

Job Description

Community Engagement Co-ordinator

Based at any of the following National Museum Sites; National Museum Cardiff, Big Pit National Coal Museum, St Fagans National Museum of History or National Slate Museum.



Background

Amgueddfa Cymru - National Museum Wales is funded by the Welsh Government as a Welsh Government Sponsored Body, and has a Board of Trustees whose role is to set the strategic direction of the organisation, and to ensure proper management of its resources.

Amgueddfa Cymru is led by the Senior Management Team (SMT), consisting of the Director General and four Divisional Directors. A Joint Executive Group (JEG), whose members include departmental managers as well as SMT, approves policies and reviews significant projects and initiatives.

Amgueddfa Cymru has eight sites distributed across Wales: National Museum Cardiff, St Fagans National History Museum, the National Slate Museum, the National Wool Museum, the National Roman Legion Museum, Big Pit: National Coal Museum, the National Waterfront Museum, and the National Collections Centre.

In 2015 Amgueddfa Cymru agreed a new Vision to guide all future activities –

"Inspiring people, changing lives".

Our purpose is to inspire people through our museums and collections to find a sense of well-being and identity, to discover, enjoy and learn bilingually, and to understand Wales's place in the wider world.

Our work is based on the principle that culture is a resource that is created by people and communities. Our collections and other resources come from the society of which we are part, and are continually renewed through our work with the public. We are accountable for our use of these resources to the nation we serve.

We have made five commitments to support the implementation of the Vision. The work of every department and member of staff is directed to achieving these commitments.

Making a difference to Wales, by working with local and national organisations to create a happier, healthier and more sustainable Wales, with access to culture for all, and a thriving economy.

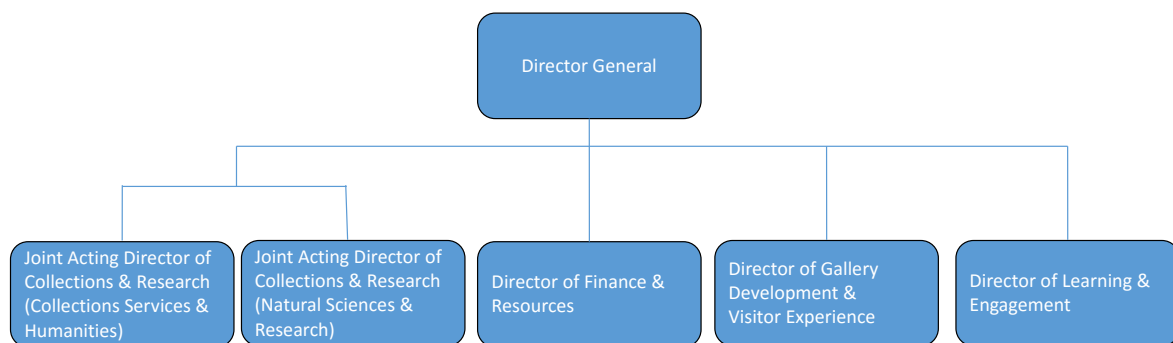
Museum experience. Visitors experience high quality museums, exhibitions and public spaces for enjoyment and learning.

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

Learning and creativity. Everyone has a wealth of opportunity to learn, research and create.

Participation and inclusion. Individuals, families and communities throughout Wales and beyond, shape and take part in inclusive and accessible cross-cultural activities for all.

Senior management structure



Main purpose of the post

This post is supported by Paul Hamlyn Foundation *More and Better* Access and Participation Fund.

The post holder will play a key role in this initiative, developing and co-ordinating the work and supporting the network of community partners and staff involved in delivering the four objectives of the project. These are:

1. Developing a Manifesto for Organisational Culture at Amgueddfa Cymru (led by the Head of HR)
2. Embedding community volunteering with community partners across all Amgueddfa Cymru museums (led by the Community Engagement Manager who has strategic responsibility for volunteering)
3. Extending community engagement at St Fagans National Museum of History (led by the Head of Public History)
4. Embedding impact practices (lead by the Head of Research)

The post holder will contribute to Amgueddfa Cymru's strategic aims on learning, interpretation, participation, access and social inclusion. It will also support the culture change at the Museum as part of our enabling objectives.

Responsible to

The post-holder reports to the Community Engagement Manager, working under the direction of the Director of Learning and Engagement.

Line Management and Budgetary responsibility

The post-holder will lead partnerships and manage volunteers.

The post-holder will be responsible for the management of the More and Better external grant.

Key Tasks and Responsibilities

Job Specific

1. Manage and co-ordinate national and local partners involved with community volunteering and engagement.
2. Work with staff to develop community volunteering initiatives and activities.
3. Support key staff and partners who are contributing to the delivery of the initiative (as noted above):
 - Share models and best practice re engagement and participation
 - Develop frameworks across the organisation to ensure community engagement happens at all levels

- Work with Gerri Moriarty to ensure self-evaluation is undertaken and used to improve practice
 - Organise Action Learning as required
 - Develop reporting structures and monitor progress against milestones
 - Disseminate the outcomes at key stages.
4. Work with HR department and community partners to develop learning and training opportunities for staff and volunteers.
 5. Take a lead role in advocacy, providing papers for conferences, peer reviews and web-based publications.
 6. Be the main point of contact for the Paul Hamlyn Foundation, ensuring all reports are provided as required.
 7. Ensure social inclusion, equality and access standards are embedded in programmes.
 8. Contribute to the development of online and digital content to increase participation and accessibility.
 9. Manage partnership agreements and budgets to agreed standards.
 10. Contribute and produce content for 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 participate actively in supporting Amgueddfa Cymru policies regarding 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 organisation.

Outcomes

1. A manifesto for organisational culture at Amgueddfa Cymru that supports the Vision.
2. Amgueddfa Cymru's work directed and supported by a wide range of local and national partnerships.

3. Community volunteering is a core element of the volunteer programme at Amgueddfa Cymru museums.
4. Better quality of evidence and research to improve understanding of what makes programmes and cultural participation effective.
5. Increased reach and diversity of participants involved in public programmes.
6. Internal and external stakeholders value cultural participation as a way of improving life opportunities, skills and equality of opportunity.

Person Specification

ESSENTIAL	DESIRABLE
Knowledge Required	
A knowledge and understanding of community engagement and participatory practice in a cultural or community environment	Knowledge of the aims of the Paul Hamlyn Foundation
An understanding of good practice in audience engagement and ability to apply these to own working practice	
An understanding of how public programmes and museum collections can support engagement	
Experience Required	
A proven experience of working in museums/galleries/education/community sectors in a similar role	Experience in developing participatory /co-produced programmes in a museum setting
A proven experience of developing and delivering programmes and activities for diverse audiences and volunteers in a museum/community environment	
Experience of monitoring and evaluating projects and programmes	
Experience of managing projects, staff and budgets against strategic aims and objectives	
Academic Qualifications / Standard of Education	
A degree in a relevant discipline or equivalent experience	A relevant post-graduate qualification e.g. in community engagement, education, museum studies or related field
Skills Required	
Excellent communication skills, both written and oral, with the ability to influence and lead effectively within wider teams.	

Ability to communicate in Welsh or a willingness to learn	
Excellent organisational skills including 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	
A collaborative approach to team working and an ability to build relationships with a variety of partners, groups and organisations	
An ability to respond to change and challenges arising from programme development and project management	
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	A valued member of the team who provides support to others and contributes to creating an open culture and productive working environment. Promotes the reputation of the Museum being an advocate for our work and knowledge base.
Embracing Learning, Change and Creativity	Demonstrates a personal commitment to continuous learning, growth and change. A flexible, evolving and solution-focussed approach that delivers a genuinely value-added service to internal and external customers.
Commitment to Customer Focus	Engages positively with customers, developing a clear understanding of their needs and does all that is feasible to satisfy them. Encourages the team to engage with and respond to broaden the customer base.
Delivery of Effective Outcomes	Works effectively – tackling immediate demands decisively, while retaining a broad awareness of emerging requirements. Demonstrates energy and determination in meeting personal, team and organisational goals.
Commitment to Diversity & Social Responsibilities	Develops ideas and supports efforts to establish a more inclusive Museum. Encourages and adopts practice that reduces the environmental impact of activities. Champions Health & Safety across all the Museum’s work.

Terms and conditions of service

Starting Salary	Grade E: £24,523.91 - £31,143.17 per annum (Based on a full time equivalent of £25,925.28 to £32,922.78 per annum)
Contract Length	Temporary contract - 20 months.
Contract Hours	35 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
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	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.
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.

continued/.....

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.org.uk WHA (Welsh Hospitals & Health Services Association): WHA can help you with everyday health care costs such as dental, optical and physiotherapy. Further details can be found on their website www.whahealthcare.co.uk Credit Union Scheme: We offer employees an easy way of becoming a member of the Cardiff Credit Union. The Cardiff Credit Union is a savings and loans organization, owned and run by its members for the benefit of its members. It offers a simple and convenient place to save and gives access to low cost loans. Further details can be obtained from the HR Department.
Staff discount scheme	All staff are entitled to 20% discount in Amgueddfa Cymru's shops and 25% discount in the cafes.
Trade unions	Staff members have the right to belong to a registered trade union and to take part at any appropriate time in the activities of the organization to which you belong, including the right to apply for and hold office. The Unions we recognise are Prospect, PCS and FDA.

How to apply:

Applicants for the post should complete our on-line application form which can be found on the Jobs page on our 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.

Job Description

Cydlynnydd Ymgysylltu Cymunedol

Wedi'i leoli ar un o'r safleoedd canlynol; Amgueddfa Genedlaethol Caerdydd, Big Pit Amgueddfa Lofaol Cymru, Sain Ffagan Amgueddfa Werin Cymru neu Amgueddfa Llechi Cymru.

amgueddfa
cymru
national
museum
wales

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 ymrwymo 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 chyrff lleol a chenedlaethol i greu Cymru hapusach, iachach a mwy cynaliadwy, lle mae diwylliant yn hygyrch i bawb a'r economi'n ffynnu.

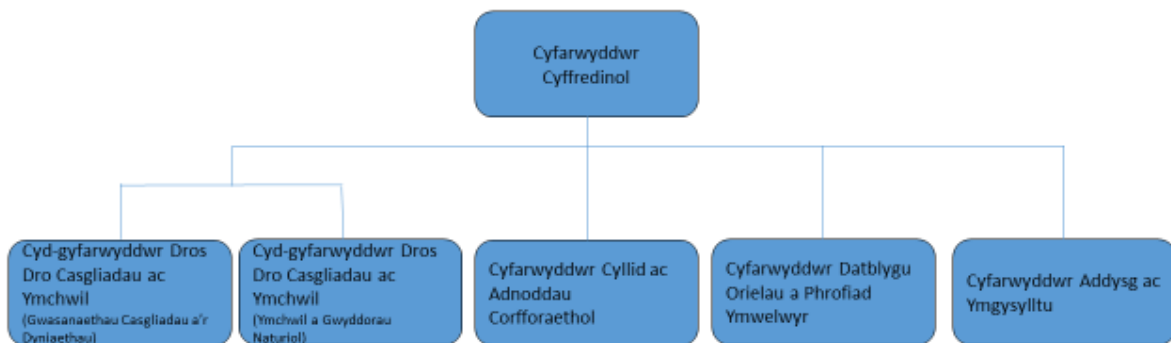
Profiad amgueddfa: mae ymwelwyr yn cael profi amgueddfeydd, arddangosfeydd, a gofodau cyhoeddus o ansawdd uchel lle gallant ddysgu a mwynhau.

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

Addysg a chreadigrwydd: mae gan bawb gyfoeth o gyfleoedd i ddysgu, ymchwilio a chreu.

Cyfranogiad a chynhwysiant: mae unigolion, teuluoedd a chymunedau yng Nghymru a thu hwnt yn cymryd rhan mewn gweithgareddau trawsddiwylliannol, cynhwysol a hygyrch a luniwyd ganddynt.

Strwythur yr uwch-reolwyr



Prif ddiben y swydd

Caiff y swydd ei chefnogi gan Gronfa Cyfranogi *More and Better Access* Sefydliad Paul Hamlyn.

Bydd deiliad y swydd yn chwarae rôl allweddol yn y cynllun hwn, gan ddatblygu a chydlynu'r gwaith, a chefnogi'r rhwydwaith o bartneriaid cymunedol a staff sy'n gyfrifol am gyflawni pedwar amcan y project, sef:

5. Datblygu Maniffesto ar gyfer Diwylliant y Sefydliad yn Amgueddfa Cymru (dan arweiniad Pennaeth Adnoddau Dynol)
6. Sefydlu gwirfoddoli cymunedol gyda phartneriaid cymunedol ar draws holl amgueddfeydd Amgueddfa Cymru (dan arweiniad y Rheolwr Ymgysylltu Cymunedol sydd â chyfrifoldeb strategol dros wirfoddoli)
7. Datblygu ymgysylltu cymunedol ymhellach yn Sain Ffagan Amgueddfa Werin Cymru (dan arweiniad Pennaeth Hanes Cyhoeddus)
8. Sefydlu arferion effaith (dan arweiniad Pennaeth Ymchwil)

Bydd deiliad y swydd yn cyfrannu at amcanion strategol Amgueddfa Cymru ynghylch addysg, dehongli, cyfranogiad, mynediad a chynhwysiant cymdeithasol. Bydd hefyd yn cefnogi'r newid diwylliant yn yr Amgueddfa fel rhan o'n hamcanion galluogi.

Yn atebol i

Bydd deiliad y swydd yn atebol i'r Rheolwr Ymgysylltu Cymunedol, yn gweithio dan reolaeth Cyfarwyddwr Addysg ac Ymgysylltu.

Cyfrifoldeb rheoli llinell a chyllidebol

Bydd deiliad y swydd yn arwain partneriaethau ac yn rheoli gwirfoddolwyr.

Bydd deiliad y swydd yn gyfrifol am reoli grant allanol *More and Better*.

Prif dasgau a chyfrifoldebau

Penodol i'r swydd

11. Rheoli a chydlynu partneriaid cenedlaethol a lleol sy'n ymwneud â gwirfoddoli ac ymgysylltu cymunedol.
12. Gweithio gyda staff i ddatblygu cynlluniau a gweithgareddau gwirfoddoli cymunedol.
13. Cefnogi staff allweddol a phartneriaid sy'n cyfrannu at gyflawni'r cynllun (fel y nodwyd uchod):
 - Rhannu modelau ac arferion gorau o ran ymgysylltu a chyfranogi
 - Datblygu fframweithiau ar draws y sefydliad er mwyn sicrhau bod ymgysylltu cymunedol yn digwydd ar bob lefel
 - Gweithio gyda Gerri Moriarty er mwyn sicrhau bod hunanwerthuso yn digwydd ac y caiff ei ddefnyddio i wella arferion

- Trefnu Dysgu Gweithredol yn ôl yr angen
 - Datblygu strwythurau adrodd a monitro cynnydd yn erbyn cerrig milltir
 - Dosbarthu'r canlyniadau ar gamau allweddol.
14. Gweithio gyda'r adran Adnoddau Dynol a phartneriaid cymunedol i ddatblygu cyfleoedd addysg a hyfforddiant i staff a gwirfoddolwyr.
 15. Arwain o ran eiriolaeth, gan ddarparu papurau ar gyfer cynadleddau, adolygiadau gan gymheiriaid a chyhoeddiadau ar y we.
 16. Bod yn brif gyswllt ar gyfer Sefydliad Paul Hamlyn, gan sicrhau y caiff yr holl adroddiadau eu darparu yn ôl yr angen.
 17. Sicrhau bod cynhwysiant cymdeithasol, cydraddoldeb a safonau mynediad wedi'u gwreiddio yn y rhaglenni.
 18. Cyfrannu at ddatblygu cynnwys ar-lein a digidol er mwyn cynyddu cyfranogiad a hygyrchedd.
 19. Rheoli cytundebau partneriaeth a chyllidebau yn unol â safonau y cytunwyd arnynt.
 20. Cyfrannu a chynhyrchu cynnwys ar gyfer 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. Helpu'r adran i gydymffurfio â pholisïau Amgueddfa Cymru 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

5. Maniffesto ar gyfer diwylliant y sefydliad yn Amgueddfa Cymru sy'n cefnogi'r Weledigaeth.
6. Caiff gwaith Amgueddfa Cymru ei gyfeirio a'i gefnogi gan amrediad eang o bartneriaethau lleol a chenedlaethol.
7. Mae gwirfoddoli cymunedol yn elfen greiddiol o'r rhaglen wirfoddoli yn amgueddfeydd Amgueddfa Cymru.

8. Tystiolaeth ac ymchwil o safon well er mwyn gwella dealltwriaeth o'r hyn sy'n gwneud rhaglenni a chyfranogi diwylliannol yn effeithiol.
9. Mwy o amrywiaeth o ran cyfranogwyr rhaglenni cyhoeddus.
10. Rhanddeiliaid mewnol ac allanol yn gwerthfawrogi cyfranogi diwylliannol fel ffordd i wella cyfleoedd bywyd, sgiliau a chyfle cyfartal.

Manyleb y Person

HANFODOL	DYMUNOL
Gwybodaeth Ofynnol	
Gwybodaeth a dealltwriaeth o ymgysylltu cymunedol ac arferion cyfranogi mewn amgylchedd gymunedol neu ddiwylliannol	Gwybodaeth am amcanion Sefydliad Paul Hamlyn
Dealltwriaeth o arferion da o ran ymgysylltu cynulleidfaoedd a'r gallu i'w defnyddio yn eu gwaith eu hunain.	
Dealltwriaeth o sut gall rhaglenni cyhoeddus a chasgliadau amgueddfeydd gefnogi ymgysylltu	
Profiad Gofynnol	
Profiad o weithio mewn swydd debyg yn y sectorau amgueddfeydd/ orielau/ addysg/ cymuned	Profiad o ddatblygu rhaglenni cyfranogol/wedi'u cyd-gynhyrchu mewn amgueddfeydd
Profiad o ddatblygu a darparu rhaglenni a gweithgareddau ar gyfer gwirfoddolwyr a chynulleidfaoedd amrywiol mewn cyd-destun amgueddfaol/addysgol	
Profiad o fonitro a gwerthuso projectau a rhaglenni	
Profiad o reoli projectau, staff a chyllidebau yn unol ag amcanion strategol	
Cymwysterau Academaidd / Safon Addysg	
Gradd mewn maes perthnasol neu brofiad cyfwerth	Cymhwyster ôl-radd mewn pwnc perthnasol e.e. mewn ymgysylltu cymunedol, addysg, astudiaethau amgueddfa neu faes cysylltiedig
Sgiliau Gofynnol	
Sgiliau cyfathrebu rhagorol, ar lafar ac ar bapur, a'r gallu i ddylanwadu ac arwain yn effeithiol o fewn timau ehangach. Y gallu i gyfathrebu drwy gyfrwng y Gymraeg neu barodrwydd i ddysgu	

Sgiliau trefnu rhagorol gan gynnwys y gallu i weithio'n llwyddiannus ar sawl project ar y tro	
Sgiliau rhyngbersonol 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	
Gallu cydweithio fel rhan o dîm a gallu creu perthynas ag amrywiaeth o bartneriaid, grwpiau a sefydliadau	
Y gallu i ymateb i'r newidiadau a'r heriau sy'n codi wrth ddatblygu rhaglenni a rheoli projectau	
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 cydraddoldeb ac amrywiaeth parthed gwaith Amgueddfa Cymru a'r gallu i'w rhoi ar waith.	

Cymhwyseddau 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	Esiaml Ymddygiad
Gweithio'n bositif gydag eraill	Aelod gwerthfawr o dîm sy'n darparu cefnogaeth i eraill ac yn cyfrannu at feithrin diwylliant agored a gweithle cynhyrchol. Hyrwyddo enw da Amgueddfa Cymru, gan hybu ei gwaith a'i sylfaen wybodaeth.
Croesawu dysgu, newid a chreadigrwydd	Ymroddiad personol i ddysgu, tyfu a newid yn barhaus. 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.
Ymroddiad i ganolbwyntio ar gwsmeriaid	Ymgysylltu â chwsmeriaid mewn ffordd gadarnhaol, datblygu dealltwriaeth glir o'u hanghenion a gwneud popeth posibl i'w diwallu. Annog y tîm i ehangu'r sylfaen cwsmeriaid drwy ymgysylltu â nhw ac ymateb iddynt.
Cyrraedd canlyniadau effeithiol	Gweithio'n effeithiol – ymdrin â gofynion brys mewn ffordd bendant tra'n meithrin ymwybyddiaeth eang o ofynion newydd. Dangos egni a phenderfyniad wrth gyflawni amcanion personol, tîm a sefydliad.
Ymrwymiad i amrywiaeth a chyfrifoldebau cymdeithasol	Datblygu syniadau a chefnogi ymdrechion i sefydlu amgueddfa fwy cynhwysol. Hyrwyddo ac arddel arferion sy'n lleihau effaith amgylcheddol y gwaith. Hyrwyddo lechyd a Diogelwch ym mhob agwedd o waith Amgueddfa Cymru.

Telerau ac amodau gwasanaeth

Cyflog cychwynnol	Gradd E: £24,523.91 - £31,143.17 y flwyddyn (Wedi'i seilio ar gyflog llawn amser £25,925.28 i £32,922.78 y flwyddyn)
Hyd y contract	Swydd dros dro – 20 mis.
Oriau'r contract	35 awr yr wythnos.
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 llawn amser). Pro rata ar gyfer staff rhan-amser.
Cyfnod prawf	Mae cyfnod prawf o 6 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	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.

Parhad/...

Cynlluniau buddion:	<i>Benenden Healthcare</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.benenden.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 benthychiadau 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

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