddigwyddodd; cynllun syml ar gyfer y dyfodol. Gall ysgrifennu a deall negeseuon mewn llythyrau neu negeseuon e-bost yn disgrifio materion cyfarwydd ac ysgrifennu mewn brawddegau byr.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddeall pan mae pobl yn siarad yn araf am sefyllfaoedd bob dydd e.e. rhoi gwybodaeth bersonol, siarad am beth fuont yn ei wneud, yr hyn yr hoffent ei wneud, sut y teimlant yn gyffredinol ➤ Gall ddeall pan mae pobl yn gofyn iddynt wneud rhywbeth 	<ul style="list-style-type: none"> ➤ Gall gyfathrebu gwybodaeth syml neu ofyn cwestiynau cyffredin, e.e. cael gwybodaeth gan unigolion. ➤ Gall ddefnyddio'r Gymraeg i gyrraedd a dangos empathi gydag unigolyn ond dim i gynnal yr holl sgwrs neu sesiwn yn y Gymraeg. ➤ Gall gynnal sgwrs fer gydag unigolyn neu gyfnewid gwybodaeth cymharol syml. ➤ Gall gyfrannu at gyfarfod ond bydd angen troi i'r Saesneg ar gyfer termau arbenigol. 	<ul style="list-style-type: none"> ➤ Gall ddarllen negeseuon byr a rhai llythyrau neu negeseuon e-bost, e.e. rhai sy'n gwneud cais neu'n gofyn am gyfleu neges 	<ul style="list-style-type: none"> ➤ Gall ysgrifennu neges fer at gydweithiwr yn gofyn cwestiwn, yn diolch iddo/iddi, esbonio rhywbeth e.e. amser a lle cyfarfod ➤ Gall ysgrifennu llythyr neu neges e-bost byr i drefnu apwyntiad

LEFEL 3

Gall ddeall y prif bwyntiau pan mae unigolyn neu gydweithiwr yn siarad am bynciau cyfarwydd e.e. yn ystod sgwrs neu gyfarfod grŵp bach. Gall gynnal sgyrisiau estynedig gyda siaradwyr rhugl am bynciau cyfarwydd yn ymwneud â gwaith bob dydd. Gall ddisgrifio profiadau a digwyddiadau a rhoi esboniadau am a rhesymau cryno am farnau a chynlluniau. Gall ddarllen erthyglau, llythyrau neu negeseuon e-bost am bynciau cyffredinol. Gall ysgrifennu llythyrau neu negeseuon e-bost am y rhan fwyaf o bynciau, e.e. yn gofyn am rywbeth; rhoi gwybodaeth; gwahodd rhywun neu drefnu digwyddiad.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
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<ul style="list-style-type: none"> ➤ Gall ddeall unigolion a chydweithwyr wrth gyfnewid gwybodaeth neu drafod cynlluniau, os yw'r pwnc yn gyfarwydd. ➤ Gall ddeall trafodaeth mewn cyfarfod os yw'r pwnc yn gyfarwydd. ➤ Gall ddeall unigolion a chydweithwyr mewn sefyllfa gyfarwydd neu mewn sgwrs bob dydd. 	<ul style="list-style-type: none"> ➤ Gall gymryd rhan yn y rhan fwyaf o sgysiau gyda chydweithwyr am waith a chynlluniau os nad yw'r eirfa yn rhy dechnegol. ➤ Gall gynnal sgwrs gydag unigolyn neu gyfnewid gwybodaeth cymharol syml. ➤ Gall gyfrannu at gyfarfod ond gall fod angen troi i'r Saesneg am dermau arbenigol. 	<ul style="list-style-type: none"> ➤ Gall ddeall y rhan fwyaf o negeseuon ebost neu lythyrau'n ymwneud â gwaith dydd i ddydd. ➤ Gall ddyfalu ystyr gair yn seiliedig ar gyddestun os yw'r pwnc yn gyfarwydd. ➤ Gall ddarllen erthygl syml a rhwydd mewn papurau newydd neu fathau o ddeunydd ysgrifenedig mewn cylchgrawn. 	<ul style="list-style-type: none"> ➤ Gall ysgrifennu llythyr neu neges e-bost at unigolyn neu gydweithiwr am y rhan fwyaf o bynciau er mwyn gofyn am rywbeth; rhoi esboniad; disgrifio profiad neu sefyllfa; gwahodd pobl neu drefnu digwyddiad.
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➤ Gall addasu cywair iaith i weddu i'r gynulleidfa.

LEFEL 4

Gall fel arfer ddilyn y rhan fwyaf o sgysiau neu drafodaethau, hyd yn oed ar bynciau anghyfarwydd. Gall siarad yn hyderus gyda siaradwyr rhugl am bynciau cyfarwydd yn ymwneud â gwaith, a mynegi barn, cymryd rhan mewn trafodaeth a siarad yn helaeth am bynciau cyffredinol e.e. mewn cyfarfodydd neu sefyllfaoedd un-i-un gydag unigolion. Gall ddeall y rhan fwyaf o ohebiaeth, erthyglau papur newydd ac adroddiadau a fwriedir ar gyfer siaradwyr rhugl gyda chymorth adnoddau Cymraeg a gall fwrw golwg dros destunau hir i ganfod manylion. Gall lenwi ffurflenni ac ysgrifennu adroddiadau'n ymwneud â gwaith ac ymateb yn gywir.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddilyn y rhan fwyaf o sgysiau a thrafodaethau gydag unigolion neu gydweithwyr hyd yn oed os yw'r deunydd pwnc yn anghyfarwydd. 	<ul style="list-style-type: none"> ➤ Gall gyfrannu'n effeithlon at gyfarfodydd mewnol ac allanol mewn cyd-destun gwaith. ➤ Gall sgwrsio'n gysurus gydag unigolion a chyfnewid gwybodaeth fel sydd angen. ➤ Gall ddadlau dros ac yn erbyn achos penodol. ➤ Gall gadeirio cyfarfodydd ac ateb cwestiynau o'r gadair yn hyderus. 	<ul style="list-style-type: none"> ➤ Gall ddarllen y rhan fwyaf ohebiaeth a bwrw golwg ar destunau hir i ganfod manylion. ➤ Gall ddeall y rhan fwyaf o erthyglau ac adroddiadau papur newydd gyda chymorth geiriadur. ➤ Gall ddeall testunau, os na ysgrifennwyd mewn dull ffurfiol iawn neu dafodieithol. 	<ul style="list-style-type: none"> ➤ Gall gynhyrchu gohebiaeth o bob math, adroddiadau byr, dogfennau a llenyddiaeth gyda chymorth offer cyfieithu Cymraeg e.e. Cysgair, Cysill.

LEFEL 5

Gall ddeall popeth a gaiff ei ddweud. Gall siarad yn helaeth am faterion cymhleth, gan gyflwyno gwybodaeth anodd a gall hwyluso a chrynhoi trafodaethau estynedig neu gymhleth. Gall grynhoi gwybodaeth o wahanol ffynonellau (yn llafar ac yn ysgrifenedig) a'i chyflwyno mewn modd cydlynus. Gall fynegi ei hunan yn fyrfyr, rhugl ac yn fanwl, gan addasu'r iaith i weddu i'r gynulleidfa.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddilyn pob sgwrs a thrafodaeth gydag unigolion neu gydweithwyr. ➤ Gall ddeall amwysedd a naws iaith. 	<ul style="list-style-type: none"> ➤ Gall fynegi ei hunan yn fanwl, hyd yn oed wrth drafod materion cymhleth ➤ Gall addasu arddull a chywair yr iaith i weddu i'r gynulleidfa. 	<ul style="list-style-type: none"> ➤ Gall ddarllen a deall bron bob testun ysgrifenedig heb anhawster, gan ddefnyddio geiriadur yn achlysurol. ➤ Gall ddarllen testunau hir i ganfod manylion perthnasol a gall ddeall y rhan fwyaf o fathau o ddeunydd ysgrifenedig. 	<ul style="list-style-type: none"> ➤ Gall ysgrifennu adroddiadau mewn arddull glir addas i'r darllynydd gyda chefnogaeth offer cymorth iaith electronig. ➤ Gall ysgrifennu Cymraeg ffurfiol neu anffurfiol yn ôl yr angen. ➤ Gall ysgrifennu ystod o ddogfennau yn gywir ac yn hyderus.

