

Disgrifiad Swydd

Uwch Swyddog Addysg, Cyfranogiad a Dehongli – Cyfnod Mamolaeth

Lleoliad: Amgueddfa Genedlaethol y Glannau

Cefndir

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.

Caiff Amgueddfa Cymru ei harwain gan Uwch Dîm Rheoli (SMT) yn cynnwys Rheolwr Cyffredinol a Phedwar Cyfarwyddwr Cyfadran. Mae Gweithgor Cyfunol (JEG), 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 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 cant 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 ymrwmo i bum peth er mwyn cyflawni'r Weledigaeth. Nod gwaith pob adran ac aelod o staff yw cyflawni'r ymrwymadau hyn.

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

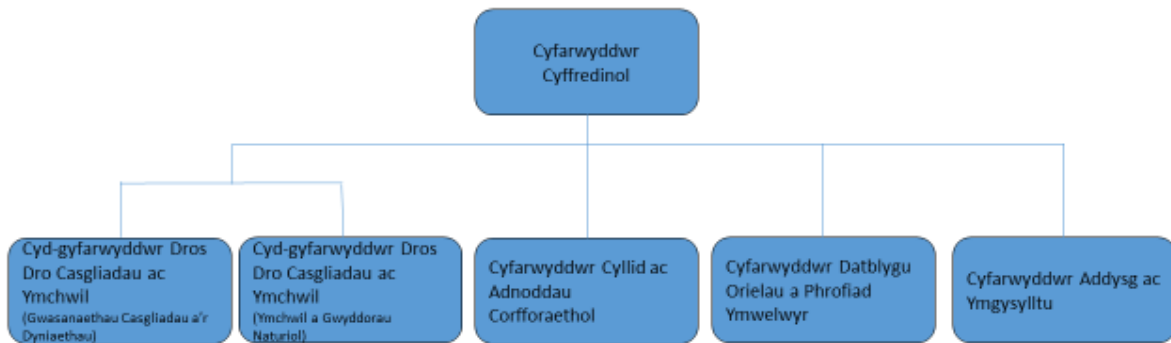
Profiad amgueddfa: mae ymwelwyr yn cael profi amgueddfeydd, arddangosfeydd, a gofodau cyhoeddus o ansawdd uchel lle gallant ddysgu a mwynhau.

Profiad ar-lein: mae defnyddwyr yn cael profi amgueddfa ddigidol hygyrch a 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



Prif ddiben y swydd

Bydd yr Uwch Swyddog Addysg, Cyfranogiad a Dehongli yn gyfrifol am ddatblygu a darparu rhaglenni addysg cyffrous a blaengar yn bennaf gyda'r blynyddoedd cynnar, ysgolion cynradd ac ysgolion uwchradd. Bydd yn chwarae rhan allweddol wrth ymgysylltu â chynulleidfaoedd a datblygu cynulleidfaoedd newydd gan weithio gyda phartneriaid i ehangu cyfranogiad – yn yr amgueddfa ac yn y gymuned. Bydd yn cyfrannu at amcanion strategol Amgueddfa Cymru ynghylch addysg, dehongli, mynediad a chynhwysiant cymdeithasol.

Yn atebol i

Y Rheolwr Addysg, Cyfranogiad a Dehongli sydd gyda chyfrifoldeb dros Addysg Ffurfiol.

Cyfrifoldeb Rheoli Llinell a Chyllidebol

Bydd yr Uwch Swyddog Addysg, Cyfranogiad a Dehongli yn arwain ac yn rheoli unrhyw hwyluswyr allanol sy'n gweithio'n achlysurol i'r Amgueddfa.

Bydd yn gyfrifol am gyllidebau'r maes gwasanaeth (gan gynnwys targedau cynhyrchu incwm) a gall hefyd fod yn gyfrifol am reoli cyllidebau project a grantiau allanol.

Prif dasgau a chyfrifoldebau

Penodol i'r swydd

1. Datblygu, rheoli a darparu rhaglen addysg a chyfranogiad aml-lwyfan cyffrous a blaengar ar gyfer ysgolion cynradd (ar y safle ac oddi arno).
2. Datblygu, rheoli a darparu rhaglen addysg a chyfranogiad aml-lwyfan cyffrous a blaengar ar gyfer ysgolion uwchradd ac yn benodol y Bagloriaeth Cymru (ar y safle ac oddi arno).
3. Cyfrannu at flaenoriaethau adrannol/cyfadrannol a chorfforaethol.
4. Chwarae rôl arweiniol o ran eiriolaeth ymwelwyr/cynulleidfaoedd gan ddatblygu a chynghori ar faterion cyfranogiad, dehongli, mynediad a rhyngweithio drwy'r casgliadau, gweithgareddau, arddangosiadau ac arddangosfeydd.
5. Sicrhau bod cynhwysiant cymdeithasol, cydraddoldeb a safonau mynediad yn rhan annatod o'r rhaglenni.
6. Cydweithio â phartneriaid/asiantaethau mewnol ac allanol i ddatblygu rhaglenni, arddangosiadau ac arddangosfeydd ar gyfer ysgolion a theuluoedd.
7. Cyfrannu at dimau project arddangosfeydd ac orielau yn ôl y gofyn er mwyn sicrhau dealltwriaeth o amrywiol arddulliau ac anghenion dysgu'r cynulleidfaoedd targed.
8. Cyfrannu at ddatblygu cynnwys digidol ac ar-lein er mwyn cynyddu cyfranogiad a hygyrchedd ysgolion.

9. Rheoli staff a chyllidebau yn ôl y galw ac yn unol â'r safonau y cytunwyd arnynt, gan gynnwys datblygu/goruchwylio gwirfoddolwyr a lleoliadau.
10. Rheoli projectau yn ôl y galw.
11. Gwerthuso a monitro rhaglenni a gweithgareddau. Cyrraedd y targedau meintiol ac ansoddol ar gyfer cyfranogi, a cheisio rhagori arnynt.
12. Adrodd ar safonau/Dangosyddion Perfformiad Allweddol a chyfrannu at adroddiadau, strategaethau a phrosesau monitro cyfadrannol/sefydliadol.
13. Datblygu cyfleoedd i gynhyrchu rhagor o incwm drwy'r strategaeth codi tâl ar gyfer rhaglenni a chefnogi ceisiadau am gyllid allanol.
14. Meithrin a rhannu gwybodaeth arbenigol ym maes addysg ffurfiol i ysgolion.
15. Darparu mewnbwn i waith ymchwil a chyhoeddiadau Amgueddfa Cymru.

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. Gweithgareddau addysg a chyfranogiad cyffrous o ansawdd uchel yn Amgueddfa Cymru ar gyfer ysgolion, myfyrwyr a teuluoedd.
2. Cynnydd o ran niferoedd ac amrywiaeth y rhai sy'n cymryd rhan mewn rhaglenni addysg yn unol â'r Dangosyddion Perfformiad Allweddol a thargedau penodol.
3. Dehongliadau gwell sy'n diwallu anghenion cynulleidfaoedd allweddol.
4. Cydweithio'n agos â'r Rheolwyr Addysg, Cyfranogiad a Dehongli i ddatblygu rhaglenni addas ar gyfer cynulleidfaoedd targed.
5. Cynhyrchir rhagor o raglenni ac adnoddau digidol ac ar-lein o ansawdd well.
6. Cynhyrchir rhagor o incwm trwy weithgareddau addysg a chyfrannir at geisiadau am nawdd allanol.

Manyleb y Person

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

HANFODOL	DYMUNOL
Gwybodaeth Ofynnol	
Gwybodaeth a dealltwriaeth o ofynion y cwricwlwm cenedlaethol a Bagloriaeth Cymru.	Gwybodaeth am ddatblygiadau addysg ddigidol ac ar-lein a'u potensial ar gyfer y sectorau amgueddfeydd a diwylliannol ehangach.
Dealltwriaeth o arferion da datblygu cynulleidfaoedd a'r gallu i'w defnyddio wrth weithio.	
Dealltwriaeth o sut y gellir defnyddio casgliadau amgueddfa i gefnogi addysg ysgolion a theuluoedd.	
Profiad Gofynnol	
Profiad o weithio mewn swydd debyg yn y sectorau addysg neu amgueddfeydd.	
Profiad o ddatblygu a darparu rhaglenni a gweithgareddau ar gyfer disgyblion ysgol.	
Profiad o fonitro a gwerthuso projectau a rhaglenni yn unol â nodau ac amcanion strategol.	
Profiad o reoli projectau, staff a chyllidebau.	
Cymwysterau Academaidd / Safon Addysg	
Gradd mewn maes perthnasol.	Cymhwyster ôl-raddedig perthnasol e.e. ym maes addysg, astudiaethau amgueddfa neu faes perthnasol.
Sgiliau Gofynnol	
Sgiliau cyfathrebu rhagorol, ar lafar ac ar bapur , a'r gallu i gyfathrebu ar lafar trwy	

gyfrwng y Gymraeg neu'r parodrwydd i ddysgu.	
Sgiliau trefnu rhagorol gan gynnwys y gallu profedig i gynllunio a gweithredu projectau ar amser ac yn unol â'r gyllideb, a'r gallu i weithio'n llwyddiannus ar sawl project ar y tro.	
Sgiliau rhyngpersonol rhagorol gan gynnwys y gallu i weithio gyda grwpiau anodd neu gymhleth.	
Lefel uchel o allu cyfrifiadurol a gwybodaeth o becynnau Windows a meddalwedd cronfeydd data. Gallu defnyddio'r rhyngrwyd, e-bost a'r cyfryngau cymdeithasol yn hyderus.	
Ffactorau Personol Gofynnol	
Y gallu i feithrin perthynas ag amrywiaeth o bartneriaid, grwpiau a sefydliadau.	
Agwedd gydweithredol at weithio mewn tîm.	
Dull hyblyg o weithio pan fo gofyn am weithio gyda'r hwyr ac ar benwythnosau yn ogystal â theithio i'n hamgueddfeydd ledled Cymru o bryd i'w gilydd.	
Dealltwriaeth o egwyddorion amrywiaeth a chydaddoldeb o safbwynt gwaith Amgueddfa Cymru a'r gallu i'w rhoi ar waith.	

Cymwyseddau penodol i'r swydd hon

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

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

Telerau ac amodau gwasanaeth

Cyflog cychwynnol	Gradd E £24,523.91 - £31,143.17 y flwyddyn (Yn seiliedig ar swydd llawn amser o 37 awr yr wythnos £25,925.28 - £32,922.78 y flwyddyn)
Hyd y contract	Hyd at 12 mis (dros gyfnod mamolaeth)
Oriau'r contract	35 awr yr wythnos.
Cyfnod prawf	Mae cyfnod prawf o 1 mis yn berthnasol i'r swydd hon.
Gwiriad GDG	Nodwch y bydd yn ofynnol i ymgeiswyr llwyddiannus ddarparu Datgeliad Manwl gan y Gwasanaeth Datgelu a Gwahardd
Mae pob penodiad newydd yn ddibynnol ar dderbyn geirdaon boddhaol, adroddiad meddygol ac Archwiliad o Euogfarnau Troseddol yn ogystal â phrawf o'ch hawl i weithio yn y DU.	

Manteision i'n staff

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

	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 barhaus am awr neu fwy ar y tro bob dydd) i gael cyfradd ostyngol ar sbectol yn Specsavers.

Parhad/...

<p>Cynlluniau buddion:</p>	<p><i>Beneden Healthcare Society</i> 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</p> <p>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</p> <p>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 benthycyffwrdd ei reoli er lles ei aelodau. Mae'n lle syml a chyfleus i gynilo ac yn caniatáu benthyciadau isel eu cost. Ceir rhagor o fanylion gan yr Adran Adnoddau Dynol.</p>
<p>Cynllun gostyngiad i staff</p>	<p>Mae gan bob aelod staff hawl i ostyngiad o 20% yn siopau Amgueddfa Cymru a gostyngiad o 25% yn y caffis.</p>
<p>Undebau llafur</p>	<p>Mae gan aelodau staff yr hawl i ymaelodi ag undeb llafur cofrestredig a chymryd rhan ar unrhyw adeg briodol yng ngweithgareddau'r corff rydych chi'n rhan ohono, gan gynnwys ymgeisio am swydd a'i chyflawni. Yr undebau a gydnabyddir gan Amgueddfa Cymru yw Prospect, PCS a FDA.</p>

Sut i wneud cais:

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

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

Dylech dychwelyd eich ffurflen i'r cyfeiriad ebost hwn:

ad@amgueddfacymru.ac.uk

neu ei phostio i'r:

Adran Adnoddau Dynol
Amgueddfa Cymru
Parc Cathays
Caerdydd
CF10 3NP
Ffôn: (029) 2057 3306

Ffacs: (029) 2057 3370

**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

Senior Learning, Participation and Interpretation Officer – Maternity Cover

Location: National Waterfront Museum Swansea

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.

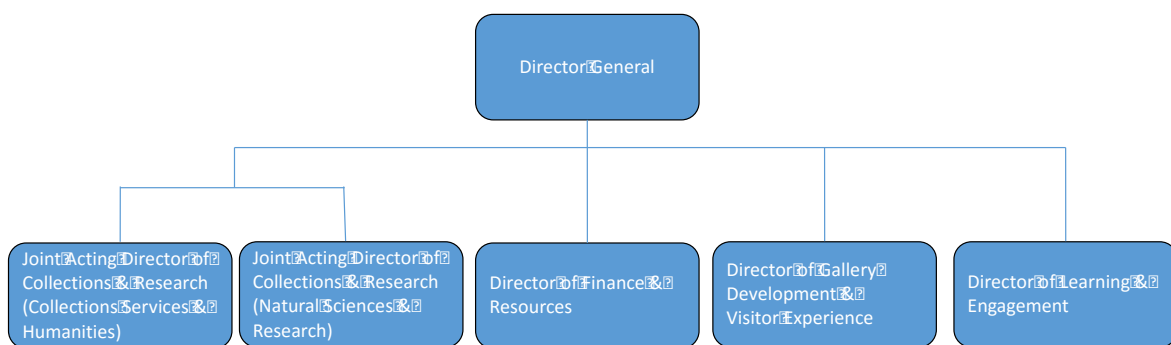
Museum experience. Visitors experience high quality museums, exhibitions and public spaces for enjoyment and learning.

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



Main purpose of the post

The Senior Learning, Participation & Interpretation Officer is responsible for developing and delivering exciting and innovative learning programmes, predominantly in terms of early years, primary schools and secondary schools. The post holder will play a key role in engaging and developing new audiences and working with partners to broaden participation, at the museum and in the community. The post holder will contribute to Amgueddfa Cymru's strategic aims on learning, interpretation, access and social inclusion.

Responsible to

The post-holder reports to the Learning, Participation & Interpretation Manager with responsibility for Formal Learning.

Line Management and Budgetary responsibility

The Senior Learning, Participation & Interpretation Officer will lead and manage any brought in external facilitators or providers.

The post-holder is responsible for service area budgets (including income generation targets) and may also be responsible for the management of project budgets and external grants.

Key Tasks and Responsibilities

Job Specific

1. Develop, manage and deliver innovative and exciting multi-platform learning and participation programme for primary schools (both on and off site).
2. Develop, manage and deliver innovative and exciting multi-platform learning and participation programme for secondary schools and in particular the Welsh Baccalaureate (both on and off site).
3. Contribute to departmental/divisional and corporate priorities.
4. Take a lead role in visitor/audience advocacy advising on and developing participation, interpretation, access and interactivity through collections, activities, displays and exhibitions.
5. Ensure social inclusion, equality and access standards are embedded in programmes.

6. Work collaboratively with internal and external partners/agencies to develop programmes, displays and exhibitions for schools and families.
7. Contribute to gallery display and exhibition project teams, as required, in order to ensure an understanding of the learning needs and styles of target audiences.
8. Contribute to the development of online and digital content to increase participation and accessibility for schools.
9. Manage staff and budgets to agreed standards, including volunteer development/supervision and placements.
10. Manage projects as and when required.
11. Evaluate and monitor programmes and activities. Meet and seek to exceed qualitative and quantitative measures for participation.
12. Report to Key Performance Indicators/standards and contribute to divisional/organisational reports, strategies and monitoring processes.
13. Develop opportunities for increased income generation through the charging strategy for programmes and support external funding bids.
14. Maintain, develop and share specialist knowledge in a particular aspect of school-based learning.
15. Provide input into Amgueddfa Cymru's research and publications.

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.

Outcomes

1. Creation of exciting, high quality learning and participation activities at Amgueddfa Cymru for schools, students and families.
2. Increased numbers and diversity of participants in learning programmes in accordance with Key Performance Indicators and identified targets.
3. Improved interpretation meeting the needs of key audiences.
4. Close working with Learning, Participation and Interpretation Managers to develop appropriate programmes for targeted audiences.
5. Increased and improved digital and web-based programmes and resources.
6. Increased income generation through learning activities and contribution to bids for external funding.

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	
A knowledge and understanding of the requirements of the national curriculum. And the Welsh Baccaulaureate.	A knowledge of developments in and the potential of digital and online learning within the museum and wider cultural sectors.
An understanding of good practice in audience development and ability to apply these to own working practice.	
An understanding of how museum collections can be used as a resource to support family and school-based learning.	
Experience Required	
A proven experience of working in museums or education sectors in a similar role.	
A proven experience of developing and delivering programmes and activities for school pupils.	
An experience of monitoring and evaluating projects and programmes against strategic aims and objectives.	
An experience of managing projects, staff and budgets.	
Academic Qualifications / Standard of Education	
A degree in a relevant discipline or equivalent.	A relevant post-graduate qualification e.g. in education, museum studies or related field.
Skills Required	

Excellent communication skills, both written and oral, with the ability to communicate in Welsh or a willingness to learn.	
Excellent organisational skills including demonstrable ability to plan and deliver projects to time and budget. The capacity to work successfully on a number of projects at one time.	
Excellent interpersonal skills, including the ability to work with difficult or complex groups.	
A high degree of computer literacy with knowledge of Windows based and database applications. A confident user of internet, email and social media.	
Personal Factors Required	
An ability to build relationships with a variety of partners, groups and organisations.	
A collaborative approach to team working.	
A flexible approach to work when evening and weekend work is required as well as occasional travel to our museums across Wales.	
An understanding of the principles of equality and diversity in relation to Amgueddfa Cymru's work and the ability to apply these in practice.	

Competencies Specific to this Post

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

Core Competency	Example Behaviour
Working Positively with others	<p>A valued member of the team who provides support to others and contributes to creating an open culture and productive working environment.</p> <p>Promotes the reputation of the Museum being an advocate for our work and knowledge base.</p>
Embracing Learning, Change and Creativity	<p>Demonstrates a personal commitment to continuous learning, growth and change.</p> <p>A flexible, evolving and solution-focussed approach that delivers a genuinely value-added service to internal and external customers.</p>
Commitment to Customer focus	<p>Engages positively with customers, developing a clear understanding of their needs and does all that is feasible to satisfy them.</p> <p>Encourages the team to engage with and respond to broaden the customer base.</p>
Delivery of effective outcomes	<p>Works effectively – tackling immediate demands decisively, while retaining a broad awareness of emerging requirements.</p> <p>Demonstrates energy and determination in meeting personal, team and organisational goals.</p>
Commitment to Diversity & Social Responsibilities	<p>Develops ideas and supports efforts to establish a more inclusive Museum.</p> <p>Encourages and adopts practice that reduces the environmental impact of activities.</p> <p>Champions Health & Safety across all the Museum’s work.</p>

Terms and conditions of service

Starting Salary	Grade E £24,523.91 - £31,143.17 per annum (based on a full time equivalent salary of 37 hours per week of £25,925.28 - £32,922.78 per annum)
Contract Length	Up to 12 months (maternity cover)
Contract Hours	35 hours per week.
Probation	The post is subject to a probationary period of 1 month
DBS Check	Applicants for this post should note that successful candidates will be required to provide an Enhanced Disclosure from the Disclosure & Barring Service.
All new appointments are subject to the receipt of satisfactory references, medical report and criminal conviction vetting clearance plus proof of eligibility to work in the UK.	

Benefits in working for Amgueddfa Cymru

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	<p>We operate a Career Average Revalued Earnings occupational pension scheme (the "National Museum of Wales Pension Scheme"). If you are employed by the Museum under a permanent or fixed term contract of 2 years or more, you will automatically join the Scheme as part of your employment contract .</p> <p>The Museum also has a statutory duty under auto-enrolment legislation to enroll eligible jobholders into an automatic enrolment scheme. The Scheme is a qualifying scheme for automatic enrolment purposes, and therefore can be used to comply with automatic enrolment legislation. If you are an eligible job holder you will be automatically enrolled into the Scheme following an initial 3 month postponement period (although a request may be made to join earlier).</p> <p>If you are not eligible to join the Scheme, you may also make a request to do so.</p> <p>The employee contribution paid depends on your grade and the amount of your pensionable earnings. Currently staff categorised as Grade A pay 6%, Grades B and C pay 8%, and Grade D and above pay 9%.</p>
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	<p>We are committed to providing excellent training and development opportunities for all employees.</p> <p>We provide a comprehensive Induction Training session for all new members of staff on appointment.</p>

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:	<p>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</p> <p>WHA (Welsh Hospitals & Health Services Association): WHA can help you with everyday health care costs such as dental, optical and physiotherapy. Further details can be found on their website www.whahealthcare.co.uk</p> <p>Credit Union Scheme: We offer employees an easy way of becoming a member of the Cardiff Credit Union. The Cardiff Credit Union is a savings and loans organization, owned and run by its members for the benefit of its members. It offers a simple and convenient place to save and gives access to low cost loans. Further details can be obtained from the HR Department.</p>
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

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.