Proffil Swydd/Job Profile

Teitl y Swydd – Gweithiwr Ieuenctid (Gwaith Sesiynol)

Post Title – Sessional Youth Worker

Adran	Yr Adran Addysg a Phlant
Department	Education and Children

Is-Adran/Adain	Cwricwlwm a Lles
Division/Section	Curriculum and Wellbeing

Gradd/Grade	C

Rhif y Swydd/Post Number	014106

Paratowyd Gan/Prepared By	Gill Adams

Dyddiad/Date	17/03/16

Prif Ddiben y Swydd
Cynorthwyo Arweinydd â Gofal y Clwb Ieuenctid / Prosiect i hyrwyddo'r datblygiad personol, addysgol, hamdden, cymdeithasol a diwylliannol yn unol â pholisïau a gweithdrefnau Cwricwlwm Gwaith Ieuenctid Cymru a Chyngor Sir Caerfyrddin.
Prif cyfrifoldebau
1. Cynorthwyo'r Arweinydd â Gofal i gynllunio, gweithredu a gwerthuso rhaglen a gytunwyd drwy ymgynghori â'r bobl ifanc sy'n mynychu'r clwb ieuenctid er mwyn rhoi sylw i'r meysydd a chyrraedd y safonau a nodwyd yn Natganiad Cwricwlwm Gwaith Ieuenctid Cymru: Egwyddorion a Dibenion ac Ymestyn Hawliau. 2. Paratoi, cyflwyno a gwerthuso gweithgareddau a chyfleoedd dysgu anffurfiol yn unol â Datganiad Cwricwlwm Gwaith Ieuenctid Cymru: Egwyddorion a Dibenion a gweithdrefnau a pholisïau Cyngor Sir Caerfyrddin. 3. Darparu a monitro'r defnydd o offer/adnoddau a rhoi gwybod am unrhyw ddifrod i adnoddau neu adeilad i'r Arweinydd â Gofal. 4. Cynorthwyo i gyflwyno holl weithgareddau'r clwb ieuenctid yn ôl gofynion yr arweinydd a sicrhau bod yr offer yn cael ei storio'r ddiogel. 5. Mynychu digwyddiadau hyfforddi bob tymor yn ôl yr angen. 6. Mynychu cyfarfodydd goruchwylio a Helpu Pobl i Berfformio gyda'r Rheolwr Cymorth Ieuenctid. 7. Unrhyw ddyletswyddau eraill sy'n berthnasol i'r swydd.
Yn gyfrifol am staff/offer
n/a
Yn atebol i
Rheolwr Cymorth Ieuenctid – Tîm Cyffredinol

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiyno

Sgiliau da o ran ymwneud â phobl eraill

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

Y gallu i weithio'n effeithiol mewn tîm gydag amrywiaeth o unigolion ac asiantaethau i gefnogi pobl ifanc

Y gallu i fynd ati eich hunan a bod yn flaenweithgar er mwyn ymgysylltu â phobl ifanc anodd eu cyrraedd

Y gallu i feithrin gwytnwch mewn pobl ifanc

Gwybodaeth

Parodrwydd i gyfathrebu'n effeithiol ag amrywiaeth o bobl.

Dealltwriaeth o gyfle cyfartal ac ymrwymiad iddo.

Profiad

Profiad o sefydlu rhwydweithiau lleol o gymorth ar gyfer pobl ifanc.

Rhinweddau personol

Y gallu i weithio'n annibynnol gyda phobl ifanc

Brwdfrydedd ac ymroddiad o ran darparu gwasanaeth o safon

Y gallu i ymateb yn briodol wrth weithio mewn sefyllfaoedd heriol

Sgiliau rheoli amser a threfnu personol

Meino Prawf Dymunol

Dyfarniad Lefel 2 mewn Gwaith Ieuenctid neu'n gweithio tuag at Ddyfarniad Lefel 2 mewn Gwaith Ieuenctid.

Gwybodaeth am gymhwyso Datganiad Cwricwlwm Gwaith Ieuenctid Cymru: Egwyddorion ac Arferion, Strategaeth Gwaith Ieuenctid Cymru a dogfennau perthnasol eraill o ran polisi a deddfwriaeth.

Profiad o gynllunio a chyflwyno rhaglenni o weithgareddau gyda phobl ifanc.

Sgiliau Iaith /Cyfathrebu

Cliciwch ar y ddolen - Beth yw lefel eich gallu?

Cymraeg	**Sgiliau Llafar Lefel 3**	**Sgiliau Ysgrifennu Lefel 1**
Saesneg	**Sgiliau Llafar Lefel 5**	**Sgiliau Ysgrifennu Lefel 4**
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**

Y RHESWM

Mae deiliad y swydd yn gyfrifol am ddarparu gwasanaethau i blant, pobl ifanc ac oedolion agored i niwed a byddai'r rôl yn rhoi mynediad i ddefnyddwyr gwasanaeth.

UNRHYW WYBODAETH ARALL

Main Purpose of Job
To assist the Leader-in-Charge of the Youth Club / Project to promote the personal, educational, recreational, social and cultural development in line with the Youth Work Curriculum for Wales and Carmarthenshire County Council policies and procedures.
Key responsibilities
1. To assist the leader-in-charge with the planning, implementation and evaluation of an agreed programme through consultation with the young people attending Youth Club to meet areas and standards outlined within Youth Work Curriculum Statement for Wales: Principles & Purposes and Extending Entitlement. 2. To prepare, deliver and evaluate activities and informal learning opportunities in line with Youth Work Curriculum Statement for Wales: Principles and Purposes and Carmarthenshire County Council policies and procedures. 3. To provide and monitor use of equipment/resources and report any damage to resources or building to Leader in Charge. 4. To assist with the delivery of all activities of the youth club as required by the leader and ensuring equipment is stored safely. 5. Attend termly training events and team meetings as required. 6. Attend supervision and Helping People Perform (HPP) meetings with the Youth Support Manager. 7. Any other duties relevant to the post.
Responsible for staff/equipment
n/a
Reporting to
Youth Support Manager – Universal Team

Essential Criteria

Qualifications, Vocational training and Professional Memberships

Good Interpersonal skills

Job Related Skills and Competencies

Ability to work effectively in a team with a range of individuals and agencies to support young people

Ability to use initiative to be pro-active to engage with difficult to reach young people

Ability to build resilience in young people

Knowledge

Willingness to communicate effectively with a range of people

Understanding of and commitment to equal opportunities

Experience

Experience of establishing local networks of support for young people

Personal qualities

Ability to work independently with young people

Enthusiastic and committed approach to providing a quality service

Ability to respond appropriately when working in challenging situations

Personal organisational skills and timekeeping

Desirable Criteria

Level 2 Award in Youth Work or working towards Level 2 Award in Youth Work

Knowledge of the application of Youth Work Curriculum Statement for Wales: Principles & Practices, Youth Work Strategy for Wales and other relevant policy & legislation documents

Experience of planning and delivering programmes of activities with young people

Language and Communication Skills

Click on the link What level are you?

Welsh	**Spoken Level 3**	**Written level 1**
English	**Spoken Level 5**	**Written level 4**
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**

JUSTIFICATION

The post holder is responsible for delivery of services to vulnerable children, young people and adults and the role would give access to service users.

ANY OTHER INFORMATION