

Youth Engagement Co-ordinator

Location: One of Amgueddfa Cymru – National Museum Wales's sites

35 hours a week (temporary for 6 months)

Background

Amgueddfa Cymru - National Museum Wales is funded by the Welsh Government as a Welsh Government Sponsored Body, and has a Board of Trustees whose role is to set the strategic direction of the organisation, and to ensure proper management of its resources.

Amgueddfa Cymru is led by the Senior Management Team (SMT), consisting of the Director General and four Divisional Directors. A Joint Executive Group (JEG), whose members include departmental managers as well as SMT, approves policies and reviews significant projects and initiatives.

Amgueddfa Cymru has eight sites distributed across Wales: National Museum Cardiff, St Fagans National History Museum, the National Slate Museum, the National Wool Museum, the National Roman Legion Museum, Big Pit National Coal Museum, the National Waterfront Museum, and the National Collections Centre.

In 2015 Amgueddfa Cymru agreed a new Vision to guide all future activities –

"Inspiring people, changing lives".

Our purpose is to inspire people through our museums and collections to find a sense of well-being and identity, to discover, enjoy and learn bilingually, and to understand Wales's place in the wider world.

Our work is based on the principle that culture is a resource that is created by people and communities. Our collections and other resources come from the society of which we are part, and are continually renewed through our work with the public. We are accountable for our use of these resources to the nation we serve.

national
museum
wales
amgueddfa
cymru

We have made five commitments to support the implementation of the Vision. The work of every department and member of staff is directed to achieving these commitments.

Making a difference to Wales, by working with local and national organisations to create a happier, healthier and more sustainable Wales, with access to culture for all, and a thriving economy.

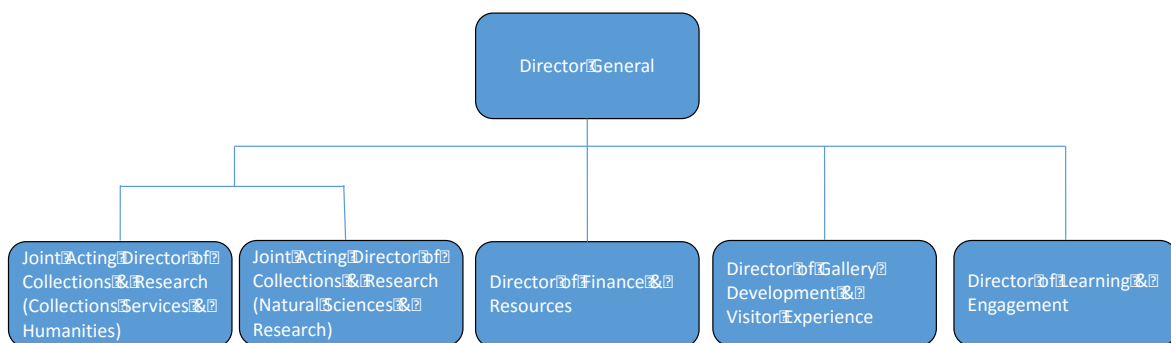
Museum experience. Visitors experience high quality museums, exhibitions and public spaces for enjoyment and learning.

Online experience. Users experience a connected and accessible digital museum for engagement, creativity and learning.

Learning and creativity. Everyone has a wealth of opportunity to learn, research and create.

Participation and inclusion. Individuals, families and communities throughout Wales and beyond, shape and take part in inclusive and accessible cross-cultural activities for all.

Senior management structure



Main purpose of the post

This post is supported by the Heritage Lottery Fund through their *Kick the Dust* grant programme. The post is initially for 6 months only, and will work with young people, partners and Amgueddfa Cymru staff on the development phase of the *Hands on Heritage* initiative, a round two application for *Kick the Dust* HLF funding.

The main focus of this initiative is to make the Museum more relevant to the lives of young people aged 11-25 years old.

The post holder will play a key role in developing and piloting activity programmes with young people and the consortia of partners that will be directing the programme.

The consortium of partners include:

- Barnardo's Cymru - a charity supporting vulnerable children and young people.
- Llamau – a charity working to eradicate homelessness among the most vulnerable young people and women across Wales.
- Promo Cymru – a charity building positive change through meaningful conversations and digital technology.

Responsible to

The post-holder reports to the Community Engagement Manager.

Line Management and Budgetary responsibility

The post-holder will lead partnerships and supervise volunteers.

The post-holder will be responsible for the management of the Kick the Dust round one grant.

Key Tasks and Responsibilities

Job Specific

1. Develop and pilot activity programmes with young people and consortia partners as part of the development phase of the *Hands on Heritage* application for funding. These include:
 - Introduction to Heritage – one day events and activities
 - Hands On with Heritage – a programme of practical workshops aimed at e.g. curating small scale displays, construction and conservation work, designing interpretive guides, making replicas and re-enacting
 - Sharing Heritage – larger, longer term projects, exhibitions, annual events, festivals, researching and recording etc. (with accreditation options).
2. Support young people, partners, museum staff and trustees in developing frameworks for young people to be involved in the governance of the Museum, as

Heritage Leaders and work towards embedding the UN Rights of the Child in the way the Museum operates.

3. Ensure all activity programmes developed are based on research into the best practice methodologies re youth engagement and participation.
4. Manage and co-ordinate the national and local partners involved and any associated partners, e.g. arrange and facilitate meetings/workshops; update partnership agreements.
5. Work with young people and partners to ensure the effectiveness of the activity programmes are evaluated and the outcomes disseminates effectively to inform the detailed design of the programmes as part of the funding application.
6. Advise the Community Engagement Manager and the museum's HR department re the learning and training opportunities needed for staff and volunteers as part of embedding youth engagement work.
7. Provide input as need to the Head of Research re the detail of the research strand to be further developed with Cardiff University.
8. Support the Community Engagement Manager in developing the project evaluation framework, milestones, reporting and monitoring structures.
9. Provide support for the Community Engagement Manager re contact with the Heritage Lottery Fund, ensuring all information is provided as required.
10. Ensure social inclusion, equality and access standards are embedded in programmes.
11. Manage partnership agreements and budgets to agreed standards.

Corporate

1. To participate actively in supporting the principles and practice of equality of opportunity as laid down in the organisation's Equality & Diversity Policy.
2. To participate actively in supporting Amgueddfa Cymru policies regarding Sustainability and the Welsh Language.
3. To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate.
4. As a term of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation.

Outcomes

1. A successful HLF application for Kick the Dust Funding.
2. Engaging activities across a range of pathways developed with young people.
3. The UN Rights of the Child embedded as part of the Museum's way of working.
4. Youth engagement is a core element of Amgueddfa Cymru's work and supports a wide range of local and national partnerships.
5. Better quality of evidence to improve understanding of what makes programmes and cultural participation effective for young people.
6. Increased reach and diversity of young people involved in public programmes.

Person Specification

ESSENTIAL	DESIRABLE
Knowledge Required	
A knowledge and understanding of engagement and participatory practice with young people	
An understanding of good practice in youth engagement and ability to apply these to own working practice	
An understanding of how public programmes and museum collections can support engagement with young people	
Experience Required	
A proven experience of working with young people experiencing disadvantage, developing and delivering programmes	Experience in developing participatory programmes with young people in a museum or other cultural setting
Experience of monitoring and evaluating projects and programmes	Experience of working on funding applications
Experience of managing projects, staff and budgets against strategic aims and objectives	
Academic Qualifications / Standard of Education	
A degree in a relevant discipline or equivalent experience in community youth engagement	
Skills Required	
Excellent communication skills, both written and oral, with the ability to influence and lead effectively within wider teams	Ability to communicate in Welsh or a willingness to learn
Excellent organisational skills including the capacity to work successfully on a number of projects at one time	
Excellent interpersonal skills, including the ability to work with difficult or complex groups	

A high degree of computer literacy with knowledge of Windows based and database applications. A confident user of internet, email and social media	
Personal Factors Required	
A collaborative approach to team working and an ability to build relationships with a variety of partners, groups and organisations	
An ability to respond to change and challenges arising from programme development and project management	
A flexible approach to work when evening and weekend work is required as well as occasional travel to our museums across Wales	
An understanding of the principles of equality and diversity in relation to Amgueddfa Cymru's work and the ability to apply these in practice	

Competencies Specific to this Post

The successful applicant will need to demonstrate the following (please see the “**Recruitment Guidance**” for advice on how to complete the application form):

Core Competency	Example Behaviour
Working Positively with Others	<p>A valued member of the team who provides support to others and contributes to creating an open culture and productive working environment.</p> <p>Promotes the reputation of the Museum being an advocate for our work and knowledge base.</p>
Embracing Learning, Change and Creativity	<p>Demonstrates a personal commitment to continuous learning, growth and change.</p> <p>A flexible, evolving and solution-focussed approach that delivers a genuinely value-</p>

	<p>added service to internal and external customers.</p>
Commitment to Customer Focus	<p>Engages positively with customers, developing a clear understanding of their needs and does all that is feasible to satisfy them.</p> <p>Encourages the team to engage with and respond to broaden the customer base.</p>
Delivery of Effective Outcomes	<p>Works effectively – tackling immediate demands decisively, while retaining a broad awareness of emerging requirements.</p> <p>Demonstrates energy and determination in meeting personal, team and organisational goals.</p>
Commitment to Diversity & Social Responsibilities	<p>Develops ideas and supports efforts to establish a more inclusive Museum.</p> <p>Encourages and adopts practice that reduces the environmental impact of activities.</p> <p>Champions Health & Safety across all the Museum's work.</p>

Terms and conditions of service

Starting Salary	Grade E £24,523.91 - £31,143.17 per annum (Based on full time equivalent of £25,925.28 to £32,922.78 per annum)
Contract Length	Temporary 6 months
Contract Hours	35 hours per week.
Annual Leave	27 days on appointment, rising to 32 days after 5 Years' service, plus one privilege day at Christmas and 8 bank holidays (for full time staff). Pro rata for part-time staff.
Probation	The post is subject to a probationary period of 1 months
DBS Check	Applicants for this post should note that successful candidates will be required to provide an Enhanced Disclosure from the Disclosure & Barring Service.
All new appointments are subject to the receipt of satisfactory references, medical report and criminal conviction vetting clearance plus proof of eligibility to work in the UK.	

Benefits in working for Amgueddfa Cymru

<p>Annual leave</p>	<p>27 days on appointment, rising to 32 days after 5 years service, plus a privilege day at Christmas and 8 bank holidays (for full time staff). The days are pro-rated for staff who work part-time.</p>
<p>Flexitime</p>	<p>In order to enable staff to meet their work life balance requirements and help manage their time as effectively as possible, we operate a flexitime system. The scheme is open to all staff except for those who work on a rota basis. New staff will be informed on appointment of their eligibility for the scheme.</p>
<p>Pension</p>	<p>We operate a Career Average Revalued Earnings occupational pension scheme (the "National Museum of Wales Pension Scheme"). If you are employed by the Museum under a permanent or fixed term contract of 2 years or more, you will automatically join the Scheme as part of your employment contract .</p> <p>The Museum also has a statutory duty under auto-enrolment legislation to enroll eligible jobholders into an automatic enrolment scheme. The Scheme is a qualifying scheme for automatic enrolment purposes, and therefore can be used to comply with automatic enrolment legislation. If you are an eligible job holder you will be automatically enrolled into the Scheme following an initial 3 month postponement period (although a request may be made to join earlier).</p> <p>If you are not eligible to join the Scheme, you may also make a request to do so.</p> <p>The employee contribution paid depends on your grade and the amount of your pensionable earnings. Currently staff categorised as Grade A pay 6%, Grades B and C pay 8%, and Grade D and above pay 9%.</p>
<p>Salary Exchange</p>	<p>The Museum operates a Salary Exchange Scheme for members of the Scheme. Participation is voluntary and is not suitable for all</p>

	employees.
Training & development	We are committed to providing excellent training and development opportunities for all employees.
Induction training	We provide a comprehensive Induction Training session for all new members of staff on appointment.
Childcare Vouchers	A childcare voucher scheme is available which enables you to take part of your salary in childcare vouchers which are then free from tax and National Insurance contributions (up to the value of £55 per week). The vouchers can then be used to pay for your childcare provider.
Family friendly working practices	We offer a range of family friendly working practices such as maternity/paternity leave, adoption leave, career breaks, extended leave and variable working.
Travel Loan Scheme	Staff may apply for an interest free travel loan to purchase an annual or quarterly bus or rail season ticket up to the value of £1,500 or a bicycle up to the value of £300.
Health & Fitness scheme	We have established membership of fitness clubs at special discounted rates for staff where you can save 25% on the cost of standard membership.
Display Screen Equipment	Amgueddfa Cymru will arrange (for employees who normally use display screen equipment (DSE) for continuous or near-continuous spells of an hour or more at a time on a daily basis) to have discounted rate on spectacles at Specsavers.

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<p>Benefit schemes:</p>	<p>Benenden Healthcare: Providers of first class healthcare without expensive medical insurance. Further information can be found on the Museum Intranet or at www.benenden.co.uk</p> <p>WHA (Welsh Hospitals & Health Services Association): WHA can help you with everyday health care costs such as dental, optical and physiotherapy. Further details can be found on their website www.whahealthcare.co.uk</p> <p>Credit Union Scheme: We offer employees an easy way of becoming a member of the Cardiff Credit Union. The Cardiff Credit Union is a savings and loans organization, owned and run by its members for the benefit of its members. It offers a simple and convenient place to save and gives access to low cost loans. Further details can be obtained from the HR Department.</p>
<p>Staff discount scheme</p>	<p>All staff are entitled to 20% discount in Amgueddfa Cymru's shops and 25% discount in the cafes.</p>
<p>Trade unions</p>	<p>Staff members have the right to belong to a registered trade union and to take part at any appropriate time in the activities of the organization to which you belong, including the right to apply for and hold office. The Unions we recognise are Prospect, PCS and FDA.</p>

How to apply:

Applicants for the post should complete our on-line application form which can be found on the Jobs page on our website at www.museumwales.ac.uk. The form provides the opportunity to explain how your qualifications, experience and personal qualities make you a suitable candidate for the position.

Applications can be submitted in Welsh. Applications that are submitted in Welsh will be treated no less favourably than those submitted in English.

Completed forms should be returned by e-mail to:

hr@museumwales.ac.uk

or posted to:

the Human Resources Department

Amgueddfa Cymru - National Museum Wales

Cathays Park

Cardiff

CF10 3NP

Telephone: (029) 2057 3306

Please note that all vacancies close at 5pm on the closing date. No applications will be accepted after this time.

We will need you to submit the Vetting and Equality Monitoring Forms before we can process your application.

Please use the section of the application form headed "post applied for" to state clearly whether you want to be considered for full-time or part-time jobs (or both).

Please do not send us your CV – we will only consider completed application forms.

Unfortunately, due to the number of applications we expect in respect of this post, it will not be possible to write personally to each unsuccessful applicant. However, interviews are normally arranged within three weeks of the closing date.

Please be aware that the cost of returning the completed application form and any attachments to the HR Department will be more than the price of a single first class stamp.

Amgueddfa Cymru — National Museum Wales is an equal opportunities employer. Applications are welcome from all sections of the community.

Cydlynnydd Ymgysylltu Ieuenctid

Lleoliad: Un o safleoedd Amgueddfa Cymru

35 awr yr wythnos (dros dro am 6 mis)

Cefndir

Corff a Noddir gan Lywodraeth Cymru yw Amgueddfa Cymru. Mae Bwrdd Ymddiriedolwyr yn pennu cyfeiriad strategol y sefydliad ac yn sicrhau y caiff ei hadnoddau eu rheoli yn briodol.

Caiff Amgueddfa Cymru ei harwain gan Uwch Dîm Rheoli (SMT) yn cynnwys y Rheolwr Cyffredinol a phedwar Cyfarwyddwr Cyfadran. Mae Gweithgor Cyfunol (JEG), sydd yn cynnwys rheolwyr adrannau yn ogystal â'r SMT, yn cymeradwyo polisïau ac yn adolygu projectau a mentrau pwysig.

Mae gan Amgueddfa Cymru wyth safle ar draws Cymru: Amgueddfa Genedlaethol Caerdydd, Sain Ffagan Amgueddfa Werin Cymru, Amgueddfa Lechi Cymru, Amgueddfa Wlân Cymru, Amgueddfa Lleng Rufeinig Cymru, Big Pit Amgueddfa Lofaol Cymru, Amgueddfa Genedlaethol y Glannau a'r Ganolfan Gasgliadau Genedlaethol.

Yn 2015 cytunodd Amgueddfa Cymru ar Weledigaeth newydd i'r dyfodol:

“Ysbrydoli pobl, newid bywydau”

Ein pwrpas yw defnyddio ein hamgueddfeydd a'n casgliadau i ysbrydoli pobl i feithrin eu hunaniaeth a'u lles, i ddarganfod, mwynhau a dysgu'n ddwyieithog a deall lle Cymru yn y byd.

Hanfod ein gwaith yw bod diwylliant yn adnodd a gaiff ei greu gan bobl a chymunedau. Rydyn ni'n rhan o'r gymdeithas y daw ein casgliadau a'n hadnoddau ohoni, a chânt eu hadnewyddu yn barhaus drwy ein gwaith gyda'r cyhoedd. Rydyn ni'n atebol i'n cenedl am ein defnydd o'r adnoddau hyn.

Rydyn ni wedi ymrwymo i bum peth er mwyn cyflawni'r Weledigaeth. Nod gwaith pob adran ac aelod o staff yw cyflawni'r ymrwymadau hyn.

Gwneud gwahaniaeth i Gymru: newid bywydau trwy weithio gyda chyrrff lleol a chenedlaethol i greu Cymru hapusach, iachach a mwy cynaliadwy, lle mae diwylliant yn hygyrch i bawb a'r economi'n ffynnu.

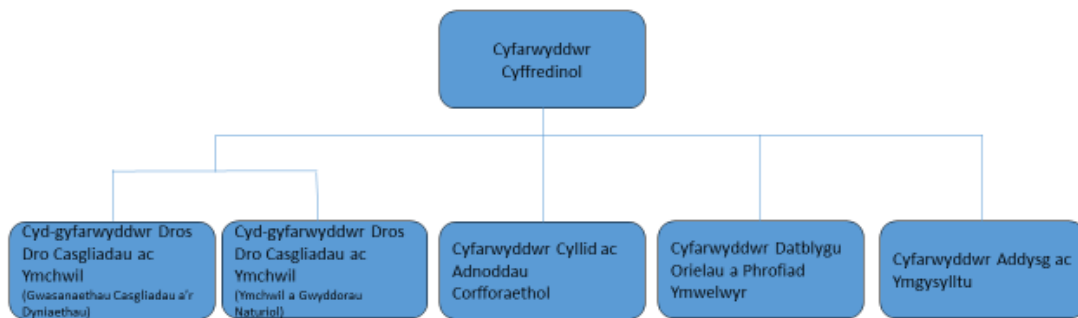
Profiad amgueddfa: mae ymwelwyr yn cael profi amgueddfeydd, arddangosfeydd, a gofodau cyhoeddus o ansawdd uchel lle gallant ddysgu a mwynhau.

Profiad ar-lein: mae defnyddwyr yn cael profi amgueddfa ddigidol hygyrch a chydgyssylltiedig gan ymgysylltu, bod yn greadigol a dysgu.

Addysg a chreadigrwydd: mae gan bawb gyfoeth o gyfleoedd i ddysgu, ymchwilio a chreu.

Cyfranogiad a chynhwysiant: mae unigolion, teuluoedd a chymunedau yng Nghymru a thu hwnt yn cymryd rhan mewn gweithgareddau trawsddiwylliannol, cynhwysol a hygyrch a luniwyd ganddynt.

Strwythur yr uwch-reolwyr



Prif ddiben y swydd

Caiff y swydd hon ei chefnogi gan Gronfa Dreftadaeth y Loteri trwy gyfrwng eu rhaglen grant *Tynnu'r Llwch*. Swydd 6 mis yw hon i ddechrau, a bydd deiliad y swydd yn gweithio gyda phobl ifanc, partneriaid a staff Amgueddfa Cymru ar ddatblygu'r cynllun *Hands on Heritage*, cais ail rownd am arian Cronfa Dreftadaeth y Loteri ar gyfer *Tynnu'r Llwch*.

Prif ffocws y cynllun yw i wneud yr Amgueddfa yn fwy perthnasol i bobl ifanc rhwng 11 a 25 oed.

Bydd deiliad y swydd yn chwarae rôl allweddol wrth ddatblygu a peilota rhaglenni gweithgareddau gyda phobl ifanc a'r consortiwm o bartneriaid fydd yn cyfarwyddo'r rhaglen.

Mae'r consortiwm o bartneriaid yn cynnwys:

- Barnardo's Cymru – elusen yn cefnogi plant a phobl ifanc agored i niwed.
- Llamau – elusen yn gweithio tuag at ddileu diweithdra ymysg y bobl ifanc a'r menywod mwyaf agored i niwed yng Nghymru.
- Promo Cymru – elusen sy'n gweithio tuag at greu newid positif gyda sgwrsiau ystyrlon a thechnoleg ddigidol.

Yn atebol i

Mae deiliad y swydd yn atebol i'r Rheolwr Ymgysylltu Cymunedol.

Cyfrifoldeb rheoli llinell a chyllidebol

Bydd deiliad y swydd yn arwain partneriaethau ac yn rheoli gwirfoddolwyr.

Bydd deiliad y swydd yn gyfrifol am reoli grant rownd un *Kick the Dust*.

Prif dasgau a chyfrifoldebau

Penodol i'r swydd

12. Datblygu a pheilota rhaglenni gweithgareddau gyda phobl ifanc a phartneriaid consortiwm fel rhan o gyfnod datblygu *Hands on Heritage* i'w ariannu. Mae'r rhain yn cynnwys:

- Cyflwyniad i Dreftadaeth – gweithgareddau a digwyddiadau undydd
- Treftadaeth Ymarferol – rhaglen o weithdai ymarferol e.e. curadu arddangosiadau bychan, gwaith cadwraeth ac adeiladu, dylunio canllawiau dehongli, creu replicas ac ail-greu.
- Rhannu Treftadaeth – projectau mwy, tymor hir, arddangosfeydd, digwyddiadau blynyddol, gwyliau, ymchwil a chofnodi ac ati (gydag opsiynau

achredu).

13. Cefnogi pobl ifanc, partneriaid, staff amgueddfa ac ymddiriedolwyr wrth ddatblygu fframweithiau i bobl ifanc fod yn rhan o lywodraethu'r Amgueddfa, fel Arweinwyr Treftadaeth a gweithio tuag at ymwreiddio Hawliau'r Plentyn y Cenhedloedd Unedig yn y ffordd mae'r Amgueddfa yn gweithredu.
14. Sicrhau bod yr holl raglenni gweithgareddau gaiff eu datblygu yn seiliedig ar ymchwil i arferion gorau parthed ymgysylltu a chyfranogiad pobl ifanc.
15. Rheoli a chydlynu'r partneriaid lleol a chenedlaethol ac unrhyw bartneriaid cysylltiedig e.e. trefnu a chynnal cyfarfodydd/gweithdai; diweddarau cytundebau partneriaeth.
16. Gweithio gyda phobl ifanc a phartneriaid i sicrhau bod effeithiolrwydd y rhaglenni gweithgaredd yn cael eu gwerthuso a bod y canlyniadau'n lledaenu'n effeithiol er mwyn gallu dylunio'r rhaglenni'n fanwl fel rhan o'r cais am gyllid.
17. Cyngori'r Rheolwr Ymgysylltu Cymunedol a staff AD yr Amgueddfa ynghylch y cyfleoedd dysgu a hyfforddiant y mae staff a gwirfoddolwyr eu hangen fel rhan o ymwreiddio gwaith ymgysylltu ieuencid.
18. Cyngori'r Pennaeth Ymchwil ar fanylion y gwaith ymchwil i'w ddatblygu ymhellach gyda Phrifysgol Caerdydd, yn ôl yr angen.
19. Cefnogi'r Rheolwr Ymgysylltu Cymunedol wrth ddatblygu fframwaith gwerthuso project, cerrig milltir, a strwythurau monitro ac adrodd.
20. Rhoi cefnogaeth i'r Rheolwr Ymgysylltu Cymunedol wrth gysylltu â Chronfa Dreftadaeth y Loteri, gan sicrhau y caiff yr holl wybodaeth ei darparu yn ôl yr angen.
21. Sicrhau bod cynhwysiant cymdeithasol, cydraddoldeb a safonau mynediad yn rhan annatod a'r rhaglenni.
22. Rheoli cytundebau partneriaeth a chyllidebau yn unol â safonau y cytunwyd arnynt.

Corfforaethol

7. Ymroi yn llawn i gefnogi egwyddorion cyfle cyfartal fel yr amlinellir ym Mholisi Cydraddoldeb ac Amrywiaeth y sefydliad a'u gweithredu.
8. Helpu'r adran i gydymffurfio â pholisïau Amgueddfa Cymru ar Gynaliadwyedd a'r Iaith Gymraeg.
9. Cymryd gofal rhesymol o'ch iechyd a'ch diogelwch eich hun ac eraill y gallai eich gweithredoedd, neu eich diffyg gweithredu, effeithio arnynt, a chydymffurfio â'r holl ddeddfwriaeth iechyd a diogelwch fel sy'n briodol.

10. Fel rhan o'ch telerau cyflogaeth, efallai y gofynnir i chi wneud dyletswyddau eraill a/neu weithio oriau eraill fel sy'n rhesymol, yn unol â'ch gradd neu'ch lefel cyfrifoldeb cyffredinol o fewn y sefydliad.

Canlyniadau

11. Cais llwyddiannus i Gronfa Dreftadaeth y Loteri am gyllid ar gyfer Kick the Dust.
12. Datblygu gweithgareddau diddorol gyda phobl ifanc ar draws amrediad o lwybrau.
13. Hawliau'r Plentyn y Cenhedloedd Unedig wedi'i ymwreiddio yn ffordd yr Amgueddfa o weithio.
14. Mae ymgysylltu â phobl ifanc yn rhan greiddiol o waith Amgueddfa Cymru ac mae'n cefnogi amrediad eang o bartneriaethau lleol a chenedlaethol.
15. Tystiolaeth o ansawdd uwch i wella dealltwriaeth o'r hyn sy'n gwneud cyfranogi diwylliannol a rhaglenni yn effeithiol i bobl ifanc.
16. Amrediad mwy amrywiol o bobl ifanc yn rhan o'r rhaglenni cyhoeddus.

Manyleb y Person

HANFODOL	DYMUNOL
Gwybodaeth ofynnol	
Gwybodaeth a dealltwriaeth o ymgysylltu â phobl ifanc ac arferion cyfranogol	
Dealltwriaeth o arferion da o ran ymgysylltu â phobl ifanc a'r gallu i'w defnyddio wrth weithio	
Dealltwriaeth o sut gall rhaglenni cyhoeddus a chasgliadau amgueddfeydd helpu i ymgysylltu â phobl ifanc	
Profiad gofynnol	
Profiad profadwy o weithio gyda phobl ifanc dan anfantais, gan ddatblygu a chynnal rhaglenni	Profiad o ddatblygu rhaglenni cyfranogol gyda phobl ifanc mewn amgueddfa neu gorff diwylliannol arall
Profiad o fonitro a gwerthuso projectau a rhaglenni	Profiad o weithio ar geisiadau am gyllid
Profiad o reoli projectau, staff a chyllidebau yn unol ag amcanion strategol	
Cymwysterau academiaidd / Safon addysg	
Gradd mewn pwnc perthnasol neu brofiad cyfwerth mewn ymgysylltu cymunedol neu ieuenctid	
Sgiliau gofynnol	
Sgiliau cyfathrebu rhagorol, ar lafar ac ar bapur, gyda'r gallu i ddylanwadu ac arwain yn effeithiol o fewn timau ehangach	Y gallu i gyfathrebu'n Gymraeg, neu barodrwydd i ddysgu
Sgiliau trefnu rhagorol gan gynnwys y gallu i weithio'n llwyddiannus ar nifer o brojectau ar y tro	
Sgiliau rhyngpersonol ardderchog, gan gynnwys y gallu i weithio gyda grwpiau anodd neu gymhleth	

Lefel uchel o allu cyfrifiadurol a gwybodaeth o becynnau Windows a meddalwedd cronfeydd data. Gallu defnyddio'r rhyngwyd, e-bost a'r cyfryngau cymdeithasol yn hyderus	
Ffactorau personol gofynnol	
Gallu cydweithio fel rhan o dîm a gallu creu perthynas ag amrywiaeth o bartneriaid, grwpiau a sefydliadau	
Y gallu i ymateb i'r newidiadau a'r heriau sy'n codi wrth ddatblygu rhaglenni a rheoli projectau	
Dull hyblyg o weithio pan fo gofyn am weithio gyda'r hwyr ac ar benwythnosau yn ogystal â theithio i'n hamgueddfeydd ledled Cymru o bryd i'w gilydd	
Dealltwriaeth o egwyddorion cydraddoldeb ac amrywiaeth parthed gwaith Amgueddfa Cymru a'r gallu i'w rhoi ar waith.	

Cymhwyseddau penodol i'r swydd hon

Bydd angen i'r ymgeisydd llwyddiannus allu dangos enghreifftiau o'r canlynol (gweler "Canllawiau Recriwtio" am gyngor ar sut i lenwi'r ffurflen gais):

Cymhwysedd craidd	EsiAMPL ymddygiad
Gweithio'n bositif gydag eraill	<p>Aelod gwerthfawr o dîm sy'n darparu cefnogaeth i eraill ac yn cyfrannu at feithrin diwylliant agored a gweithle cynhyrchiol.</p> <p>Hyrwyddo enw da Amgueddfa Cymru, gan hybu ei gwaith a'i sylfaen wybodaeth.</p>
Croesawu dysgu, newid a chreadigrwydd	<p>Ymroddiad personol i ddysgu, tyfu a newid yn barhaus.</p> <p>Dull o weithio sy'n hyblyg ac esblygol ac yn canolbwyntio ar ddatrys problemau er mwyn darparu gwasanaeth gwerth ychwanegol i gwsmeriaid mewnol ac allanol.</p>
Ymroddiad i ganolbwyntio ar gwsmeriaid	<p>Ymgysylltu â chwsmeriaid mewn ffordd gadarnhaol, datblygu dealltwriaeth glir o'u hanghenion a gwneud popeth posibl i'w diwallu.</p> <p>Annog y tîm i ehangu'r sylfaen cwsmeriaid drwy ymgysylltu â nhw ac ymateb iddynt.</p>
Cyrraedd canlyniadau effeithiol	<p>Gweithio'n effeithiol – ymdrin â gofynion brys mewn ffordd bendant tra'n meithrin ymwybyddiaeth eang o ofynion newydd.</p> <p>Dangos egni a phenderfyniad wrth gyflawni amcanion personol, tîm a sefydliad.</p>
Ymrwymiad i amrywiaeth a chyfrifoldebau cymdeithasol	<p>Datblygu syniadau a chefnogi ymdrechion i sefydlu amgueddfa fwy cynhwysol.</p> <p>Hyrwyddo ac arddel arferion sy'n lleihau effaith amgylcheddol y gwaith.</p> <p>Hyrwyddo lechyd a Diogelwch ym mhob agwedd o waith Amgueddfa Cymru.</p>

Telerau ac amodau gwasanaeth

Cyflog cychwynnol	Gradd E: £24,523.91 - £31,143.17 y flwyddyn. (Wedi'i seilio ar gyflog llawn amser £25,925.28 i £32,922.78 y flwyddyn)
Hyd y contract	Dros dro – 6 mis
Oriau'r contract	35 awr yr wythnos.
Gwyliau blynyddol	27 diwrnod adeg penodi, yn codi i 32 diwrnod ar ôl 5 mlynedd o wasanaeth, ynghyd ag un diwrnod braint adeg y Nadolig ac 8 gŵyl banc (ar gyfer staff llawn amser). Pro rata ar gyfer staff rhan-amser.
Cyfnod prawf	Mae cyfnod prawf o 1 mis yn berthnasol i'r swydd hon.
Gwiriad GDG	Nodwch y bydd yn ofynnol i ymgeiswyr llwyddiannus ddarparu Datgeliad Manwl gan y Gwasanaeth Datgelu a Gwahardd.
Mae pob penodiad newydd yn ddibynnol ar dderbyn geirdaon boddhaol, adroddiad meddygol ac Archwiliad o Euogfarnau Troseddol a phrawf o'ch hawl i weithio yn y DU.	

Manteision i'n staff

Gwyliau blynyddol	<p>27 diwrnod adeg penodi, yn codi i 32 diwrnod ar ôl 5 mlynedd o wasanaeth, ynghyd ag un diwrnod braint adeg y Nadolig ac 8 gŵyl banc (ar gyfer staff amser llawn). Defnyddir sail pro rata i gyfrifo gwyliau staff rhan amser.</p>
Oriau Hyblyg	<p>Rydym yn gweithredu system oriau gwaith hyblyg er mwyn galluogi staff i daro cydbwysedd rhwng eu bywyd cartref a gwaith ac er mwyn helpu i reoli eu hamser mewn ffordd sydd mor effeithiol â phosibl. Mae'r cynllun yn agored i bawb heblaw staff sy'n gweithio ar sail rota. Caiff staff newydd wybod a fyddan nhw'n cymryd rhan yn y cynllun ai peidio adeg eu penodi.</p>
Pensiwn	<p>Rydym yn gweithredu cynllun pensiwn Enillion Cyfartalog Gyrfa wedi'u Hailbriso ("Cynllun pensiwn Amgueddfa Cymru"). Os ydych yn cael eich cyflogi gan yr Amgueddfa ar gytundeb parhaol neu dymor penodol o dros 2 flynedd, byddwch yn ymuno â'r Cynllun yn awtomatig fel rhan o'ch cytundeb cyflogaeth.</p> <p>Mae'n ddyletswydd statudol ar yr Amgueddfa, dan ddeddfwriaeth cofrestru awtomatig, i roi staff cymwys ar gynllun cofrestru awtomatig. Mae'r Cynllun yn un cymhwysol at ddibenion cofrestru awtomatig, ac felly gellir ei ddefnyddio i gydymffurfio â deddfwriaeth cofrestru awtomatig. Os ydych yn aelod cymwys o staff byddwch yn cael eich cofrestru'n awtomatig i'r Cynllun yn dilyn cyfnod gohirio cychwynnol o 3 mis (er y gellir gwneud cais i ymuno yn gynharach).</p> <p>Os nad ydych yn gymwys i ymuno â'r Cynllun, gallwch wneud cais i ymuno.</p> <p>Mae'r cyfraniad a dalwch fel aelod o staff yn dibynnu ar eich gradd a swm eich enillion pensiynadwy. Ar hyn o bryd mae staff Gradd A yn talu 6%, Graddau B a C yn talu 8%, a Graddau D ac uwch yn talu 9%.</p>
Cyfnwid Cyflog	<p>Mae'r Amgueddfa yn gweithredu trefniant Cyfnwid Cyflog ar gyfer aelodau o'r Cynllun. Mae cymryd rhan yn wirfoddol, ac nid yw'n addas ar gyfer pob aelod o staff.</p>
Datblygiad a Hyfforddiant	<p>Mae Amgueddfa Cymru wedi ymrwymo i ddarparu cyfleoedd</p>

Hyfforddiant Cychwynnol	datblygu a hyfforddi ardderchog ar gyfer pob gweithiwr cyflogedig. Rydym yn darparu sesiwn Hyfforddiant Cychwynnol cynhwysfawr ar gyfer pob aelod newydd o staff ar ôl eu penodi.
Talebau Gofal Plant:	Mae cynllun talebau gofal plant ar gael sy'n golygu y gallwch dderbyn rhan o'ch cyflog fel talebau gofal plant nad oes rhaid talu treth na chyfraniadau Yswiriant Cenedlaethol ar eu cyfer (gwerth hyd at £55 yr wythnos). Gellir defnyddio'r talebau i dalu'ch darparwr gofal plant.
Arferion Gweithio sydd o Gymorth i Deuluoedd	Rydym yn cynnig amrywiaeth o arferion gweithio sydd o gymorth i deuluoedd fel enghraifft absenoldeb mamolaeth/tadolaeth, absenoldeb mabwysiadu, seibiant gyrfu, absenoldeb estynedig ac amrywio oriau gwaith.
Cynllun Benthyciadau Teithio	Gall staff wneud cais am fenthyciad di-log i brynu tocyn bws blynyddol neu chwarterol neu docyn trên tymhorol hyd at £1,500 neu feic hyd at £300.
Cynllun Iechyd a Ffitrwydd	Mae'r Adran Adnoddau Dynol wedi sefydlu cynllun aelodaeth o glybiau ffitrwydd i staff am bris gostyngol arbennig sy'n arbed 25% ar gost aelodaeth safonol.
Cyfarpar Sgrin Arddangos	Bydd Amgueddfa Cymru yn trefnu (ar gyfer staff sydd fel arfer yn defnyddio offer sgrin arddangos (OSA) am gyfnodau parhaus neu bron yn parhaus am awr neu fwy ar y tro bob dydd) i gael cyfradd ostyngol ar sbectol yn Specsavers.

Parhad/...

<p>Cynlluniau buddion:</p>	<p>Benenden Healthcare</p> <p>Darparwyr gofal iechyd o'r radd flaenaf heb orfod talu yswiriant meddygol drud. Mae rhagor o wybodaeth ar y Fewnrwyd neu ewch i www.benenden.co.uk</p> <p>Cymdeithas Gwasanaethau Iechyd ac Ysbytai Cymru (WHA)</p> <p>Gall WHA eich helpu gyda chostau gofal iechyd bob dydd megis costau deintyddol, optegol a ffisiotherapi. Mae rhagor o fanylion ar y wefan www.whahealthcare.co.uk</p> <p>Cynllun Undeb Credyd</p> <p>Rydym yn cynnig ffordd hawdd i weithwyr ymuno ag Undeb Credyd Caerdydd. Aelodau'r cynllun yw perchnogion a rheolwyr Undeb Credyd Caerdydd, sefydliad cynilo a benthyg gaiff ei reoli er lles ei aelodau. Mae'n lle syml a chyfleus i gynilo ac yn caniatáu benthyciadau isel eu cost. Ceir rhagor o fanylion gan yr Adran Adnoddau Dynol.</p>
<p>Cynllun gostyngiad i staff</p>	<p>Mae gan bob aelod staff hawl i ostyngiad o 20% yn siopau Amgueddfa Cymru a gostyngiad o 25% yn y caffis.</p>
<p>Undebau llafur</p>	<p>Mae gan aelodau staff yr hawl i ymaelodi ag undeb llafur cofrestredig a chymryd rhan ar unrhyw adeg briodol yng ngweithgareddau'r corff rydych chi'n rhan ohono, gan gynnwys ymgeisio am swydd a'i chyflawni. Yr undebau a gydnabyddir gan Amgueddfa Cymru yw Prospect, PCS a FDA.</p>

Sut i wneud cais:

Dylai ymgeiswyr am y swydd lenwi'r ffurflen gais sydd ar gael ar dudalen Swyddi ein gwefan sef www.amgueddfacymru.ac.uk. Mae'r ffurflen yn rhoi cyfle i chi egluro sut mae eich cymwysterau, eich profiad a'ch rhinweddau personol yn eich gwneud yn ymgeisydd addas ar gyfer y swydd hon.

Cewch gyflwyno'ch cais yn Gymraeg. Ni fydd unrhyw gais a gyflwynir yn Gymraeg yn cael ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg.

Dylech dychwelyd eich ffurflen i'r cyfeiriad ebost hwn:

ad@amgueddfacymru.ac.uk

neu ei phostio i'r:

Adran Adnoddau Dynol
Amgueddfa Cymru
Parc Cathays
Caerdydd
CF10 3NP

Ffôn: (029) 2057 3306

**Sylwer bod rhaid i bob cais am swydd ein cyrraedd erbyn
5pm ar y dyddiad cau.**

Ni fyddwn yn derbyn ceisiadau ar ôl hynny.

Bydd angen i chi gyflwyno'r ffurflenni Archwilio Cefndir a Monitro cyn i ni brosesu eich cais.

Defnyddiwch y darn o'r ffurflen gais dan y pennawd 'Y swydd yr ymgeisir amdani' i nodi'r glir ai swydd llawn neu rhan amser sydd gennych mewn golwg (neu'r ddwy).

Peidiwch ag anfon CV, dim ond ffurflenni cais gaiff eu hystyried.

Yn anffodus, oherwydd y nifer o geisiadau a ddisgwylir mewn perthynas â'r swydd hon, ni fydd yn bosibl i ni ysgrifennu'n bersonol at bob ymgeisydd aflwyddiannus. Fodd bynnag, bydd cyfweiliadau yn cael eu cynnal fel arfer o fewn tair wythnos i'r dyddiad cau.

Noder, bydd y gost o anfon y ffurflen gais ac unrhyw atodiadau yn ôl i'r Adran Adnoddau Dynol yn fwy na phris un stamp dosbarth cyntaf.

Mae Amgueddfa Cymru yn gyflogwyr cyfle cyfartal. Croesewir ceisiadau o bob rhan o'r gymuned.