

Disgrifiad Swydd

Cynorthwy-ydd Siop Rhan Amser (Penwythnos) Amgueddfa Genedlaethol Caerdydd

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 2017-18 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 fenthylg 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

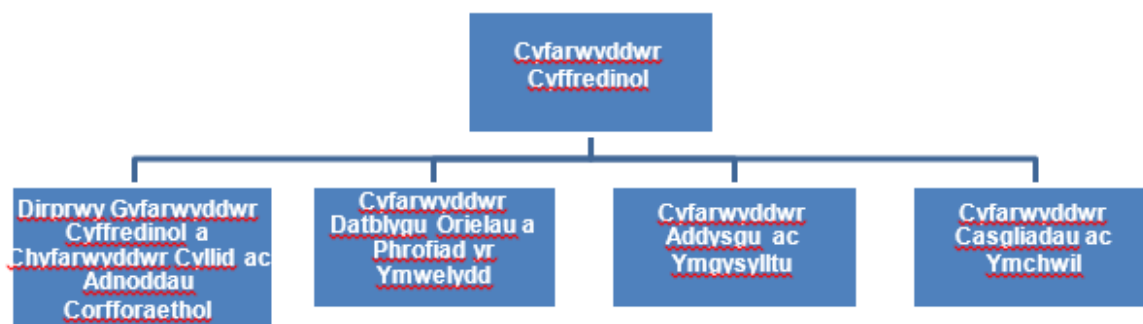
hamgueddfeydd a'n casgliadau i ysbrydoli pobl i feithrin eu hunaniaeth a'u lles; i ddarganfod, mwynhau a dysgu'n ddwyieithog a deall lle Cymru yn y byd.

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 adnoddau hyn.

Rydyn ni wedi ymrwymo i bedwar peth er mwyn cyflawni'r Weledigaeth – Ffynnu, Profiad, Dysgu a Chyfranogi. Nod gwaith pob adran ac aelod o staff yw cyflawni'r ymrwymadau hyn.

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.



Mentrau AOCC Cyfyngedig

Mae siopau'r Amgueddfa'n rhan o Fentrau Amgueddfeydd ac Oriolau Cenedlaethol Cymru Cyfyngedig, is-gwmni sy'n llwyr eiddo i Amgueddfa Cymru. Mae Mentrau AOCC Cyfyngedig yn gyfrifol am wneud incwm er budd Amgueddfa Cymru.

Teitl y swydd:

Cynorthwy-ydd Siop (Rhan Amser)

Yn atebol i:

Y Goruchwylydd Siop, Amgueddfa Genedlaethol Caerdydd yw'r rheolwr llinell â'r Rheolwr Masnachol uwch ben hynny.

Prif bwrpas y swydd:

Gweithio gyda thîm y Siop i roi gwasanaeth cwsmeriaid rhagorol, a safonau manwerthu da gan helpu i fwyafu'r gwerthiant a'r elw. Deall a gweithredu polisiau a threfniadau perthnasol y cwmni.

Prif Dasgau a Chyfrifoldebau:

Penodol i'r Swydd

Sgiliau Manwerthu

- Defnyddio'r til a trafod arian.
- Trefnu a newid stoc yn ôl y galw.
- Cynorthwyo gyda dadlwytho a delio â stoc yn ôl y galw.
- Cynorthwyo gyda gwirio stoc rheolaidd a blynyddol.
- Glanhau a gwaith cynnal a chadw cyffelyb.
- Cydymffurfio â holl bolisiau a gweithdrefnau'r siop.

Sgiliau Gofal Cwsmeriaid

- Croesawu a chynorthwyo cwsmeriaid i siop yr Amgueddfa.
- Dysgu, a chyfathrebu gwybodaeth am, gynhyrchion a gwasanaethau'r siop a'r Amgueddfa.
- Darparu gwasanaeth cyflym ac effeithiol i grwpiau ysgol. Y gallu i gynorthwyo plant wrth y til tra'n cadw rheolaeth o'r grŵp cyfan.

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

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	
Defnyddio system electronig o bwynt o werthu.	
Profiad Angenrheidiol	
Profiad o drin arian parod, defnyddio til, rheoli stoc ac yn ddelfrydol profiad o weithio mewn siop.	Dawn greadigol wrth arddangos nwyddau.
Unrhyw brofiad o drin cwsmeriaid, yn ddelfrydol mewn atyniad i ymwelwyr, canolfan ffôn, neu amgylchedd sy'n wynebu'r cyhoedd.	
Cymwysterau Academaidd / Safon Addysg	
TGAU mewn Mathameteg.	
Sgiliau Angenrheidiol	
Tystiolaeth o sgiliau gofal cwsmeriaid o safon uchel gan gynnwys y gallu i weithio o dan bwysau.	
Sgiliau rhifedd da a chywirdeb ariannol.	
Sgiliau cyfathrebu da ar lafar a pharodrwydd i ryngweithio ag ymwelwyr.	
Y gallu i gyfarthrebu drwy gyfrwng y Gymraeg hyd at lefel sylfaenol yn hanfodol.	
Ffactorau Personol Angenrheidiol	
Agwedd gyfeillgar a chymwynasgar tuag at Ymwelwyr.	Diddordeb yng ngwaith Amgueddfa Cymru ac ymroddiad i'r gwaith hwnnw.
Y gallu i weithio ar eich liwt eich hun.	
Y gallu i weithio'n effeithiol fel rhan o dîm.	
Dealltwriaeth o egwyddorion cydraddoldeb ac amrywiaeth mewn perthynas â gwaith Amgueddfa Cymru a'r gallu i roi'r egwyddorion ar waith.	

Amodau a Thelerau Gwasanaeth

Cyflog Cychwynnol	Graddfa B £3,102.72 i £3,461.40 Penodir yr ymgeisydd i'r lefel isaf ar y raddfa hon fel arfer.
Hyd y Contract	Parhaol.
Oriau'r Contract	7 awr
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 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.

Cynlluniau buddion:	<i>Beneden Healthcare Society</i> Darparwyr gofal iechyd o'r radd flaenaf heb orfod talu yswiriant meddygol drud. Mae rhagor o wybodaeth ar y Fewnwyd 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 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.

Job Description

Part Time Shop Assistant (Weekend) National Museum Cardiff

Background

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 2017-18 was £21 million. It employs over 600 staff and has around 1.8 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

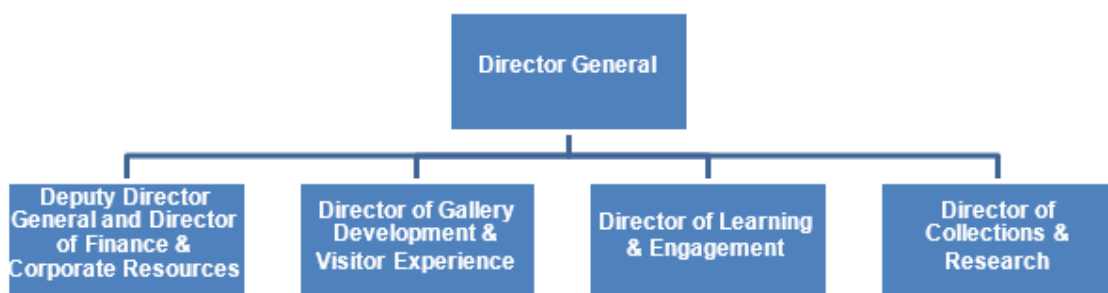
discover, enjoy and learn bilingually, and to understand Wales's place in the wider world.

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 four commitments – Prosper, Experience, Learn, Participate - to support the implementation of the Vision. The work of every department and member of staff is directed to achieving these commitments.

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.



NMGW Enterprises Limited

The Museum shops are a part of National Museums & Galleries of Wales Enterprises Limited, a wholly owned subsidiary of Amgueddfa Cymru – National Museum Wales. NMGW Enterprises Limited is charged with raising income for the benefit of Amgueddfa Cymru – National Museum Wales.

Job Title:

Shop Assistant (part-time)

Responsible to:

The direct line management is through the Shop Supervisor at National Museum Cardiff and in turn to the Commercial Manager.

Main purpose of the post:

To work with the Shop team to deliver excellent customer service and provide high retail standards thereby helping to maximise sales and profit. Understand and operate relevant company policies and procedures correctly.

Key Tasks & Responsibilities:

Job Specific

Retail Skills

- To operate the till and handle financial transactions
- Merchandise and replenish stock as directed
- Assist with deliveries and stock handling as directed
- Assist with regular stock checks and annual stock takes
- Undertake cleaning and housekeeping duties
- To comply with all shop policies and procedures.

Customer Care Skills

- Greet and assist customers to the Museum gift shop.
- To gain and be able to communicate knowledge of products and services offered within the shop and the Museum.
- To provide a quick and efficient service to school groups. To be able to assist children at the till whilst maintaining control of the group as a whole.

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

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 Electronic Point of Sale systems.	
Experience Required	
Proven experience of cash handling, the use of a till, stock control and ideally any experience of working within a shop.	
Any customer handling experience ideally within a visitor attraction or public facing environment.	Creative flair for developing product Displays.
Academic Qualifications / Standard of Education	
GCSE Mathematics or equivalent.	
Skills Required	
Proven high standard of customer care skills including the ability to work under pressure.	
Good numeracy skills and financial accuracy.	
Good oral communication skills and a willingness to interact with visitors.	
Ability to communicate with a basic level of Welsh is essential for this role.	
Personal Factors Required	
A friendly and helpful approach to visitors.	An interest in and commitment to the work of Amgueddfa Cymru.
An ability to work on own initiative.	
A collaborative approach to team working.	
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	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 £3,102.72 to £3,461.40 Appointment will normally be to the minimum of the salary scale for this grade.
Contract Length	Permanent.
Contract Hours	7 hours
Probation	This 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.
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.
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: Providers of first class healthcare without expensive medical insurance. Further information can be found on the Museum Intranet or at 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@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 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.