

Prentis Crefft Mwyngloddio Big Pit Amgueddfa Lofaol Cymru

Cefndir

Wedi'i sefydlu gan Siarter Brenhinol ym 1907, Amgueddfa Cymru yw sefydliad diwylliannol pwysicaf Cymru, ac un o'r amgueddfeydd mwyaf yn y Deyrnas Unedig. Mae'r Amgueddfa yn geidwad ar gasgliad amrywiol sydd ag arwyddocâd rhyngwladol, ac mae'n arwain ym maes addysg a chyfranogiad diwylliannol.

Mae Amgueddfa Cymru yn gofalu am saith amgueddfa genedlaethol Cymru: Amgueddfa Genedlaethol Caerdydd; Sain Ffagan Amgueddfa Werin Cymru; Big Pit Amgueddfa Lofaol Cymru, Blaenafon; Amgueddfa Wlân Cymru, Dre-fach Felindre; Amgueddfa Lleng Rufeinig Cymru, Caerllion; Amgueddfa Lechi Cymru, Llanberis; ac Amgueddfa Genedlaethol y Glannau, Abertawe. Mae gan Amgueddfa Cymru hefyd Ganolfan Gasgliadau Genedlaethol yn Nantgarw, ger Caerdydd.

Cyfanswm Cymorth Grant Llywodraeth Cymru i Amgueddfa Cymru yn 2016-17 oedd £21 miliwn. Mae'r Amgueddfa'n cyflogi dros 600 o staff, ac yn denu tua 1.7 miliwn o ymwelwyr bob blwyddyn, cynnydd o 70% ers cyflwyno mynediad am ddim. Rydym yn derbyn tua 2 filiwn o ymweliadau â'n gwefan bob blwyddyn.

Mae dros 5 miliwn o eitemau unigol yn ein casgliadau, sy'n cynnwys celf a dylunio, hanes ac archaeoleg a'r gwyddorau naturiol.

Mae is-gwmni masnachol sy'n llwyr eiddo i Amgueddfa Cymru – Mentrau Amgueddfeydd ac Oriolau Cenedlaethol Cymru Cyfyngedig (AOCC) – sydd â chyfarwyddwyr anweithredol a gyfetholwyd gydag arbenigedd perthnasol. Prif weithgareddau Mentrau AOCC Cyf yw gwerthiant yn siopau Amgueddfa Cymru, arlwy, parcio ceir, trwyddedu lluniau, llogi corfforaethol, elw trwy werthu neu fenthg arddangosfeydd, a hawliau ffilmio. Mae'r cwmni'n trosglwyddo'i elw i Amgueddfa Cymru fel Cymorth Rhodd.

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

Ein Gweledigaeth

Yn 2015 cytunodd Amgueddfa Cymru ar Weledigaeth newydd i'r dyfodol er mwyn "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. Mae ein casgliadau gwyddorau naturiol yn helpu i roi cyd-destun o fioamrywiaeth a geoamrywiaeth Cymru, ac yn amlygu lle Cymru o fewn y byd ehangach. Rydyn ni'n atebol i'n cenedl am ein defnydd o'r hadnoddau hyn.

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

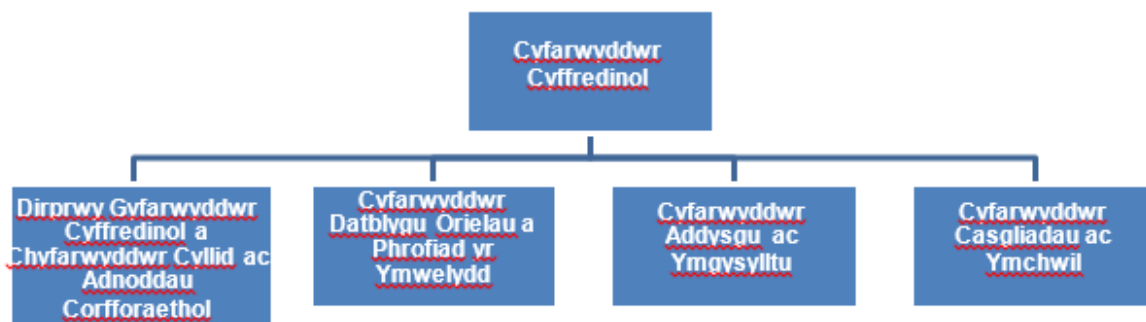
Profiad ar-lein: mae defnyddwyr yn cael profi amgueddfa ddigidol hygyrch a chydgysylltiedig gan ymgysylltu, bod yn greadigol a dysgu.

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.

Yr Uwch Dîm Rheoli

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



Cefndir

Big Pit Amgueddfa Lofaol Cymru

Mae Big Pit yn un o brif atyniadau twristiaid y DU, a daeth yn rhan o Amgueddfa Cymru ym mis Chwefror 2001. Mae Big Pit yn bwl glo gweithredol ac yn un o amgueddfeydd mwyngloddio mwyaf blaenllaw Prydain. Mae'n unigryw gan ei bod yn cynnig teithiau tanddaearol i ymwelwyr wedi'u harwain gan gyn lowyr.

Mae Big Pit yn rhan annatod o gymuned Blaenafon, gafodd statws treftadaeth byd gan UNESCO yn 2000 am ei threftadaeth ddiwydiannol unigryw a'i chyfraniad tuag at ddiwydiannau haearn a glo.

Teitl y Swydd: Prentis Crefft Mwyngloddio

Atebol i'r: Rheolwr y Pwll

Rheolwr llinell: Dirprwy Reolwr y Pwll

Prentisiaeth wedi'i monitro gan: Pennaeth yr Amgueddfa

Prif ddiben y swydd:

Cafodd y Prentisiaeth hon ei datblygu'n benodol er mwyn sicrhau bod gan weithwyr Big Pit y sgiliau technegol angenrheidiol er mwyn parhau i groesawu'r cyhoedd i ffasyd glo hanesyddol yr amgueddfa eiconig hon.

Bydd y Prentisiaid yn dysgu'r sgiliau gofynnol i redeg Big Pit a chael gwybodaeth am offer, deddfwriaeth a thechnegau glofaol. Mae'r Prentisiaethau'n rhan bwysig o gynllun olyniaeth Big Pit er mwyn sicrhau bod y cyhoedd yn gallu parhau i fwynhau'r profiad dan ddaear yn yr Amgueddfa a dysgu am hanes diwydiant glo'r genedl. Hefyd, mae'r prentisiaethau yn rhan o ymrwymiad parhaus Amgueddfa Cymru i wella'r sylfaen sgiliau traddodiadol yma yng Nghymru.

Bydd angen i brentisiaid ddilyn hyfforddiant galwedigaethol a chwblhau cymwysterau MPQC (Minerals Product Qualification Council). Hefyd, bydd prentisiaid yn cael profiad ymarferol o weithio ochr yn ochr ag aelodau o'r tîm cynnal a chadw ar dasgau a phrojectau rheolaidd a rhai cynnal a chadw mawr. Bydd y Prentisiaid hefyd yn hyfforddi i fod yn aelodau rhan-amser o Dîm Achub y Pyllau. Yn dilyn cyfnod hyfforddi cychwynnol o 6 mis, bydd y Prentis Crefft mwyngloddio yn dod yn Dywysydd Dan Ddaear, gan arwain teithiau o dan y ddaear i ymwelwyr yr Amgueddfa a gwneud gwaith cynnal a chadw a gweithdrefnau iechyd a diogelwch yn unol â'r gyfraith. Efallai y bydd cyfleoedd datblygu gyrfa pellach ar gael ar ôl cwblhau'r brentisiaeth.

Prif dasgau a chyfrifoldebau:

Penodol i'r swydd

1. Datblygu'r sgiliau technegol wrth gyflawni tasgau dan ddaear dan arweiniad staff yr amgueddfa.

2. Hyfforddi a chynorthwyo mewn gwaith rheolaidd o dan ddaear, a chynnal archwiliadau statudol yn unol â Chynllun Cynnal a Chadw Arfaethedig y Rheolwr ar gyfer y pwll, ac unrhyw weithdrefnau a statudau perthnasol, Rheolau'r Rheolwr a chodau ymddygiad.
3. Dilyn hyfforddiant academiaidd ac ymarferol ac ennill y cymwysterau a'r profiad angenrheidiol ar gyfer y rôl.
4. Cynorthwyo'r Adran Fwyngloddio mewn unrhyw weithgareddau cynnal a chadw eraill, mewn rolau sy'n cyd-fynd â sgiliau, profiad a hyfforddiant y prentisiaid.
5. Helpu i redeg teithiau tanddaearol mewn rolau amrywiol sy'n cyd-fynd â sgiliau, profiad a hyfforddiant y prentisiaid.
6. Glanhau a chynnal a chadw pob rhan o'r pwll tanddaearol.
7. Cynnal gweithdrefnau iechyd a diogelwch a chynnal asesiadau risg a gweithdrefnau/dyletswyddau eraill.
8. Hyfforddi i fod yn aelod rhan-amser o dîm Gwasanaeth Achub y Pyllau.
9. Helpu gyda datblygiad parhaus Big Pit fel bo'r angen.

Corfforaethol

1. Ymroi yn llawn i gefnogi egwyddorion cyfle cyfartal fel yr amlinellir ym Mholisi Cydraddoldeb ac Amrywiaeth y sefydliad a'u gweithredu.
2. Sicrhau bod yr adran yn cydymffurfio 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.

Canlyniadau

1. Meithrin y sgiliau angenrheidiol i redeg Big Pit.
2. Datblygu gwybodaeth am offer, deddfwriaeth a thechnegau mwyngloddio a chyflawni cymwysterau MPQC a Gwasanaeth Achub y Pyllau yn llwyddiannus.
3. Cwblhau'r rhaglen brentisiaeth yn llwyddiannus o fewn yr amseroedd dynodedig.

Manyleb y Person

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):

HANFODOL	DYMUNOL
Gwybodaeth Angenrheidiol	
Gwybodaeth am ddiwydiant glo Cymru a diddordeb mewn gyrfa yn y sector treftadaeth.	
Parodrwydd i ddatblygu gwybodaeth a sgiliau gan gynnwys sgiliau a dulliau traddodiadol o weithio.	
Profiad Angenrheidiol	
Gweithio'n effeithiol mewn tîm.	Profiad o iechyd a diogelwch yn y gweithle, cadw pob dim yn daclus ac mewn trefn a dulliau diogel o weithio.
Cymwysterau Academaidd / Safon Addysg	
Ymrwymo i weithio tuag at gymwysterau MPQC a Gwasanaeth Achub y Pyllau	TGAU mewn Saesneg a Mathemateg neu gyfwerth.
Sgiliau Angenrheidiol	
Sgiliau cyfathrebu rhagorol a'r gallu i ymgysylltu ag ymwelwyr yr Amgueddfa.	Y gallu i gyfathrebu drwy gyfrwng y Gymraeg neu barodrwydd i ddysgu.
Sgiliau trefnu rhagorol gan gynnwys y gallu i flaenoriaethu gwaith, gweithio ar nifer o brojectau ar y tro, a gweithio gydag amserlen groestynnol a phwysau gwaith amrywiol.	

Ffactorau Personol Angenrheidiol	
Dealltwriaeth o egwyddorion cydraddoldeb ac amrywiaeth parthed gwaith Amgueddfa Cymru a'r gallu i'w rhoi ar waith.	
Diddordeb yng ngwaith Amgueddfa Cymru ac ymroddiad i'r gwaith hwnnw.	
Yn ddigon cyfforddus i weithio o dan ddaear ac mewn mannau cyfyng.	

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'r tîm sy'n darparu cymorth i eraill ac sy'n cyfrannu at ddiwylliant agored ac amgylchedd gwaith cynhyrchiol - Dangos agwedd gadarnhaol ac yn darparu adborth amserol ac adeiladol i bob aelod o'r tîm.
Croesawu dysgu, newid a chreadigrwydd	- Awch i ddysgu. Yn trwytho cymaint ag y bo modd mewn gwybodaeth a phrofiad perthnasol - Dangos ymrwymiad personol i ddysgu, twf a newid parhaus.
Ymroddiad i ganolbwyntio ar gwsmeriaid	- Dangos gwir awydd i weithio gyda'u cwsmeriaid a'u gwasanaethu nhw. - Ymgysylltu'n gadarnhaol â chwsmeriaid, meithrin dealltwriaeth glir o'u hanghenion ac yn gwneud popeth posib i'w bodloni nhw.
Cyrraedd canlyniadau effeithiol	- Yn gallu blaenoriaethu'n briodol. Dangos ymdeimlad da o flaenoriaethau, yn strwythuro llwyth gwaith yn effeithiol ac yn cyflawni canlyniadau sy'n gyson dda. - Agwedd 'bwrw iddi' sy'n parhau i ganolbwyntio ar beth sydd angen ei gyflawni, ac yn cyflawni canlyniadau sy'n gyson dda.
Ymroddiad i amrywiaeth a chyfrifoldebau cymdeithasol	- Gwneud cyfraniad gweithgar a chefnogol i sicrhau bod yr Amgueddfa yn lle cynhwysol a gwerth chweil i ymwelwyr a staff o gefndiroedd amrywiol. - Hyrwyddo iechyd a diogelwch ar draws pob elfen o waith yr Amgueddfa.

Amodau a Thelerau Gwasanaeth

Cyflog cychwynnol	Gradd B £17,161.57 - £19,295.98 Penodir yr ymgeisydd i'r lefel isaf ar y raddfa hon fel arfer Ar ôl cyfnod hyfforddi cychwynnol o chwe mis a chwblhau'r gofynion hyfforddiant yn llwyddiannus, bydd y Prentis Crefft Mwyngloddio yn dod yn Dywysydd Dan Ddaear Gradd C (£19,169.56-£23,602.38).
Hyd y Contract	Parhaol
Oriau'r contract	37 awr yr wythnos
Cyfnod prawf	Mae cyfnod prawf o 6 mis yn berthnasol i'r swydd hon.
Mae pob penodiad newydd yn ddibynnol ar dderbyn geirdaon boddhaol, adroddiad meddygol ac Archwiliad o Euogfarnau Troseddol yn ogystal â 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	Mae Amgueddfa Cymru wedi ymrwymo i ddarparu cyfleoedd datblygu a hyfforddi ardderchog ar gyfer pob gweithiwr cyflogedig.
Hyfforddiant Cychwynnol	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 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.
Cynlluniau buddion:	Benenden Healthcare 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 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 benthycy 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 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.

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 cyfweliadau 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.

Mining Craft Apprentice Big Pit: National Coal Museum

Established by Royal Charter in 1907, Amgueddfa Cymru – National Museum Wales is one of the largest museums in the United Kingdom, and the most important cultural institution in Wales. The Museum is the custodian of internationally significant, diverse collections and a leader in education and cultural participation.

Amgueddfa Cymru is responsible for Wales' seven national museums: National Museum Cardiff; St Fagans: National History Museum; Big Pit: National Coal Museum in Blaenavon; National Wool Museum in Dre-fach, Felindre; National Roman Legion Museum in Caerleon; National Slate Museum in Llanberis, Snowdonia, and the National Waterfront Museum, Swansea. Amgueddfa Cymru also has a National Collections Centre near Cardiff.

Amgueddfa Cymru's total Grant-in Aid from the Welsh Government in 2016-17 was £21 million. It employs over 600 staff and has around 1.7 million visitors annually, an increase of 70% on pre free-entry levels. We have approximately 2 million annual visits to our website.

There are over 5 million individual items in our collections, embracing art and design, history and archaeology, and natural sciences.

Amgueddfa Cymru has a wholly owned trading subsidiary, National Museums and Galleries of Wales (NMGW) Enterprises Ltd, with co-opted Non-Executive Directors with relevant expertise. The main activities of the company are sales at all the Amgueddfa Cymru's retail outlets, catering, car parking charges, image licensing, corporate hire lettings, proceeds from the sale or loan of exhibitions and filming rights. The company remits its profits to Amgueddfa Cymru by means of Gift Aid.

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 organization, and to ensure proper management of its resources.

Our Vision

In 2015 Amgueddfa Cymru agreed a new Vision, "Inspiring people, changing lives", to guide all future activities. 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 created by people and communities. Our collections and other resources partly come from the society of

which we are part, and are continually renewed through our work with the public. Our natural sciences collections effect the biodiversity and geodiversity of Wales and make comparisons on a global scale. 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 organizations 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.

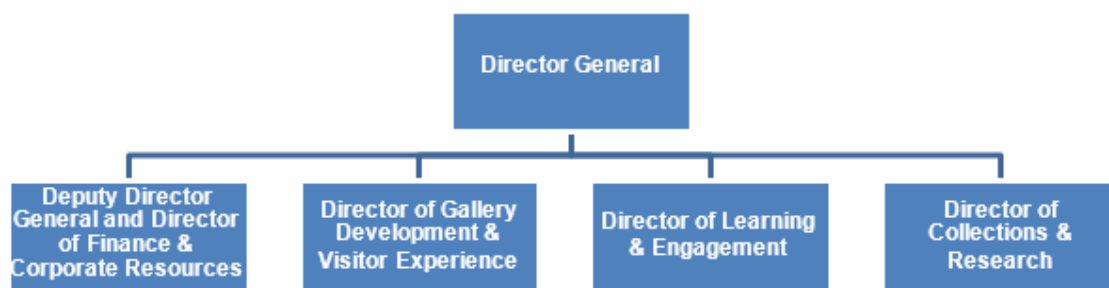
Online experience. Users experience a connected and accessible digital museum for engagement, creativity and learning.

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.

The Senior Management Team

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 the SMT, approves policies and reviews significant projects and initiatives.



Background

Big Pit: National Coal Museum

One of the UK's leading tourist attractions, Big Pit became part of Amgueddfa Cymru – National Museum Wales in February 2001. Big Pit is a real coal mine and one of Britain's leading mining museums. It is unique in offering visitors underground tours of the mine led by former miners.

Big Pit is an integral part of the community of Blaenavon, awarded world heritage status by UNESCO in 2000 for its unique industrial heritage and contribution to the iron making and coal making industry.

Job Title: Mining Craft Apprentice

Responsible to: Mine Manager

Line Managed by: Deputy Mine Manager

Apprenticeship monitored by: Head of Museum

Main purpose of the post:

This Apprenticeship was developed specifically to ensure that Big Pit has the necessary technical skills to maintain public access to the historic underground workings of this iconic museum.

The Apprentices will learn the skills needed in the operation of Big Pit and to acquire knowledge about mining equipment, legislation and techniques. The Apprenticeships are an important part of the succession plan for Big Pit to ensure that the public can continue to enjoy the underground experience at the Museum and learn about the history of the mining industry in Wales. The apprenticeships are also part of Amgueddfa Cymru's ongoing commitment to improving the skills base in traditional skills in Wales.

The apprenticeship will require vocational training and the completion of MPQC (Minerals Product Qualification Council) qualifications. Additionally, apprentices will gain hands-on experience working alongside members of the maintenance team on routine and major maintenance tasks and projects. The Mining Craft Apprentices will also train to become a part-time member of the local Mines Rescue team. Following an initial training period of six months, the Mining Craft Apprentice will become an Underground Guide, delivering underground tours to Museum visitors and carrying out maintenance and health and safety procedures as required by law. Further career development opportunities may be possible following completion of the apprenticeship.

Key Tasks and Responsibilities:

Job Specific

1. Develop the technical skills in the operation of underground tasks under the guidance of museum staff.

2. Train and assist in the routine underground operations of the mine, and statutory inspections in accordance with the Manager's Planned Maintenance Scheme for the mine and any applicable procedures, statutes, Manager's Rules and codes of conduct.
3. Undertake academic and practical training and obtain the necessary qualifications and experience for the role.
4. Assist as required by the Mining Department in other maintenance operations in capacities that are compatible with the apprentices' skills, experience and training.
5. Assist in the operation of the underground tours in various capacities compatible with the apprentices' skills, experience and training.
6. Cleaning and maintenance of all parts of the underground.
7. Maintain Health and Safety and Security procedures and carry out Risk Assessments and other procedures/duties.
8. Train to become a part-time member of the Mines Rescue team.
9. Assist with the ongoing development of Big Pit as required.

Corporate

1. To participate actively in supporting the principles and practice of equality of opportunity as laid down in Amgueddfa Cymru's Equality & Diversity Policy.
2. To support the department's compliance with Amgueddfa Cymru's policies on 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 organization.

Outcomes

1. To develop the skills needed in the operation of Big Pit.
2. To develop the knowledge of mining equipment, legislation and techniques and successful achievement of the MPQC and Mines Rescue qualifications.

3. To successfully complete the apprenticeship programme within the designated timescales.

Person Specification

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

ESSENTIAL	DESIRABLE
Knowledge Required	
Knowledge of the mining industry in Wales and an interest in a career in the heritage sector.	
Willingness to develop knowledge and skills including traditional skills and methods of working.	
Experience Required	
Working effectively as part of a team.	Experience of Health and Safety in the workplace, good housekeeping and safe methods of working.
Academic Qualifications / Standard of Education	
Commitment to working towards MPQC and Mines Rescue qualifications.	GCSE in English and Mathematics or equivalent.
Skills Required	
Excellent communication skills, with the ability to engage visitors to the Museum.	Ability to communicate in Welsh or a willingness to learn.
Excellent organizational skills including the ability to prioritise workloads and work with competing deadlines as well as excellent time management skills.	

Personal Factors Required	
An understanding of the principles of equality and diversity in relation to Amgueddfa Cymru's work and the ability to apply these in practice.	
An interest in and commitment to the work of Big Pit and Amgueddfa Cymru.	
Comfortable in working in confined spaces and underground.	

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. • Demonstrates a positive attitude and provides timely, constructive feedback to all team members.
Embracing learning, change and creativity	• An appetite for learning. Soaks up as much relevant knowledge and experience as possible. • Demonstrates a personal commitment to continuous learning, growth and change.
Commitment to customer focus	• Demonstrates a genuine desire to work with and serve their customers. • Engages positively with customers, developing a clear understanding of their needs and does all that is feasible to satisfy them.
Delivery of effective outcomes	• Is able to prioritise appropriately. Demonstrates a good sense of priorities, structures their workload effectively and delivers consistently good results. • An 'all hands on deck' attitude that remains focused on what needs to be delivered and does indeed deliver consistent results.
Commitment to diversity and social responsibilities	• Takes an active and supportive role in making the Museum an inclusive and rewarding place for visitors and staff from diverse backgrounds. • Champions Health & Safety across all the Museum's work

Terms and conditions of service

Starting salary	Grade B £17,161.57 - £19,295.98 Appointment will normally be to the minimum of the salary scale for this grade. Following an initial training period of six months and successful completion of the training requirements, the Mining Craft Apprentice will become an Underground Guide on Grade C (£19,169.56-£23,602.38).
Contract length	Permanent
Contract hours	37 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 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	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.
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.
Benefit schemes:	Benenden Healthcare Society Providers of first class healthcare without expensive medical insurance. Further information can be found on the Museum Intranet or at https://www.benenden.co.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 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.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 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.