Swydd Ddisgrifiad: Swyddog Gweithgareddau Lles	
Maes Rhaglen / Adran	Lles y Grŵp, Gwasanaethau i Ddysgwyr
Prif Safle	Coleg Menai, Bangor (lleoliad I'w drafod a safleoedd colegau eraill)
Cyflog	£24,699.29 - £25,240.92 y flwyddyn Cymorth Busnes Graddfa 3 Pwynt 17-20
Y Math o Gontract	Dros Dro
Telerau'r Contract	Llawn Amser hyd 30/06/2025
Yn atebol i	Rheolwr y Prosiect Lles

Pwrpas y Swydd

Gan weithio'n agos gyda Rheolwr y Prosiect Lles, Rheolwyr y Gwasanaethau i Ddysgwyr a staff trefnu gweithgareddau a chyfoethogi profiadau eraill bydd deiliaid y swyddi cyfnod penodol newydd hyn yn cefnogi'r gwaith o weithredu Strategaeth Lles Staff a Dysgwyr Grŵp Llandrillo Menai drwy ddatblygu a rhoi gweithgareddau lles a chyfoethogi profiadau ar waith ar gyfer staff a dysgwyr. Bydd y gweithgareddau hyn yn cefnogi agweddau emosiynol, corfforol a chymdeithasol ar les.

Prif Ddyletswyddau a Chyfrifoldebau

1. Gweithio gyda Rheolwr y Prosiect Lles a Rheolwyr y Gwasanaethau i Ddysgwyr i ddatblygu a darparu rhaglen gynhwysfawr o Weithgareddau Lles, gan sicrhau darpariaeth effeithiol ac effeithlon ar bob campws.
2. Gweithio gyda rhanddeiliaid a phartneriaid allanol i ddarparu Rhaglen o Weithgareddau Lles.
3. Defnyddio data ac adborth gan staff a myfyrwyr i drefnu, datblygu a darparu rhaglen arloesol sy'n seiliedig ar anghenion i gynyddu nifer y cyfleoedd a chynyddu cyfranogiad mewn gweithgareddau lles ar draws pob campws.
4. Rheoli'r Rhaglen Llysgenhadon Lles a rhoi cymorth ymarferol i'r llysgenhadon i gyflawni eu rolau.
5. Darparu a chynnal cofrestrau o'r holl weithgareddau a chyfranogwyr a llunio adroddiadau, gwerthuso effeithlonrwydd, rhannu arferion da a dathlu llwyddiant.
6. Gweithio gyda'r Tîm Gwasanaethau i Ddysgwyr, Undeb y Myfyrwyr, Rheolwyr Meysydd Rhaglen, Arweinwyr Rhaglenni, Tiwtoriaid Personol a'r adran AD i ddatblygu'r rhaglen, creu adnoddau, hyrwyddo gweithgareddau gwirfoddoli a chodi arian.
7. Gweithredu cynllun cyfathrebu i hyrwyddo a sicrhau cyfranogiad yn y rhaglen gweithgareddau lles yn ogystal ag arddangos llwyddiannau'r rhaglen (e.e. cyfryngau cymdeithasol, gwefannau, calendr o weithgareddau ac ati).
8. Diweddaru'r hybiau lles (gwefannau), a chydlynu'r cynnwys ar dudalennau Lles cyfryngau cymdeithasol GLlM.
9. Cyfrannu at lunio calendr o weithgareddau lles misol.
10. Bod yn ymwybodol o holl bolisïau, gweithdrefnau, arferion gwaith a rheoliadau'r Grŵp, a gweithio'n unol â hwy fel y bo'n berthnasol. Yn benodol, cydymffurfio â'r Cynllun Cydraddoldeb Unigol, y Polisi Diogelu, y Rheoliadau Ariannol, y Polisi Iechyd a Diogelwch a'r Cod Ymddygiad.
11. Bod yn gyfrifol am ymddygiad y cyfranogwyr yn ystod gweithgareddau gan sicrhau eu bod yn cydymffurfio â Chod Ymddygiad a pholisïau'r Grŵp.

Grŵp Llandrillo Menai

12. Cymryd rhan ym mhob cyfle i gryfhau profiadau'r dysgwyr a chyflawni dyletswyddau sy'n gysylltiedig â hynny yn unol â chyfarwyddyd y rheolwr, e.e. gweithgareddau recriwtio, nosweithiau agored, dyddiau cynefino, ffeiriau'r glas ac ati.
13. Bydd y swydd yn cynnwys teithio a gweithio ledled y gwahanol gampysau.
14. Ar adegau bydd y swydd yn golygu gweithio gyda'r nos ac ar benwythnosau.
15. Yn unol â'r raddfa gyflog, ymgymryd ag unrhyw waith arall a all fod yn angenrheidiol i ymdrin â newidiadau yn y galw.

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
Addysg gyffredinol dda hyd at lefel 3, gan gynnwys TGAU gradd C neu uwch mewn Saesneg (neu gymhwyster cyfwerth, e.e. Sgiliau Allweddol). Tystiolaeth o ddatblygiad proffesiynol parhaus.	X		Ffurflen Gais / Cyfweliad
• Cymwysterau hyfforddi. • Cymhwyster Iechyd a Diogelwch. • Cymhwyster Cymorth Cyntaf. • Cymhwyster Gwaith Ieuenctid. • Cymhwyster/trwydded i yrru bws mini.		X	Ffurflen Gais / Cyfweliad
Gwybodaeth a Phrofiad			
Profiad o weithio gyda phlant a phobl ifanc.	X		Ffurflen Gais / Cyfweliad
Profiad o weithio mewn amgylchedd addysg bellach.		X	Ffurflen Gais / Cyfweliad
Profiad o drefnu a darparu gweithgareddau.	X		Ffurflen Gais / Cyfweliad
Dealltwriaeth o'r hyn sy'n atal ymgysylltiad a phrofiad o strategaethau i ysgogi ac ennyn diddordeb pobl ifanc.		X	Ffurflen Gais / Cyfweliad
Y gallu i gadw cyfrinachedd bob amser. Ymrwymiad i Gyfle Cyfartal a sensitifrwydd i unrhyw faterion sy'n ymwneud â gwahaniaethu. Parodrwydd i weithredu'n gadarnhaol i sicrhau bod cyfle cyfartal ar gael i bawb.	X		Ffurflen Gais / Cyfweliad
Sgiliau a Phriodweddau			
Sgiliau rhyngbersonol a sgiliau cyfathrebu rhagorol	X		Ffurflen Gais / Cyfweliad
Y gallu i ddefnyddio TGCh, e-bost a chyfryngau cymdeithasol yn fedrus.	X		Ffurflen Gais / Cyfweliad
Sgiliau trefnu ardderchog.	X		Ffurflen Gais / Cyfweliad
Profiad o ddefnyddio meddalwedd Google, gan gynnwys gmail a sheets.		X	Ffurflen Gais / Cyfweliad
Gofynion Ychwanegol			

Bydd angen gweithio fin nos ac ar benwythnosau.	X		Ffurflen Gais / Cyfweliad
Y gallu i deithio'n unol â gofynion y swydd.	X		Ffurflen Gais / Cyfweliad
Ymrwymiad i ddatblygiad personol a phroffesiynol pellach a pharhaus.	X		Ffurflen Gais / Cyfweliad
Ymrwymiad i Werthoedd y Grŵp.	X		Cyfweliad

Sgiliau Cymraeg		
Dealltwriaeth o'r Gymraeg	Uwch	Cyfweliad
Yn siarad Cymraeg	Uwch	Cyfweliad
Llythrennedd Cymraeg	Uwch	Cyfweliad

Noder os gwelwch yn dda - fe roddir ystyriaeth i ymgeiswyr sy’n nodi eu bod o fewn 1 lefel i fodloni’r gofyniad sgiliau Cymraeg gofynnol ar gyfer y swydd ar yr amod y byddai unrhyw gynnig o gyflogaeth yn cynnwys cytundeb cytundebol i ddatblygu eu Sgiliau Cymraeg.

Gofynion Gorfodol

Yn unol â Rheoliadau Cyngor y Gweithlu Addysg 2015 mae'n ofyniad statudol bod unigolion yn cofrestru â'r Cyngor cyn dechrau gweithio yn y Grŵp.

Mae'r Grŵp wedi ymrwymo i ddiogelu ac amddiffyn Iechyd a Lles plant, pobl ifanc ac oedolion agored i niwed. Yn unol â Deddf Adsefydlu Troseddwyr 1974, bydd gofyn i unigolion gael gwiriad manwl gan y Gwasanaeth Datgelu a Gwahardd i gadarnhau eu bod yn addas i weithio mewn amgylchedd addysgol. Bydd tystysgrifau DBS trwy wasanaeth diweddaru'r DBS yn cael eu derbyn yn unol â'r canllawiau a geir yn - https://www.gov.uk/dbs-update-service.

O dan adran 8 Deddf Mewnfudo a Lloches 1986, mae'n ofyniad cyfreithiol ar unigolion i ddarparu tystiolaeth ddogfennol sy'n cadarnhau bod ganddynt hawl i weithio yn y Deyrnas Unedig.

Crynodeb o'r Telerau a'r Amodau	
Oriau Gwaith	37 awr yr wythnos
Wythnos Waith	52 o wythnosau'r flwyddyn
Gwyliau Blynyddol	• 28 diwrnod y flwyddyn, yn codi i 32 diwrnod ar ôl pum mlynedd lawn o wasanaeth di-dor (01 Medi i 31 Awst). • Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol. • Hyd at 5 diwrnod effeithlonrwydd / diwrnod y trefnwyd i'r safle fod ar gau bob blwyddyn, i'w pennu'n flynyddol. • Bydd gan y rhai ar gontractau Rhan-amser hawl pro rata i'r hyn a nodir uchod. • Bydd gan y rhai ar gontractau Amser Tymor hawl pro rata i'r hyn a nodir uchod a delir fel rhan o'r cyflog blynyddol.
Pensiwn	Cynllun Pensiwn Llywodraeth Leol (https://www.lgpsmember.org/)
Teithio	Caiff y trefniadau ar gyfer ad-dalu treuliau i aelodau staff sy'n mynd i gostau ychwanegol wrth wneud gwaith swyddogol i Grŵp Llandrillo Menai eu hegluro yn y Polisi Teithio, Cynhaliaeth ac Adleoli. Yn dilyn eu penodiad, bydd gofyn i ymgeiswyr llwyddiannus gwblhau Ffurflen Asesu Gyrwyr ar gyfer Sgrinio Iechyd (os yw'n berthnasol). I gadarnhau bod ganddynt yswiriant at "Ddibenion Busnes", mae'n rhaid i bob gweithiwr sy'n hawlio treuliau am ddefnyddio eu ceir personol gyflwyno copïau o'u tystysgrifau yswiriant i Adran Gyllid y Grŵp bob blwyddyn.

Sgrinio Iechyd	Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.

Job description: Wellbeing Activities Officer	
Programme area / Department	Grŵp Wellbeing, Learner Services
Main site	Coleg Menai, Bangor (location negotiable to other college sites)
Salary	£24,699.29 - £25,240.92 per annum Business Support Scale 3 Points 17-20
Contract type	Temporary to 30/06/2025
Contract terms	Full Time
Reporting to	Wellbeing Project Manager

Job purpose

These exciting new fixed term roles will work closely with the Wellbeing Project Manager, Learner Services Managers and other enrichment and activity staff to support the implementation of the Grŵp Llandrillo Menai Staff and Learner Wellbeing Strategy through the development and implementation of wellbeing and engagement activities for staff and learners. Activities will support the emotional, physical and social aspects of wellbeing.

Main duties and responsibilities

1. Work with the Wellbeing Project Manager and Learner Services Managers to develop and deliver a comprehensive Wellbeing Activity Programme, ensuring effective and efficient delivery across all campuses.
2. Work with external stakeholders and partners to deliver the Wellbeing Activity Programme.
3. Make use of data and feedback from staff and students to organise, develop and deliver a needs based and innovative wellbeing activity programme to increase the number of opportunities and increase participation in wellbeing activities across all campuses.
4. Manage the Wellbeing Ambassador Programme and actively support the ambassadors in fulfilling their roles.
5. Provide and maintain registers of all activities and participants and produce reports, evaluating effectiveness, sharing practice and celebrating success.
6. To work with the Learner Services Team, the Student Union, Programme Area Managers, Programme Leaders, Personal Tutors and HR to develop the programme, produce resources, promote volunteering and fundraising.
7. Implement a communication plan to promote and ensure engagement in the wellbeing activity programme; as well as showcase the programme successes (e.g. social media, websites, activity calendars etc).
8. Update the wellbeing hubs (websites), and coordinate content on the GLLM Lles social media pages.
9. Contribute towards generating a monthly wellbeing activity calendar.
10. To be aware of, and work in accordance with all the Grŵp policies, procedures, working practice and regulations as applicable. In particular to comply with the Single Equality Scheme, Safeguarding Policy, Financial Regulations, Health & Safety Policy and Code of Conduct.
11. To be responsible for the conduct of the participants during activities to ensure that they comply with the Grŵp Code of Conduct and policies.
12. To engage in all opportunities to strengthen the learner experience and carry out all associated duties as directed by the manager such as recruitment activities, open evenings, induction days, Freshers Fairs etc.
13. The role will include travelling and working across different campuses.
14. The role will require occasional evening and weekend work as agreed.
15. Any other work commensurate with the grade as may be necessary to meet changes in demand.

Person specification	Essential	Desirable	Assessment method
Qualifications			
Educated to level 3 with a good general standard of education to include GCSE at Grade C, or above, in English, or equivalent e.g. Key Skills Evidence of ongoing professional development	X		Application form / Interview
● Coaching qualifications ● Health and safety qualification ● First aid qualification ● Youth Work qualification ● Mini bus driver licence/qualification		X	Application form / Interview
Knowledge and experience			
Experience of working with children and young people	X		Application form / Interview
Experience of working with a further education environment		X	Application form / Interview
Experience of organising and delivering activities	X		Application form / Interview
Knowledge of the barriers to engagement and experience of strategies to motivate and engage young people		X	Application form / Interview
Ability to maintain confidentiality at all times. Be committed to Equal Opportunities and to be sensitive to any matters relating to discrimination and take positive steps to ensure that equality of opportunity is provided to all	X		Application form / Interview
Skills and attributes			
Excellent interpersonal and communication skills	X		Application form / Interview
Competent user of ICT, email and social media	X		Application form / Interview
Excellent organisational skills	X		Application form / Interview
Experience of using Google software including gmail and sheets		X	Application form / Interview
Additional requirements			
Evening and weekend working	X		Application form / Interview
Able to travel as required to fulfil the requirements of the role	X		Application form / Interview
Commitment to further and continuous Personal and Professional Development	X		Application form / Interview
Commitment to Grŵp Values	X		Interview
Welsh language skills			

Welsh Understanding	Advanced	Interview
Welsh Speaking	Advanced	Interview
Welsh Literacy	Advanced	Interview
Please note: consideration will be given to applicants who indicate that they are within 1 level of meeting the required Welsh skills requirement for the post on the proviso that any offer of employment would include a contractual agreement to develop their Welsh Skills.		
Mandatory requirements		
In accordance with the Education Workforce Council (EWC) Regulations 2015 it is a statutory requirement that individuals register with the EWC prior to commencing employment with the Grŵp. The Grŵp is committed to Safeguarding and protecting the Health and Welfare of children, young people and vulnerable adults. Individuals will be required to complete an Enhanced Disclosure with the Disclosure and Barring Service in accordance with the Rehabilitation of Offenders Act 1974 to ascertain their suitability to work in an educational environment. DBS certificates via the DBS update subscription service will be accepted in accordance with guidance provided - https://www.gov.uk/dbs-update-service. Under section 8 of the Asylum and Immigration Act 1986 individuals are required by law to provide documentary evidence confirming their eligibility to work in the United Kingdom.		

Summary of the terms and conditions	
Working hours	37 hours per week
Working weeks	52 weeks per year
Annual leave	• 28 days leave per annum, rising to 32 days after 5 full holiday years' continuous service (01 September to 31 August). • All normally observed public holidays, determined annually. • Up to 5 days efficiency closure days per annum, determined annually. • Part Time contracts will receive a pro rata entitlement to the above. • Term Time contracts will receive a pro rata entitlement to the above paid as part of annual salary.
Pension	Local Government Pension Scheme (https://www.lgpsmember.org/)
Travel	Arrangements to reimburse employees who incur additional expense whilst carrying out their official duties on behalf of the Grŵp is outlined in the Travel, Subsistence and Relocation policy. Successful applicants will be required to complete a Drivers Assessment Form for Health screening upon appointment (if applicable). Copies of insurance certificates must be provided to the Grŵp Finance department on an annual basis by all employees claiming mileage expenses for using their own car to confirm that "Business Use" insurance is in place.
Health screening	Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.