CYNGOR SIR *POWYS* COUNTY COUNCIL

DISGRIFIAD SWYDD

Mae'r gallu i ddefnyddio'r Gymraeg yn gymhwyster hanfodol ar gyfer y swydd hon

Teitl y Swydd:	**Cydlynydd Gwasanaethau Iaith – Sector Awyr Agored**
Rhif y Swydd:	**LLL0012**
	37 awr, Cyfnod penodol tan 31/08/19
Cod Gwerthuso Swyddi:	**LRS192**
Cyfarwyddiaeth:	**Prif Weithredwr a Gwasanaethau Aelodau**
Is-adran/Uned:	**Menter Brycheiniog a Maesyfed**
Lleoliad/Canolfan Waith:	**Neuadd Maescar, Pontsenni**
Graddfa:	**Graddfa 5** **Pwynt 18 i Bwynt 20** **£18,070 i £19,430 y flwyddyn** **£9.3662 i £10.0711 yr awr**
Yn atebol i:	**Cydlynydd Menter Brycheiniog a Maesyfed**
Yn gyfrifol am:	**Neb**

Prif Ddiben y Swydd:

1. Prif ffrydio'r Gymraeg i'r sector awyr agored trwy ddatblygu amgylchedd i greu gweithlu Cymraeg.

2. Sicrhau bod y rhai sydd angen gwasanaethau Cymraeg yn gallu derbyn y ddarpariaeth yn Ne Powys.

3. Cydweithio i geisio datblygu De Powys fel canolfan awyr agored dwyieithog i Gymru.

Prif Gyfrifoldebau:

1. Hyrwyddo a marchnata'r sector a darparwyr sy'n gallu cynnig gwasanaeth dwyieithog, ac edrych tuag ardaloedd De Cymru i ehangu a denu busnesau i'r Sir.
2. Gweithio'n agos â'r sector preifat a chyhoeddus i godi ymwybyddiaeth o'r Gymraeg a'r posibilrwydd o'i defnyddio fel arf farchnata i gynnig gwerth ychwanegol i fusnesau a darpar ddefnyddwyr yn y sector awyr agored.

3. Codi ymwybyddiaeth ymhlith pobl o bob oed am fanteision a chyfleoedd o fewn y diwydiant.

4. Datblygu adnodd o staff a gwirfoddolwyr gydag ysgolion a grwpiau cymunedol; eu helpu i gael defnyddio'r sector awyr agored trwy hybu, codi arian a threfnu lleoliadau profiad gwaith lle'n bosibl.

5. Gweithio gyda darparwyr gweithgareddau Cymraeg yn Ne Cymru i'w hannog i ychwanegu gweithgareddau awyr agored yn eu rhaglenni gwaith ac annog grwpiau a sefydliadau'r ardal i ddefnyddio gwasanaethau Cymraeg.

6. Gweithio gyda phartneriaid er mwyn creu mwy o gyfleoedd ar lawr gwlad i ddefnyddio'r Gymraeg.

7. Oherwydd natur y gwaith dan sylw, daw'r swydd rydych chi'n gwneud cais amdani dan Orchymyn (Eithriadau) 1975 (fel y'i diwygiwyd yn 2013) Deddf Adsefydlu Troseddwyr 1974. Bydd angen Gwiriad Manylach y DBS i'r swydd hon. Mae'r swydd hon yn cael ei chyfri'n weithgaredd rheoledig dan Ddeddf Diogelu Grwpiau Hyglwyf 2006 fel y'i diwygiwyd gan Ddeddf Diogelu Rhyddidau 2012, a bydd yn destun gwirio rhestr o'r bobl hynny sydd wedi'u gwahardd rhag gweithio gyda phlant.

8. **Sgiliau Cymraeg**
Gallu cymryd rhan mewn unrhyw sgwrs neu drafodaeth yn ddiymdrech.

9. **Datganiad Iechyd a Diogelwch**

Mynd i'r afael â pholisïau a threfniadau iechyd a diogelwch mewn dull rhagweithiol er mwyn sicrhau bod safonau uchel o arferion gwaith diogel yn cael eu cynnal.

10. **Datganiad Cyfle Cyfartal**

Cadw at egwyddorion ac arferion cyfle cyfartal fel y nodir hwy ym Mholisi Cyfle Cyfartal y Cyngor.

NODER:
Er y manylion sydd yn y swydd-ddisgrifiad hwn, bydd gofyn i'r sawl sydd yn y swydd wneud gwaith a bennir gan y Rheolwr o dro i dro, hyd at neu ar lefel sy'n gyson â Phrif Gyfrifoldebau'r Swydd.

Lluniwyd gan	Bethan Price	**Dyddiad**	**16/1/17**

CYNGOR SIR *POWYS* COUNTY COUNCIL

MANYLION PERSONOL

Teitl y Swydd: **Cydlynydd Gwasanaethau Iaith – Sector Awyr Agored**

Rhif y Swydd: **LLL0012**

Adran: **Prif Weithredwr a Gwasanaethau Aelodau**

Is-adran/Uned: **Menter Brycheiniog a Maesyfed**

Nodweddion	**Hanfodol**	**Dymunol**	**Dynodwyd**			
	(ticiwch fel sy'n briodol)		**Ffurflen Gais**	**Cyfweliad**	**Prawf**	**Tasg**
Profiad						
a) Profiad perthnasol o weithio gyda phobl ifanc yn yr awyr agored.	x		x			
b) Profiad o waith datblygu cymunedol		x	x			
c) Profiad o weithio drwy gyfrwng y Gymraeg	x			x		
d) Profiad rheoli prosiectau, gan gynnwys rheoli cyllideb.	x		x			
e) Trefnu digwyddiadau		x		x		
Gwybodaeth						
a) Dangos dealltwriaeth glir o gyfraniad addysg amgylcheddol ac awyr agored at ddysgu gydol oes a datblygiad pobl ifanc.	x		x	x		
b) Dangos dealltwriaeth glir o gyd-destun hanesyddol a diwylliannol yr Iaith Gymraeg a diwylliant Cymru.	x		x	x		
c) Gwybodaeth am arferion, gweithdrefnau a pholisïau Iechyd a Diogelwch, gan gynnwys Asesiadau Risg.	x		x	x		
d) Gwybodaeth am weithdrefnau a pholisïau Diogelu Plant	x		x	x		
e) Yn adnabod yr ardal leol		x		x		
Cofrestriadau, Cymwysterau a						

Hyfforddiant						
a) Addysg i safon Lefel A	**x**		**x**			
b) Gradd mewn Gwyddorau Chwaraeon, Gwaith Ieuenctid neu debyg a/neu brofiad blaenorol	**x**		**x**			
c) Cymhwyster APM mewn Rheoli Prosiectau neu debyg (neu i'w gael o fewn flwyddyn)	**x**		**x**			
d) Unrhyw gymwysterau awyr agored megis: - WGL neu ddyfarniad haf ML - Dyfarniad Wal Ddringo neu Faes Sengl - Hyfforddwr WCA / BCU / UKCC lefel 2 - Arweinydd Beicio Gwlad neu Feicio Mynydd, Arweinydd Byw yn y Gwyllt neu Ysgol Goedwig		**x**	**x**			
Rhinweddau Personol						
a) Yn frwd dros yr Iaith Gymraeg a'i diwylliant	**x**					
b) Yn gallu cynllunio a chadw golwg ar gyllidebau blynyddol	**x**					
c) Yn gallu cynllunio a rheoli tasgau'n effeithiol	**x**					
d) Yn gallu meddwl yn greadigol am brosiectau a gweithgareddau arloesol		**x**				
e) Yn gallu rhyngweithio mewn ffordd broffesiynol gyda sefydliadau partner.	**x**					
f) n gallu ennyn diddordeb y gymuned leol.	**x**					

Gofynion Diogelu						
Bydd angen Gwiriad Manylach y DBS i'r swydd hon. Mae'r swydd hon yn cael ei chyfri'n weithgaredd rheoledig dan Ddeddf Diogelu Grwpiau Hyglwyf 2006 fel y'i diwygiwyd gan Ddeddf Diogelu Rhyddidau 2012, a bydd yn destun gwirio rhestr o'r bobl hynny sydd wedi'u gwahardd rhag gweithio gyda phlant.	**x**					
Sgiliau						
a) Yn gallu ysgogi ac ysbrydoli pobl ifanc	**x**					
b) Yn gallu cyfathrebu trwy gyfrwng y Gymraeg.	**x**					
c) Sgiliau TG da	**x**					
d) Cynllunio, gwerthuso a monitro	**x**					
Gofynion eraill						
a) Y gallu corfforol i arwain a helpu aelodau'r cwrs mewn amryw o weithgareddau awyr agored.	**x**					
b) Trwydded yrru gyfredol	**x**		**x**			
c) Yn fodlon teithio ar draws ardal y prosiect (ac ymhellach ar gyfer cyfarfodydd perthnasol)	**x**					
d) Trwydded yrru categori D1		**x**				
e) Ymrwymiad at ddatblygiad personol parhaus	**x**					

Lluniwyd gan	Bethan Price	**Dyddiad**	**16/1/17**

Dyddiad Cau:	**03/07/17**
Dyddiad Creu Rhestr Fer:	**05/07/17**
Dyddiad Cyfweld:	**19/07/17**

CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

Welsh Language Skills are essential for this position

Position Title:	**Language Services Co-ordinator - Outdoor Sector**
Position Number:	**LLL0012**
	37 hours, Fixed term until 31/08/19
JE Code:	**LRS192**
Directorate:	**CEO and Member Services**
Division/Section:	**Menter Brycheiniog a Maesyfed**
Location/ Work Base:	**Maescar Hall, Sennybridge**
Grade:	**Grade 5** **Point 18 to Point 20** **£18,070 to £19,430 per annum** **£9.3662 to £10.0711 per hour**
Accountable to:	**Menter Brycheiniog & Maesyfed Co-ordinator**
Accountable for:	**N/A**

Main Purpose of Post:

1. Mainstream the Welsh language into the Outdoor sector by developing an environment for creating a Welsh speaking workforce.
2. Ensure that those who need Welsh language services are able to obtain the provision in South Powys.
3. Collaborate to try and develop South Powys as a bilingual outdoor centre for Wales.

Principal Responsibilities:

1. Promote and market the sector and providers who are able to offer a bilingual service, looking towards the areas of South Wales to expand and attract business to the County.
2. Work closely with the private and public sector to raise awareness of the Welsh language and the potential to use it as a marketing tool for a offer an additional value to businesses and prospective users in the outdoor sector.
3. Raise awareness amongst people of every age about the advantages and opportunities within the industry.
4. Develop a resource of staff and volunteers with schools and community groups; assist them to access the outdoor sector through promotion, fundraising and facilitation of work experience placements where possible.
5. Work with the providers of Welsh language activities in South Wales to encourage them to build outdoor activities into their work programmes and encourage groups and organisations in the area to make use of Welsh medium services.
6. Work with partners in order to increase the opportunities at grass roots level to use the Welsh language.

7. Because of the nature of the work involved, the post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 175 (as amended in 2013). This position has a requirement for an Enhanced DBS Check, this position is classed as regulated activity under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and will be subject to a check to the list of those people barred from working with children.

8. **Welsh Competency Level 5**
   Able to take part effortlessly in any conversation or discussion

9. **Health & Safety Statement – Clause b**
   To address health and safety policies and arrangements in a pro-active manner to ensure that a high standard of safe working practices are maintained

10. **Equal Opportunities Statement – Clause a**
    To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy

NOTE;

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the 'Principal Responsibilities of the Job'.

Prepared by	Bethan Price	**Date**	**16/1/17**

CYNGOR SIR *POWYS* COUNTY COUNCIL

PERSON SPECIFICATION

Position Title: **Language Services Co-ordinator - Outdoor Sector**

Position Number: **LLL0012**

Directorate: **CEO and Member Services**

Division/Section: **Menter Brycheiniog a Maesyfed**

Attribute	**Essential**	**Desirable**	**Identified**			
	Tick (√) as appropriate		**Application Form**	**Interview**	**Test**	**Exercise**
Experience						
f) Have relevant experience of working with young people in the outdoors	x		x			
g) Experience of community development work		x	x			
h) Experience of working through the medium of Welsh	x			x		
i) Project management experience, including managing budget.	x		x			
j) Event organisation		x		x		
Knowledge						
f) Demonstrate clear understanding of the contribution that outdoor and environmental education plays in lifelong learning and the development of young people.	x		x	x		
g) Demonstrate clear understanding of the historical and cultural context of the Welsh language and of Welsh culture.	x		x	x		
h) Knowledge of Health &	x		x	x		

Safety practices, procedures and policy, including Risk Assessment.						
i) Knowledge of Child Protection procedures and policy	**x**		**x**	**x**		
j) Knowledge of local area		**x**		**x**		
Registrations, Qualifications &Training						
e) Educated to A Level standard	**x**		**x**			
f) Degree in Sports Science, Youth work or equivelent and/ or previous experience	**x**		**x**			
g) APM qualification in Project Management or equivelent (or to be obtained within 1 year)	**x**		**x**			
h) Hold any outdoor pursuit qualifications, such as: - WGL or ML summer award - Climbing Wall or Single Pitch Award - WCA / BCU / UKCC Coach level 2 - Trail Cycle or Mountain Bike Leader Bushcraft or Forest School leader		**x**	**x**			
Personal Qualities						
g) Enthusiastic about Welsh language and culture	**x**					
h) Able to plan and keep track of annual budgets	**x**					
i) Ability to plan and manage tasks effectively	**x**					
j) Ability to think creatively about innovative projects and activities.		**x**				
k) Able to interract in a professional way with partner organisations.	**x**					
l) Ability to effectively engage members of the local community.	**x**					

Safeguarding Requirements						
This position has a requirement for an Enhanced DBS Check, this position is classed as regulated activity under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and will be subject to a check to the list of those people barred from working with children.	**x**					
Skills						
e) The ability to motivate and inspire young people	**x**					
f) Ability to communicate through the medium of Welsh.	**x**					
g) Good IT skills	**x**					
h) Planning, evaluation and monitoring	**x**					
Other Requirements						
f) Physical ability to lead and assist course members in a range of outdoor activities.	**x**					
g) Current driving licence	**x**		**x**			
h) Willingness to travel across the area of the project (and further for relevant meetings)	**x**					
i) Category D1 Driving license		**x**				
j) A commitment to ongoing personal development	**x**					

Prepared by	Bethan Price	**Date**	**16/1/17**

Closing date:	**03/07/17**
Shortlisting Date:	**05/07/17**
Interview Date:	**19/07/17**