Disgrifiad Swydd

Cynorthwy-ydd Arlwyo Tymhorol
Big Pit, Amgueddfa Lofaol Cymru

Cefndir

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

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

Cyfanswm Cymorth Grant Llywodraeth Cymru i Amgueddfa Cymru yn 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 Orielau Cenedlaethol Cymru Cyfyngedig (AOCC) – sydd â chyfarwyddwyr anweithredol a gyfetholwyd gydag arbenigedd perthnasol. Prif weithgareddau Mentrau AOCC Cyf yw gwerthiant yn siopau Amgueddfa Cymru, arlwyo, 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

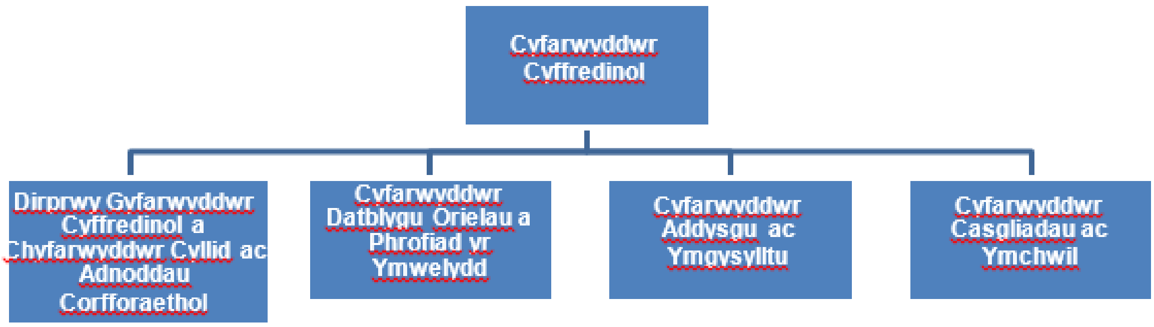
Yn 2015 cytunodd Amgueddfa Cymru ar Weledigaeth newydd i’r dyfodol er mwyn “ysbrydoli pobl, newid bywydau”. Ein pwrpas yw defnyddio ein hamgueddfeydd a’n casgliadau i ysbrydoli pobl i feithrin eu hunaniaeth a’u lles; i ddarganfod, mwynhau a dysgu’n ddwyieithog a deall lle Cymru yn y byd.

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 ymrwymiadau 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 polisïau ac yn adolygu projectau a mentrau pwysig.



Teitl y Swydd
Cynorthwy-ydd Arlwyo Tymhorol

Yn gyfrifol i'r
Rheolwr Gweinyddol

Prif bwrpas y swydd
I gynorthwyo mewn darparu gwasanaeth arlwyo llawn i staff yr amgueddfa ac ymwelwyr.

Prif Dasgau a chyfrifoldebau

Penodol i'r Swydd:

<u>Gofal Cwsmer</u>

- Cynnig gwasanaeth o safon uchel i'r cwsmeriaid bob amser.
- Gweini bwyd a diod i gwsmeriaid.

<u>Arlwyo</u>

- Paratoi, coginio a gweini bwyd yn y cantîn a'r siop goffi o ddydd i ddydd.
- Ymgymryd â dyletswyddau pobi a choginio yn ôl gofynion y Goruchwylydd Arlwyo.
- Hysbysu'r Goruchwyliwr Arlwyo yn rheolaidd o lefelau stoc.
- Cyfrif yr arian yn y til ar ddiwedd pob dydd.
- Darparu gwaith papur ar gyfer y swyddfa ee. cwblhau ffurflenni log tymheredd.
- Sicrhau bod bwyd yn cael ei baratoi, ei drin a'i storio'n gywir yn ôl y safonau, gan gydymffurfio a'r holl ddeddfwriaeth bresennol.
- Darparu a helpu i weini bwyd ar gyfer digwyddiadau ychwanegol yn yr Amgueddfa fel bo'r angen.
- Cadw'r gegin a'r caffi yn lan bob amser, yn unol â rheoliadau hylendid Amgueddfa Cymru a chadw cofnodion hylendid fel bo angen.

Corfforaethol

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

2. Sicrhau bod yr adran yn cydymffurfio â pholisïau'r Amgueddfa ar Gynaliadwyedd a'r Iaith Gymraeg.

3. Cymryd gofal rhesymol o'ch iechyd a'ch diogelwch eich hun ac eraill y gallai eich gweithredoedd, neu eich diffyg gweithredu, effeithio arnynt, a chydymffurfio â'r holl ddeddfwriaeth iechyd a diogelwch fel sy'n briodol.

4. Fel rhan o'ch telerau cyflogaeth, efallai y gofynnir i chi wneud dyletswyddau eraill a/neu weithio oriau eraill fel sy'n rhesymol, yn unol â'ch gradd neu'ch lefel cyfrifoldeb cyffredinol o fewn y sefydliad.

Manyleb y Person

Bydd gofyn i’r ymgeisydd llwyddiannus ddangos ei fod yn meddu ar y nodweddion canlynol (gweler y “**Canllawiau Recriwtio**” am gyngor ar sut i lenwi’r ffurflen gais):

HANFODOL	DYMUNOL
Gwybodaeth Angenrheidiol	
	Gweithdrefnau iechyd a diogelwch.
Mae Tystysgrif Hylendid sylfaenol neu gyfwerth yn hanfodol	
Profiad Angenrheidiol	
Unrhyw brofiad o drin cwsmeriaid, yn ddelfrydol mewn atyniad i ymwelwyr, canolfan ffôn, neu amgylchedd sy'n wynebu'r cyhoedd.	
Profiad llawn o baratoi a choginio bwyd addas i gaffi neu siop goffi.	
Profiad llawn o baratoi a choginio bwyd ar gyfer digwyddiadau corfforaethol e.e. bwyd bys a bawd, brechdanau, bwffe oer neu boeth	
Unrhyw brofiad o gynorthwyo gyda’r gwaith o baratoi, trin a storio bwyd.	
Profiad o ddefnyddio’r til a rheoli stoc.	
Cymwysterau Academaidd / Safon Addysg	
	TGAU neu gyfwerth
Sgiliau Angenrheidiol	
	Sgiliau Cyfathrebu da, a’r gallu i gyfathrebu drwy gyfrwng y Gymraeg.
Ffactorau Personol Angenrheidiol	
Agwedd gyfeillgar a chymwynasgar tuag at ymwelwyr	Diddordeb yn nhreftadaeth a diwylliant Cymru a pharodrwydd i ddysgu am yr Amgueddfa Lechi a’i chasgliadau
Y gallu i weithio’n effeithiol fel rhan o dîm	
Dealltwriaeth o egwyddorion cydraddoldeb ac amrywiaeth mewn perthynas â gwaith Amgueddfa Cymru a’r gallu i roi’r egwyddorion ar waith.	

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 £6,957.39 - £7,822.69 y flwyddyn (Yn gyfwerth i £8.89 yr awr) Penodir yr ymgeisydd i'r lefel isaf ar y raddfa hon fel arfer.
Hyd y Contract	Contract tymhorol hyd at 30 Medi 2019
Oriau'r Contract	15 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 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 **Hyfforddiant Cychwynnol**	Mae Amgueddfa Cymru wedi ymrwymo i ddarparu cyfleoedd datblygu a hyfforddi ardderchog ar gyfer pob gweithiwr cyflogedig. 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 Amgueddfa Cymru yn trefnu (ar gyfer staff sydd fel arfer yn defnyddio offer sgrin arddangos (OSA) am gyfnodau parhaus neu bron yn barhaus am awr neu fwy ar y tro bob dydd) i gael cyfradd ostyngol ar sbectol yn Specsavers.
Cynlluniau buddion:	***Beneden Healthcare Society*** 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 **Cymdeithas Gwasanaethau Iechyd ac Ysbytai Cymru (WHA)** Gall WHA eich helpu gyda chostau gofal iechyd bob dydd megis costau deintyddol, optegol a ffisiotherapi. Mae rhagor o fanylion ar y wefan www.whahealthcare.co.uk **Cynllun Undeb Credyd** Rydym yn cynnig ffordd hawdd i weithwyr ymuno ag Undeb Credyd Caerdydd. Aelodau'r cynllun yw perchnogion a rheolwyr Undeb Credyd Caerdydd, sefydliad cynilo a benthyg gaiff ei reoli er lles ei aelodau. Mae'n lle syml a chyfleus i gynilo ac yn caniatáu benthyciadau isel eu cost. Ceir rhagor o fanylion gan yr Adran Adnoddau Dynol.
Cynllun gostyngiad i staff	Mae gan bob aelod staff hawl i ostyngiad o 20% yn siopau Amgueddfa Cymru a gostyngiad o 25% yn y caffis.
Undebau llafur	Mae gan aelodau staff yr hawl i ymaelodi ag undeb llafur cofrestredig a chymryd rhan ar unrhyw adeg briodol yng ngweithgareddau'r corff rydych chi'n rhan ohono, gan gynnwys ymgeisio am swydd a'i chyflawni. Yr undebau a gydnabyddir gan Amgueddfa Cymru yw Prospect, PCS a FDA.

Sut i wneud cais:

Dylai ymgeiswyr am y swydd defnyddio ein ffurflen gais sydd ar gael ar dudalen Swyddi ein gwefan sef www.amgueddacymru.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 e-bost hwn:
ad.swyddi@amgueddfacymru.ac.uk

neu ei phostio i'r:

Adran Adnoddau Dynol
Amgueddfa Cymru
Parc Cathays
CAERDYDD

Ffôn:	029 2057 3306
Ffacs:	029 2057 3319

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 cyfweliadau yn cael eu cynnal fel arfer o fewn tair wythnos i'r dyddiad cau.

Noder, bydd y gost o anfon y ffurflen gais ac unrhyw atodiadau yn ôl i'r Adran Adnoddau Dynol yn fwy na phris un stamp dosbarth cyntaf.

Mae Amgueddfa Cymru yn gyflogwyr cyfle cyfartal. Croesewir ceisiadau o bob rhan o'r gymuned.

Job Description

Seasonal Catering Assistant
Big Pit National Coal 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

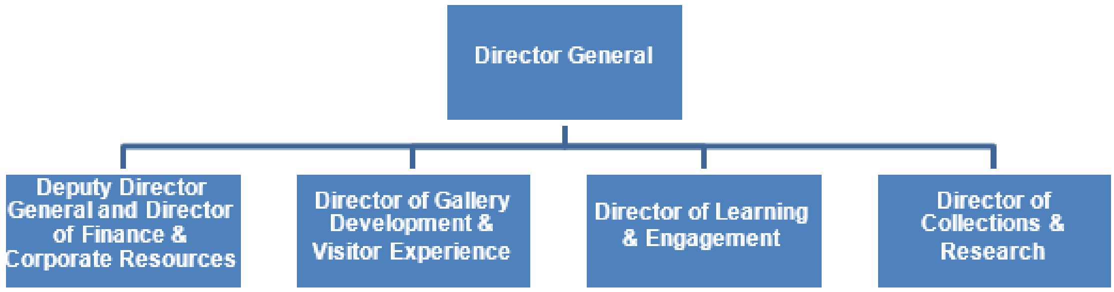
discover, enjoy and learn bilingually, and to understand Wales's place in the wider world.

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.



Job Title:
Seasonal Catering Assistant

Responsible to:
Catering Supervisor

Main purpose of the post
To assist in providing a full catering service to museum staff and visitors.

Key tasks and responsibilities

Job Specific

<u>Customer Care</u>

- To provide a high standard of service to customers in the café at all times.
- To serve and assist customers with food and beverages.

<u>Catering Duties</u>

- To prepare, produce and serve food in the canteen and coffee shop on a daily basis.
- To undertake baking and cooking duties in line with Catering Supervisor’s requirements.
- To advise the Catering Supervisor of food stock levels on a regular basis.
- To be responsible for “cashing up” the café till on a daily basis.
- Preparation of office paperwork – e.g. Filling in temperature log forms
- To ensure correct standards of food preparation, handling and storage are maintained, conforming to all current legislation.
- To prepare and produce the catering and assist in the service of functions and events at the museum as required.
- To maintain at all times the standard of cleanliness within the kitchen and café in accordance with Amgueddfa Cymru’s hygiene regulations and maintain hygiene records as required.

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 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.

Person Specification

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

ESSENTIAL	DESIRABLE
Knowledge Required	
	Knowledge of health & safety procedures.
Basic Food Hygiene Certificate or equivalent is essential	
Experience Required	
Customer handling experience ideally within a visitor attraction or public facing environment.	
Full experience in the preparation and production of food suitable for a café/coffee shop offer	
Full experience in the preparation and production of food suitable for a corporate hire offer, e.g finger food, sandwich buffet, hot & cold fork buffet	
Experience of assisting with the preparation of food, handling and storage.	
Experience of handling cash, the use of a till and stock control.	
Academic Qualifications / Standard of Education	
	Educated to GCSE standard or equivalent.
Skills Required	
	Good communication Skills with the ability to communicate through the medium of Welsh.
Personal Factors Required	
A friendly and helpful approach to visitors	An interest in the heritage and culture of Wales and a willingness to learn about the Slate Museum and its collections.
A collaborative approach to team working	

An understanding of the principles of equality and diversity in relation to Amgueddfa Cymru’s work and the ability to apply these in practice.	

Competencies Specific to this Post

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

Core Competency	Example Behaviour
Working Positively with others	A valued member of the team who provides support to others and contributes to creating an open culture and productive working environment.
Embracing Learning, Change and Creativity	Adapts to change quickly and co-operatively
Commitment to Customer focus	Demonstrates a genuine and practical commitment to deliver excellent results for customers.
Delivery of effective outcomes	An 'all hands on deck' attitude that remains focused on what needs to be delivered and does indeed deliver consistent results.
Commitment to Diversity & Social Responsibilities	Demonstrates a commitment to understand and apply the principles of diversity.

Terms and conditions of service

Starting Salary	Grade B £6,957.39 - £7,822.69 per annum (equivalent to £8.89 per hour) Appointment will normally be to the minimum of the salary scale for this grade.
Contract Length	Seasonal Contract up to 30 September 2019
Contract Hours	15 hours per week
Probation	The 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 of 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 **Induction training**	We are committed to providing excellent training and development opportunities for all employees. We provide a comprehensive Induction Training session for all new members of staff on appointment.
Family friendly working practices	We offer a range of family friendly working practices such as maternity/paternity leave, adoption leave, career breaks, extended leave and variable working.
Travel Loan Scheme	Staff may apply for an interest free travel loan to purchase an annual or quarterly bus or rail season ticket up to the value of £1,500 or a bicycle

	up to the value of £300.
Health & Fitness scheme	We have established membership of fitness clubs at special discounted rates for staff where you can save 25% on the cost of standard membership.
Display Screen Equipment	Amgueddfa Cymru will arrange (for employees who normally use display screen equipment (DSE) for continuous or near-continuous spells of an hour or more at a time on a daily basis) to have discounted rate on spectacles at Specsavers.
Benefit schemes:	**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 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.

Completed forms should be returned by e-mail to:
hr.jobs@museumwales.ac.uk

or posted to the:

Human Resources Department
Amgueddfa Cymru - National Museum Wales
Cathays Park
Cardiff
CF10 3NP
Telephone: (029) 2057 3306 Fax: (029) 2057 3370

Please note that all vacancies close at 5.00 pm on the closing date. No applications will be accepted after this time

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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.