Disgrifiad Swydd

Gofalydd Penwythnos
Sain Ffagan Amgueddfa Werin Cymru

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, sef **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 chant 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 ymrwymiadau hyn.

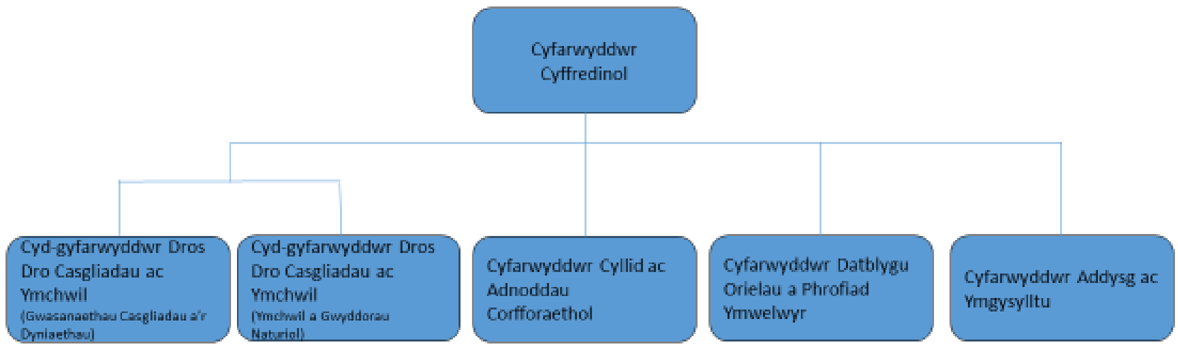
Gwneud gwahaniaeth i Gymru: newid bywydau trwy weithio gyda chyrff lleol a chenedlaethol i greu Cymru hapusach, iachach a mwy cynaliadwy, lle mae diwylliant yn hygyrch i bawb a'r economi'n ffynnu.

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 chydgysylltiedig 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



Teitl y swydd: Gofalydd Penwythnosau

Yn gyfrifol i: Bydd y deiliad swydd yn gyfrifol yn uniongyrchol i un o 8 Arolygwyr, ac yn y pen draw, i'r Prif Ofalwr.

Pwrpas y swydd

i) Croesawu a chynorthwyo ymwelwyr â'r safle, rhoi gwybodaeth gyffredinol am y safle a gwybodaeth fwy penodol am leoliadau ac arddangosfeydd allweddol yn ôl yr angen.

ii) Sicrhau diogelwch y safle yn gyffredinol a darparu presenoldeb diogelwch mewn lleoliadau allweddol er mwyn diogelu casgliadau ac eiddo Amgueddfa Cymru yn Sain Ffagan: Amgueddfa Werin Cymru.

iii) Sicrhau diogelwch a lles ymwelwyr â'r safle.

Amcanion a Chyfrifoldebau:

Gofal Cwsmeriaid

- Helpu i greu awyrgylch croesawgar ar gyfer pob ymwelydd â'r safle a chyfrannu at y safon uchel o ofal cwsmeriaid a ddisgwylir.
- Darparu lefel uchel o ofal cwsmer i holl ymwelwyr a staff·
- Meddu ar wybodaeth a dealltwriaeth o'r casgliad ar y safle er mwyn cyfoethogi profiad ymwelwyr â'r safle drwy gyfrannu gwybodaeth benodol ar agweddau o'r casgliad a helpu i ddehongli'r casgliad a dod ag ef yn fyw.

Sgiliau Cyfathrebu

- Mae'r gallu i siarad yn rhugl yn y Gymraeg a Saesneg yn ofynnol yn y swydd hon. Er enghraifft, y gallu i ateb ymholiadau gan ymwelwyr a rhoi gwybodaeth ar y casgliadau yn Gymraeg a Saesneg.

  Y mae Hyfforddiant a Datblygiad ar gael ar gyfer pawb o staff Amgueddfa Cymru sydd yn teimlo fod angen cefnogaeth arnynt yn unrhyw un o'r meysydd uchod yn Gymraeg a Saesneg.

Diogelwch

- I weithio fel rhan o dîm i ddarparu presenoldeb diogelwch effeithlon ac effeithiol ar y safle yn gyffredinol ac mewn lleoliadau penodol fel bo angen. Bydd Gofalwyr yn gweithio yn ôl rota ac mae'n ofynnol i staffio lleoliadau penodol ac i ddarparu diogelwch patrol ar draws meysydd amrywiol o'r safle.

- Gweithredu i warchod adeiladau ac eiddo'r amgueddfa rhag lladrad a difrod.

Iechyd a Diogelwch

- I sicrhau cydymffurfiad â darpariaethau iechyd a diogelwch yn ymwneud ag ymwelwyr â'r safle, contractwyr a staff yr amgueddfa.

- Cyflawni dyletswyddau glanhau cyffredinol a chyfrannu at y safonau cyffredinol uchel o ymddangosiad y safle.

- Ymgymryd â dyletswyddau porthora, symud gwrthrychau, offer a deunyddiau eraill yn ôl y gofyn, gan ystyried rheolau iechyd a diogelwch a gofalu am y deunyddiau.

Corfforaethol

1. Cyfrannu’n llawn at gefnogi egwyddorion ac arferion cyfle cyfartal fel yr amlinellir ym Mholisi Cydraddoldeb ac Amrywiaeth y sefydliad.

2. Cefnogi gwaith yr adran o gydymffurfio â pholisïau’r Amgueddfa ar Gynaliadwyedd a’r Iaith Gymraeg.

3. 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.

4. 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.

Manyleb y Person

Sgiliau Penodol i'r Swydd

Bydd gofyn i'r ymgeisydd llwyddiannus ddangos ei fod yn meddu ar y nodweddion canlynol (gweler y "**Canllawiau Recriwtio**" am gyngor ar sut i lenwi'r ffurflen gais):

SGILIAU ANGHENRHEIDIOL	
Sgiliau Penodol i'r Swydd 1*	**Tystiolaeth o sgiliau gofal cwsmer:** ee. unrhyw brofiad o drin cwsmeriaid.
Sgiliau Penodol i'r Swydd 2*	**Y gallu i siarad yn rhugl yn y Gymraeg:** ee. y gallu i ateb ymholiadau gan ymwelwyr a'r gallu i rhoi gwybodaeth yn Gymraeg.
Sgiliau Penodol i'r Swydd 3*	**Tystiolaeth o drin arian neu phrofiad diogelwch:** ee. profiad o drin arian; hyfforddiant mewn diogelwch radio, teledu cylch cyfyng neu fesurau dechnoleg.
Sgiliau Penodol i'r Swydd 4*	**Tystiolaeth o sgiliau ymdrin a Iechyd a Diogelwch:** ee. cynnal Asesiadau Risg, Cymorth Cyntaf, Trin â Llaw, Gweithio ar Uchder, Hyfforddiant COSHH.
Sgiliau Penodol i'r Swydd 5	Ddim yn berthnasol
SGILIAU DYMUNOL	
Gwybodaeth:	Ymwybyddiaeth o'r trefniadau yn achos tân ac argyfyngau eraill.
	Diddordeb yng nghasgliadau Sain Ffagan: Amgueddfa Werin Cymru, a pharodrwydd i ddysgu rhagor amdanynt.
Profiad:	Byddai profiad blaenorol o weithio mewn amgueddfa neu amgylchedd tebyg yn fanteisiol.

Cymwyseddau Penodol i'r Swydd

Bydd gofyn i'r ymgeisydd llwyddiannus ddangos ei fod yn meddu ar y nodweddion canlynol (gweler y "**Canllawiau Recriwtio**" am gyngor ar sut i lenwi'r ffurflen gais):

Cymwyseddau Craidd	Esiampl
Gweithio'n bositif gydag eraill	Aelod gwerthfawr o dîm sy'n darparu cefnogaeth i eraill ac yn cyfrannu at feithrin diwylliant agored a gweithle cynhyrchiol.
Croesawu dysgu, newid a chreadigrwydd	Addasu i newid yn gyflym ac yn gydweithredol.
Ymroddiad i ganolbwyntio ar gwsmeriaid	Dangos ymroddiad ymarferol i ddarparu canlyniadau ardderchog i gwsmeriaid.
Cyrraedd canlyniadau effeithiol	Y gallu i ganolbwyntio'n glir ar yr hyn sydd i'w gyflawni ac sy'n darparu canlyniadau cyson.
Ymroddiad i amrywiaeth a chyfrifoldebau cymdeithasol	Dangos ymrwymiad i ddeall a chymhwyso'r egwyddorion amrywiaeth

Amodau a Thelerau Gwasanaeth

Cyflog Cychwynnol	Graddfa B £6,205.43 - £6,854.26 (wedi'i seilio ar cyflog llawn amser o £16,400.09- £18,114.83) Penodir yr ymgeisydd i'r lefel isaf ar y raddfa hon fel arfer.
Hyd y Contract	1 Swydd Parhaol 1 Swydd contract hyd at 3 Chwefror 2019
Oriau'r Contract	14 awr dros penwythnosau
Cyfnod Prawf	Mae cyfnod prawf o 6 mis yn berthnasol i'r swydd hon.
Mae unrhyw benodiadau newydd yn dibynnu ar dderbyn geirda boddhaol, adroddiad meddygol, archwiliad o euogfarnau troseddol a phrawf o'ch hawl i weithio yn y DU.	

Manteision i'n staff

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 amser llawn). Defnyddir sail pro rata i gyfrifo gwyliau staff rhan amser.
Oriau Hyblyg	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.
Pensiwn	Rydym yn gweithredu cynllun pensiwn Enillion Cyfartalog Gyrfa wedi'u Hailbrisio ("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. 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). Os nad ydych yn gymwys i ymuno â'r Cynllun, gallwch wneud cais i ymuno. 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%.
Cyfnewid Cyflog	Mae'r Amgueddfa yn gweithredu trefniant Cyfnewid Cyflog ar gyfer aelodau o'r Cynllun. Mae cymryd rhan yn wirfoddol, ac nid yw'n addas ar gyfer pob aelod o staff.
Datblygiad a Hyfforddiant **Hyfforddiant Cychwynnol**	Mae Amgueddfa Cymru wedi ymrwymo i ddarparu cyfleoedd 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	Rydym yn cynnig amrywiaeth o arferion gweithio sydd o gymorth i

Gymorth i Deuluoedd	deuluoedd fel enghraifft absenoldeb mamolaeth/tadolaeth, absenoldeb mabwysiadu, seibiant gyrfa, 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 barhaus am awr neu fwy ar y tro bob dydd) i gael cyfradd ostyngol ar sbectol yn Specsavers.

Parhad/…

Cynlluniau buddion:	***Beneden Healthcare Society*** Darparwyr gofal iechyd o'r radd flaenaf heb orfod talu yswiriant meddygol drud. Mae rhagor o wybodaeth ar y Fewnrwyd neu ewch i www.beneden.org.uk **Cymdeithas Gwasanaethau Iechyd ac Ysbytai Cymru (WHA)** 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 **Cynllun Undeb Credyd** 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.
Cynllun gostyngiad i staff	Mae gan bob aelod staff hawl i ostyngiad o 20% yn siopau Amgueddfa Cymru a gostyngiad o 25% yn y caffis.
Undebau llafur	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.

Sut i ymgeisio:

Dylai ymgeiswyr am y swydd lenwi'r ffurflen gais ar-lein sydd ar gael ar dudalen Swyddi y *fewnrwyd*. 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.

Dylech dychwelyd eich ffurflen i'r cyfeiriad e-bost hwn:
ad.swyddi@amgueddfacymru.ac.uk
neu ei phostio i'r:

Adran Adnoddau Dynol
Amgueddfa Cymru
Parc Cathays
Caerdydd
CF10 3NP

Ffôn: (029) 2057 3306 Ffacs: (029) 2057 3370

Nodwch bod rhaid i bob cais am swydd ein cyrraedd erbyn 5.00 pm 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.

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

Job Description

Weekend Museum Assistant
St Fagans National History Museum

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.

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.

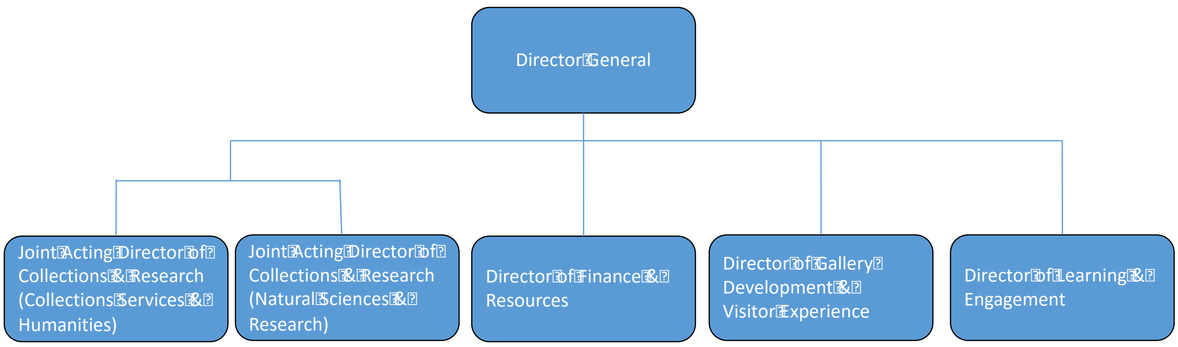
Museum experience. Visitors experience high quality museums, exhibitions and public spaces for enjoyment and learning.

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



Job title:
Museum Assistant

Responsible to:
The direct line management is through one of 8 Supervising Museum Assistants and in turn to the Visitor Services Manager.

Main Purpose of the post:

i) To welcome and assist visitors to the site, providing general site information and more specific information in relation to key locations and exhibits as required.

ii) To ensure security of the site in general and to provide a security presence at key locations in order to safeguard the collections and property of the National Museums & Galleries of Wales at St Fagans Natural History Museum.

iii) To ensure the safety and welfare of visitors to the site.

Objectives and Responsibilities

<u>Customer care</u>

- To present a welcoming presence for all visitors to the site and contribute to the high standards of customer care required.
- Provide a high-level of customer care to all visitors and staff.
- To gain and maintain a knowledge and understanding of the collection on the site in order to enhance the experience of visitors to the site by providing specific information on aspects of the collection, helping to interpret the collection and bring it to life.

<u>Communications Skills</u>

- This post requires the ability to speak fluently in both Welsh and English. For example the ability to answer visitor enquiries and provide information on the collections in both Welsh and English.

  Training and Development is available for all Amgueddfa Cymru staff who feel they need support in any of the above areas in both Welsh and English.

Security

- To work as part of a team to provide a highly efficient and effective security presence on the site in general and at specific locations as required. Museum Assistants work according to a rota and are required to staff specific locations and to provide patrol security across various areas of the site.

- To prevent theft and damage to museum buildings and property.

Health & Safety

- To ensure compliance with health and safety provisions relating to visitors to the site, to contractors and to museum staff.

- To carry out general cleaning duties and to contribute to the overall high standards of appearance of the site.

- To undertake portering duties, moving artefacts, equipment and other materials as required, having regard to health and safety rules and the care of the materials.

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 support the department's compliance with Amgueddfa Cymru's policies on Sustainability and 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.

Person Specification

Job Specific Skills

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

ESSENTIAL SKILLS	
Job Specific Skill 1*	**Evidence of customer care skills** e.g. any customer handling experience.
Job Specific Skill 2*	**Ability to speak fluently in Welsh** e.g. the ability to answer visitor enquiries and provide information in Welsh.
Job Specific Skill 3*	**Evidence of money handling or security experience** e.g. money handling; training in radio, CCTV or other security technology measures.
Job Specific Skill 4*	**Evidence of Health & Safety skills** e.g. Carrying out Risk Assessments, First Aid, Manual Handling, Working at Heights, COSHH Training.
Job Specific Skill 5	**Not applicable**
DESIRABLE SKILLS	
Knowledge:	Awareness of fire and emergency procedures
	An interest in and willingness to learn more about the collections at St Fagans Natural History Museum.
Experience:	**Museum experience** e.g. previous experience of working in a museum or similar environment would be advantageous

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	A valued member of the team who provides support to others and contributes to creating an open culture and productive working environment.
Embracing Learning, Change and Creativity	Adapts to change quickly and co-operatively.
Commitment to Customer focus	Demonstrates a genuine and practical commitment to deliver excellent results for customers.
Delivery of effective outcomes	An 'all hands on deck' attitude that remains focused on what needs to be delivered and does indeed deliver consistent results.
Commitment to Diversity & Social Responsibilities	Demonstrates a commitment to understand and apply the principles of diversity.

Terms and conditions of service

Starting Salary	Grade B £6,205.43 - £6,854.26 (Based on the FTE salary of £16,400.09- £18,114.83) Appointment will normally be to the minimum of the salary scale for this grade.
Contract Length	1 Permanent role 1 Role Fixed term until 3 February 2019
Contract Hours	14 hours per week over weekends.
Probation	The post is subject to a probationary period of 6 months
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

Annual leave	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.
Flexitime	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.
Pension	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 . 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). If you are not eligible to join the Scheme, you may also make a request to do so. 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%.
Salary Exchange	The Museum operates a Salary Exchange Scheme for members of the Scheme. Participation is voluntary and is not suitable for all employees.
Training & development **Induction training**	We are committed to providing excellent training and development opportunities for all employees. 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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Benefit schemes:	**Beneden Healthcare Society:** Providers of first class healthcare without expensive medical insurance. Further information can be found on the Museum Intranet or at www.beneden.org.uk **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 **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.
Staff discount scheme	All staff are entitled to 20% discount in Amgueddfa Cymru's shops and 25% discount in the cafes.
Trade unions	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.

How to apply:

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

Completed forms should be returned by e-mail to:
hr.jobs@museumwales.ac.uk

or posted to the:

Human Resources Department
Amgueddfa Cymru - National Museum Wales
Cathays Park
Cardiff
CF10 3NP

Telephone: (029) 2057 3306 Fax: (029) 2057 3370

Please note that all vacancies close at 5.00 pm on the closing date. No applications will be accepted after this time

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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.

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