Proffil Swydd/Job Profile

Teitl y Swydd – Swyddog Cymorth Maethu
Post Title - Fostering Recruitment Officer

Adran	Adran Wasanaethau Cymdeithasol a Thai
Department	Social Services and Housing Department
Is-Adran/Adain	Gwasanaethau Plant a Theuluoedd
Division/Section	Children and Families Services
Gradd/Grade	F
Rhif y Swydd/Post Number	033454
Paratowyd Gan/Prepared by	Lucy Harris
Dyddiad Paratoi/Date prepared	Hydref / October 2026

Mae diogelu yn fater i bawb. Mae gan bob un ohonom gyfrifoldeb am amddiffyn plant ac oedolion sydd mewn perygl, gweithio mewn ffordd sy'n hyrwyddo ac yn cefnogi eu budd pennaf, a rhoi gwybod am unrhyw bryderon.

Safeguarding is everyone's business. All of us have a responsibility for protecting children and adults at risk, working in a way that promotes and supports their best interests and for reporting any concerns.

Prif Ddiben y Swydd

Prif bwrpas y swydd yw gwella gallu Sir Gaerfyrddin fel gwasanaeth maethu awdurdod lleol i recriwtio a chadw gofalwyr maeth. Bydd hyn yn ei helpu i weithio ochr yn ochr â Maethu Cymru i wireddu'r uchelgais gyfunol o osod y rhan fwyaf o'n plant sy'n derbyn gofal mewn lleoliadau maeth awdurdod lleol yn eu hardal leol gan leihau dibyniaeth ar opsiynau mwy costus.

Prif cyfrifoldebau

1. Cefnogi Maethu Cymru i ddarparu'r arfer gorau ar gyfer ymholiadau gofalwyr maeth yn awdurdod lleol Sir Gaerfyrddin
2. Cynorthwyo'r tîm i reoli ymholiadau recriwtio gofalwyr maeth a bod yn bwynt cyswllt penodol i ofalwyr maeth posibl gan brosesu ymholiadau newydd mewn modd amserol. Cynnwys asesiadau cychwynnol ymweliadau cartref a safonau ansawdd cyn asesiad llawn.
3. Codi ymwybyddiaeth o faethu'n lleol gan gynnwys cydlynu digwyddiadau a gweithgareddau recriwtio lleol.
4. Helpu i gadw gofalwyr maeth prif ffrwd ar gyfer yr awdurdod lleol.
5. Rheoli gwybodaeth mewn perthynas ag ymholiadau a cheisiadau maethu yn effeithiol gan ddilyn canllawiau i brosesu a pharatoi ymgeiswyr maethu mewn modd amserol a phroffesiynol.
6. Darparu asesiadau ysgrifenedig a chofnodion achos cyfredol a chynnal systemau ar gyfer cofnodi gwybodaeth mewn perthynas ag ymholiadau ac asesiadau maethu.
7. Cwblhau holl ddangosyddion perfformiad allweddol Maethu Cymru mewn perthynas â recriwtio gofalwyr maeth a gweithio mewn partneriaeth â Rhwydwaith Cenedlaethol Maethu Cymru ochr yn ochr â'r swyddog marchnata rhanbarthol i ddarparu gwybodaeth leol ac astudiaethau achos ar gyfer digwyddiadau rhanbarthol a chenedlaethol.
8. Meithrin perthnasoedd â busnesau lleol i'w hybu i fod yn ystyriol o faethu ac ymgysylltu â rhanddeiliaid mewn ymarferion ymgynghori.
9. Datblygu digwyddiadau ymgynghori gyda phlant a phobl ifanc sydd â phrofiad o ofal.
10. Cefnogi'r gwasanaeth maethu ehangach mewn perthynas â chadw gofalwyr maeth, gan gynnwys digwyddiadau cadw a gweithgareddau cymdeithasol rheolaidd.
11. Cymryd rhan mewn goruchwyliaeth unigol ac arfarniad staff gan gynnwys nodi meysydd datblygiad proffesiynol. Yn

Yn gyfrifol am staff/offer

Yn gyfrifol am adnoddau gwaith uniongyrchol ar gyfer y Gwasanaeth Cefnogi Maethu.

Yn atebol i

Rheolwr Cymorth Maethu / Rheolwr Gwasanaeth

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiynol

Parodrwydd i ymgymryd â hyfforddiant i gynnwys cymhwyster proffesiynol

Dealltwriaeth o anghenion plant sy'n derbyn gofal a gofalwyr maeth

Y sgiliau sy'n ymwneud â'r swydd a Galluoedd

Sgiliau trefnu da a'r gallu i gynnal cofnodion cywir a monitro gwybodaeth perfformiad

Y gallu i weithio'n annibynnol a gyda chydweithwyr/eraill.

Meddu ar sgiliau cyfathrebu ysgrifenedig a llafar clir a chywir.

Y gallu i weithio gydag egni, brwdfrydedd, ymrwymiad a hyder yn y rôl

Gwybodaeth

Dealltwriaeth a gwybodaeth am y gwasanaeth maethu a phlant sy'n derbyn gofal a sut i ddarparu gwasanaeth da i randdeiliaid.

Dealltwriaeth o strategaethau a blaenoriaethau maethu cyfredol yn lleol ac yn genedlaethol.

Dealltwriaeth o ddulliau a strategaethau sy'n gwella canlyniadau ar gyfer recriwtio a chadw gofalwyr maeth.

Profiad o weithio ar amrywiaeth o becynnau TG gan gynnwys Microsoft Excel

Profiad

Gweithio'n uniongyrchol gyda phobl a lleoliad sy'n canolbwyntio ar gwsmeriaid a gweithio gyda phlant a theuluoedd

Darparu hyfforddiant a chefnogaeth i unigolion neu grwpiau bach

Rhinweddau personol

Egni, brwdfrydedd, ymroddiad a hyder

Sgiliau rhagorol o ran cyfathrebu ac ymwneud ag eraill

Y gallu i gyfathrebu'n ddwyieithog â swyddogion proffesiynol yn hyderus

Meini Prawf Dymunol

Disgwylir i bob gweithiwr gynnal gwerthoedd craidd yr Awdurdod a chynnal egwyddorion y Polisi Cydraddoldeb ac Amrywiaeth sydd gan yr Awdurdod

Cymhwyster proffesiynol sy'n berthnasol i waith cymdeithasol e.e. iechyd a gofal cymdeithasol, gwaith ieuenctid, gofal plant ac ati.

Profiad o weithio gyda theuluoedd a chasglu a dadansoddi data

Profiad o ysgrifennu adroddiadau ac asesiadau

Sgiliau Iaith /Cyfathrebu

Cliciwch ar y ddolen **-** Beth yw lefel eich gallu?

Cymraeg	**Sgiliau Llafar Lefel 3**	**Sgiliau Ysgrifennu Lefel 3**
Saesneg	**Sgiliau Llafar Lefel 5**	**Sgiliau Ysgrifennu Lefel 5**
Arall (nodwch)		

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)
Gall fod gwiriadau DBS yn ofynnol ar gyfer rhai swyddi lle bydd angen gweithio gyda phlant ac oedolion agored i niwed. Mae'r canlynol yn ofynnol ar gyfer y swydd hon Adran A – y math o ddatgeliad **Datgeliad Manwl gan wirio'r rhestr wahardd** Adran B – y math o weithlu **Y gweithlu plant** Adran C – A yw'n ofyniad ar gyfer adnewyddiadau DBS 3 blynedd neu DBS wedi cofrestru ar y gwasanaeth diweddaru **Ie**

Y RHESWM
Bydd deiliad y swydd yn gweithio'n uniongyrchol gyda gofalwyr maeth a phlant sy'n derbyn gofal.

UNRHYW WYBODAETH ARALL
Disgwylir i bob gweithiwr gynnal gwerthoedd craidd yr Awdurdod, sydd wedi'u hadlewyrchu yn ein Fframwaith Ymddygiad a Gwerthoedd, a chynnal egwyddorion Polisi Cydraddoldeb ac Amrywiaeth yr Awdurdod neu, os ydynt yn gweithio mewn ysgol, Bolisi Cydraddoldeb ac Amrywiaeth yr ysgol, fel sy'n briodol i lefel atebolrwydd a chyfrifoldeb y swydd yn y sefydliad
Fel rhan o'r swydd hon, bydd angen darparu gwasanaethau ar draws Sir Gaerfyrddin gyfan.

Main Purpose of Job

The principal purpose of the job is to improve the ability of Carmarthenshire as a local authority fostering service to recruit and retain foster carers. This will help them in working alongside Foster Wales to realise their collective ambition of placing most of our children who are looked after in local authority foster placements in their home area while reducing dependence on more costly options.

Key responsibilities

1. To support foster Wales in delivering the best practice for foster carer enquiries in the local authority of Carmarthenshire
2. To assist the team in managing fostering recruitment enquiries and be a dedicated point of contact for potential foster carers processing new enquiries in a timely manner. To include home visits initial assessments and quality standards prior to full assessment.
3. To raise awareness of fostering locally including coordinating local recruitment events and activities.
4. To support the retention of mainstream foster carers for the local authority
5. To effectively manage information in relation to fostering enquiries and applications following guidelines to process and prepare fostering applicants in a timely and professional manner.
6. To provide written assessments and up to date case records and maintain systems for recording information in relation to fostering enquiries and assessments.
7. To complete all foster Wales key performance indicators in relation to fostering recruitment and work in partnership with Foster Wales National Network alongside the regional marketing officer to provide local information and case studies for regional and national events.
8. Build up relationships with local businesses to promote them becoming foster friendly and engage stakeholders in consultation exercises.
9. To develop consultation events with care experienced children and young people
10. To support the wider fostering service in relation to foster carer retention, including regular retention events and social activities.
11. To participate in individual supervision and staff appraisal including identifying areas of professional Development.

Responsible for staff/equipment

Responsible for direct work resources for the Fostering Support Service

Reporting to

Fostering Support Manager/Service Manager

Essential Criteria
Qualifications, Vocational training and Professional Memberships
A willingness to undertake training to include a professional qualification An understanding of the needs of children looked after and foster carers
Job Related Skills and Competencies
Good organisational skills and the ability to maintain accurate records and monitor performance information An ability to work both independently and collaboratively with colleagues/others Clear and accurate written and spoken communication skills. An ability to work with energy, enthusiasm, commitment and confidence in the role
Knowledge
An understanding and knowledge of the fostering service and children looked after and how to deliver a good service to stakeholders. An understanding of current national and local fostering strategies and priorities An understanding of approaches and strategies which improve outcomes for recruiting and retaining foster carers children. Experience of working on a range of IT packages including Microsoft Excel
Experience
Working directly with people and customer focused setting and working with children and families Delivering training and support to individuals or small groups
Personal qualities
Energy, enthusiasm, commitment and confidence Excellent communication and inter-personal skills The ability to communicate bilingually with professionals confidently
Desirable Criteria
Every employee is expected to uphold the authority's core values and maintain the principles of the authority's Equality and Diversity Policy A professional qualification relevant to social work eg health and social care youth work child care etc Experience of working with families and data collection collation and analysis

Experience of writing reports and assessments

Language and Communication Skills

Click on the link What level are you?

Welsh	**Spoken Level 3**	**Written level 3**
English	**Spoken Level 5**	**Written level 5**
Other (please State)		

DISCLOSURE AND BARRING SERVICES (DBS) CHECKS
DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires: Section A – type of disclosure **Enhanced Disclosure with Barred list check** Section B – workforce type **Child Workforce** Section C – Does the post require 3 yearly DBS renewals or registration with the DBS online update service? **Yes**

JUSTIFICATION
The post holder will work directly with foster carers and looked after children.

ANY OTHER INFORMATION Every employee is expected to uphold the authority's core values reflected within our Behaviour and Values Framework and maintain the principles of the authority's Equality and Diversity Policy or, if employed within a school, the school's Equality and Diversity Policy, as appropriate to the accountabilities and seniority of the post within the organisation.
This is a County Wide post providing services across Carmarthenshire.