

Disgrifiad Swydd

Cynorthwy-ydd Siop Tymhorol (Rhan Amser) Amgueddfa Lechi 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 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 fenthyg 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

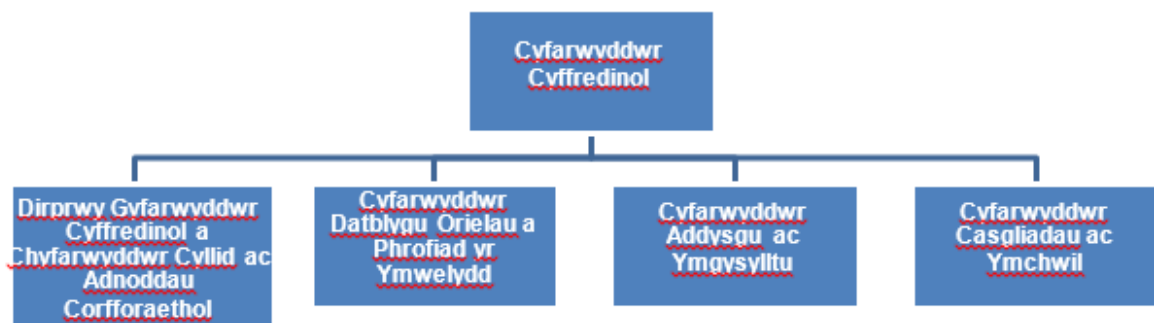
hamgueddfeydd a'n casgliadau i ysbrydoli pobl i feithrin eu hunaniaeth a'u lles; i ddarganfod, mwynhau a dysgu'n ddwyieithog a deall lle Cymru yn y byd.

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 ymrwymïadau 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.



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.

Pwrpas y swydd:

- Gweithio fel rhan o dîm y Siop i:
 - a) Darparu safon o wasanaeth rhagorol i gwsmeriaid
 - b) Cynorthwyo y prif gynorthwydd siop er mwyn cynnal safonau manwerthu uchel gan helpu i fwyafu'r gwerthiant a'r elw.

Atebol i:

Rheolwr Gweinyddol

Cyfrifoldebau Allweddol

Yn benodol i'r swydd:

1. Cyfathrebu gyda'r ymwelwyr mewn modd cyfeillgar ac agored.
2. Dysgu am, a chyflwyno gwybodaeth am, y cynnyrch a'r gwasanaethau yn y siop a'r Amgueddfa.
3. Darparu gwasanaeth cyflym ac effeithlon i grwpiau ysgol.
4. Gweithredu'r til yn effeithlon a chydymffurfio gyda holl bolisïau a gweithdrefnau'r siop.
5. Rhoi gwybod i'r prif gynorthwydd siop am unrhyw anghysonderau.
6. Sicrhau safonau glendid da ym mhob rhan o'r Siop ac i ailgyflenwi'r stoc o'r ystafelloedd stoc.
7. I gynorthwyo gyda'r gwaith o gyfrif stoc.
8. Cyflawni unrhyw ddyletswyddau rhesymol eraill yn ôl gofynion gan y prif gynorthwydd siop neu'r Swyddog Gweinyddol.

Corfforaethol:

1. Ymroi yn llawn i gefnogi egwyddorion cyfle cyfartal fel yr amlinellir ym Mholisi Cydraddoldeb ac Amrywiaeth y sefydliad a'u gweithredu.
2. Cefnogi'r adran wrth gydymffurfio â pholisïau Cynaliadwyedd a Iaith Gymraeg Amgueddfa Cymru.
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):

SGILIAU ANGHENRHEIDIOL	
Sgiliau Penodol i'r Swydd 1	Tystiolaeth o sgiliau gofal cwsmer ee. unrhyw brofiad o drin cwsmeriaid, yn ddelfrydol mewn atyniad i ymwelwyr, canolfan ffôn, neu amgylchedd sy'n wynebu'r cyhoedd
Sgiliau Penodol i'r Swydd 2	Tystiolaeth o sgiliau rhifedd ee. unrhyw esiampl o sgiliau rhifedd da a chywirdeb ariannol.
Sgiliau Penodol i'r Swydd 3	Tystiolaeth o drin arian ee. profiad o ddefnyddio'r til a rheoli stoc.
Sgiliau Penodol i'r Swydd 4	Sgiliau Cyfathrebu ee. y gallu i gyfathrebu drwy gyfrwng y Gymraeg.
Sgiliau Penodol i'r Swydd 5	Peidiwch â chwblhau
SGILIAU DYMUNOL	
Gwybodaeth am:	Defnyddio system electronig o bwynt o werthu
Profiad	Profiad o rheoli stoc a dawn greadigol wrth arddangos nwyddau yn ddelfrydol mewn siop.

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 £7,421.22 - £8,344.17 y flwyddyn Penodir yr ymgeisydd i'r lefel isaf ar y raddfa hon fel arfer
Hyd y Contract	Hyd at 30 Medi 2019
Oriau'r Contract	1 x 16 awr yr wythnos
Cyfnod Prawf	Mae cyfnod prawf o 3 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 gweithio i Amgueddfa Cymru

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 cynnig cynllun pensiwn galwedigaethol cyflog terfynol i weithwyr parhaol. Ar hyn o bryd, cyfraniad y gweithiwr yw 9%.
Datblygiad a Hyfforddiant	Mae'r Amgueddfa 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.
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 yr Amgueddfa 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:	Beneden Healthcare Society Darparwyr gofal iechyd o'r radd flaenaf heb orfod talu yswiriant meddygol drud. Mae rhagor o wybodaeth ar Fewnrwyd yr amgueddfa 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'r Amgueddfa 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 yr Amgueddfa 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 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

Dylech dychwelyd eich ffurflen i'r cyfeiriad ebost 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

**Sylwer 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.

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 Seasonal Shop Assistant National Slate Museum

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

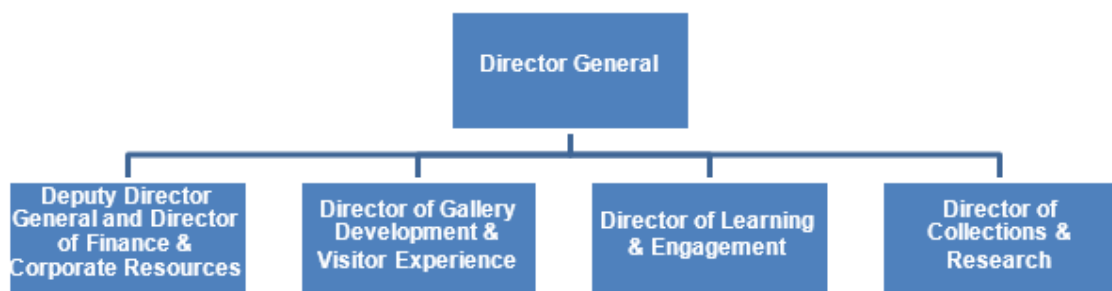
discover, enjoy and learn bilingually, and to understand Wales's place in the wider world.

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.



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.

Purpose of the post:

- To work as part of the shop team to:
 - a) Provide a high standard of service to visitors to the site
 - b) Assist the head shop assistant to maintain high retail standards thereby maximising sales and profit.

Responsible to:

Administration Manager

Key Responsibilities

Job Specific:

1. To engage with visitors in a friendly and open manner.
2. To gain and be able to communicate knowledge of products and services offered within the shop and the Museum.
3. To provide a quick and efficient service to school groups.
4. To operate the till effectively and comply with all shop policies and procedures.
5. To report any discrepancies to the Head Shop Assistant.
6. To ensure that the shop is cleaned and kept tidy and that stock is replenished from the stock rooms.
7. To assist with stock counting.
8. To undertake any other reasonable duties as required by the Head Shop Assistant or Administration Manager.

Corporate:

1. To participate actively in supporting the principles and practice of equality of opportunity as laid down in the organization's Equal Opportunities 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 organization.

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 SKILLS	
Job Specific Skill 1	Evidence of your customer care skills eg. any customer handling experience ideally within a visitor attraction or public facing environment.
Job Specific Skill 2	Evidence of your numeracy skills eg. any example of good numeracy skills and financial accuracy
Job Specific Skill 3	Evidence of experience in cash handling eg. experience of handling cash, the use of a till and stock control
Job Specific Skill 4	Communication Skills eg. to be able to communicate through the medium of Welsh.
Job Specific Skill 5	Do not complete on the application form
DESIRABLE SKILLS	
Knowledge:	Knowledge of how to use an electronic POS system
Experience:	Proven experience in stock control and creative flair for developing product displays ideally within a shop environment.

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 – £7,421.22 - £8,344.17 per annum (pro rata) Equivalent to £8.89 per hour Appointment will normally be to the minimum of the salary scale for this grade.
Contract Length	Up to 30 September 2019
Contract Hours	1 x 16 hours per week
Probation	This post is subject to a probationary period of 3 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 offer permanent employees a final salary occupational pension scheme. (The National Museum of Wales Pension Scheme). The employee contribution is currently 9%.
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	The Museum 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.

continued/.....

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 organisation 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 the Museum 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 organisation to which you belong, including the right to apply for and hold office. The Unions which 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.

Completed forms should be returned via 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

All vacancies close at 5.00 pm on the closing date. No applications will be accepted after this time.

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

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.