

## Disgrifiad Swydd

### Swyddog Digwyddiadau

(Wedi ei lleoli yn Big Pit Amgueddfa Lofaol Cymru ac Amgueddfa Llangrannog 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 Llangrannog Cymru, Caerllion; Amgueddfa Lechi Cymru, Llanberis; ac Amgueddfa Genedlaethol y Glannau, Abertawe. Mae gan Amgueddfa Cymru hefyd Ganolfan Gasgliadau Genedlaethol yn Nantgarw, ger Caerdydd.

Cyfanswm Cymorth Grant Llywodraeth Cymru i Amgueddfa Cymru yn 2017-18 oedd £21 miliwn. Mae'r Amgueddfa'n cyflogi dros 600 o staff, ac yn denu tua 1.7 miliwn o ymwelwyr bob blwyddyn, cynnydd o 70% ers cyflwyno mynediad am ddim. Rydym yn derbyn tua 2 filiwn o ymweliadau â'n gwefan bob blwyddyn.

Mae dros 5 miliwn o eitemau unigol yn ein casgliadau, sy'n cynnwys celf a dylunio, hanes ac archaeoleg a'r gwyddorau naturiol.

Mae is-gwmni masnachol sy'n llwyr eiddo i Amgueddfa Cymru – Mentrau Amgueddfeydd ac Oriolau Cenedlaethol Cymru Cyfyngedig (AOCC) – sydd â chyfarwyddwyr anweithredol a gyfetholwyd gydag arbenigedd perthnasol. Prif weithgareddau Mentrau AOCC Cyf yw gwerthiant yn siopau Amgueddfa Cymru, arlwy, parcio ceir, trwyddedu lluniau, llogi corfforaethol, elw trwy werthu neu fenthyg arddangosfeydd, a hawliau ffilmio. Mae'r cwmni'n trosglwyddo'i elw i Amgueddfa Cymru fel Cymorth Rhodd.

Corff a Noddir gan Lywodraeth Cymru yw Amgueddfa Cymru gyda Bwrdd Ymddiriedolwyr yn pennu cyfeiriad strategol y sefydliad ac yn sicrhau y caiff ei hadnoddau eu rheoli yn briodol.

#### Ein Gweledigaeth

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

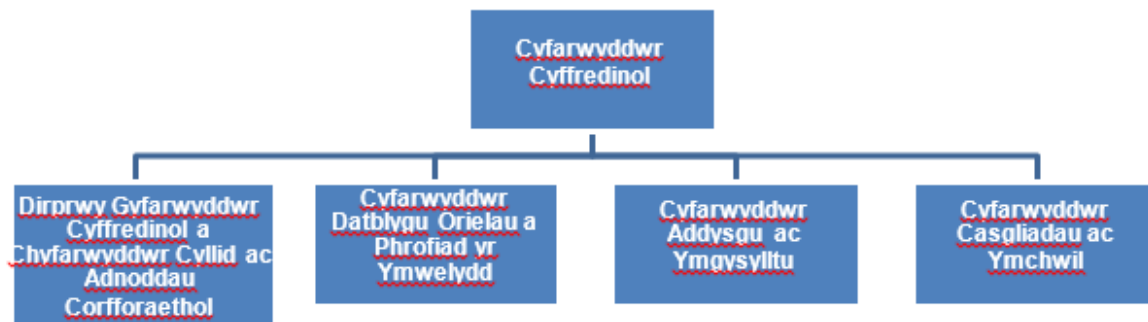
Hanfod ein gwaith yw bod diwylliant yn adnodd a gaiff ei greu gan bobl a chymunedau. Rydyn ni'n rhan o'r gymdeithas y daw ein casgliadau a'n hadnoddau

ohoni, a chânt eu hadnewyddu yn barhaus drwy ein gwaith gyda'r cyhoedd. Mae ein casgliadau gwyddorau naturiol yn helpu i roi cyd-destun o fioamrywiaeth a geoamrywiaeth Cymru, ac yn amlygu lle Cymru o fewn y byd ehangach. Rydyn ni'n atebol i'n cenedl am ein defnydd o'r adnoddau hyn.

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

## Yr Uwch Dîm Rheoli

Caiff Amgueddfa Cymru ei harwain gan Uwch Dîm Rheoli (SMT) yn cynnwys Cyfarwyddwr Cyffredinol a phedwar Cyfarwyddwr Cyfadran. Mae Gweithgor Cyfunol (JEG), sydd yn cynnwys rheolwyr adrannau yn ogystal â'r Uwch Dîm Rheoli, yn cymeradwyo polisiau ac yn adolygu projectau a mentrau pwysig.



## **Prif ddiben y swydd**

Rôl y Swyddog Digwyddiadau Cyhoeddus yw datblygu, cydlynu, trefnu a gwerthuso digwyddiadau cyhoeddus ar raddfa fach a chanolig i blant, teuluoedd, pobl ifanc ac oedolion yn Big Pit Amgueddfa Lofaol Cymru ac Amgueddfa Lleng Rufeinig Cymru

Bydd deiliaid y swydd yn annog cynulleidfaoedd newydd i ymgysylltu â chasgliadau yn Amgueddfa Cymru.

## **Yn atebol i**

Bydd deiliaid y swydd yn adrodd i'r Rheolwr Digwyddiadau.

## **Prif Dasgau a Chyfrifoldebau**

### **Penodol i'r Swydd**

1. Cydlynu, cynllunio a chyflwyno digwyddiadau cyhoeddus sy'n seiliedig ar y casgliadau, ac yn cynhyrchu incwm, i ystod o gynulleidfaoedd gan weithio â phob adran i wella profiad yr ymwelydd
2. Dyfeisio, treialu a monitro ystod o ddigwyddiadau a gweithgareddau newydd, cyffrous ac atyniadol sy'n cynhyrchu incwm
3. Cysylltu ag ystod eang o bartneriaid allanol, gan gynnwys grwpiau lleol, sefydliadau, cymdeithasau a darparwyr gweithgareddau i hwyluso digwyddiadau a hyrwyddo'r rhaglen ddigwyddiadau cyhoeddus
4. Gweithio gyda sefydliadau cyhoeddus a'r trydydd sector fel rhan o'r rhaglen Ardaloedd Arloesi (rhan o raglen Llywodraeth Cymru, Cyfuno: Trechu Tlodi trwy Ddiwylliant) i ddatblygu cyfleoedd newydd a chyffrous i bobl sy'n byw yn rhai o'r cymunedau mwyaf difreintiedig yng Nghymru i fwynhau gweithgareddau diwylliannol a chymryd rhan ynddynt
5. Gweithio gyda phartneriaid perthnasol i gefnogi ymgyrchoedd cenedlaethol a sicrhau amrywiaeth ymysg ymwelwyr yr Amgueddfa
6. Datblygu cynnwys digidol ac ar-lein ac ymgyrchoedd cyfryngau cymdeithasol i godi ymwybyddiaeth o ddigwyddiadau cyhoeddus yn Big Pit Amgueddfa Lofaol Cymru ac Amgueddfa Lleng Rufeinig Cymru
7. Cefnogi a chysylltu â chydweithwyr yn yr adrannau Marchnata, y Wasg a chysylltiadau cyhoeddus ynglŷn â thestunau dwyieithog priodol ac amserol ar gyfer deunydd cyhoeddusrwydd
8. Cefnogi staff o adrannau arall e.e. gwasanaethau ymwelwyr a churadurol i hwyluso a chyflawni'r rhaglen ddigwyddiadau

9. Gweithio gyda'r Rheolwr Digwyddiadau i fonitro gwariant yn erbyn cyllideb yn unol â'r rhaglen ddigwyddiadau cyhoeddus
10. Mynychu cyfarfodydd gyda'r Rheolwr Digwyddiadau ac ar ei ran
11. Ymateb i ymholiadau sy'n ymwneud â'r rhaglen ddigwyddiadau a datblygu gweithdrefnau gweinyddol priodol er mwyn cynnal digwyddiadau a gweithgareddau'n effeithlon yn Big Pit Amgueddfa Lofaol Cymru ac Amgueddfa Lleng Rufeinig Cymru
12. Paratoi adroddiadau a chasglu data i gefnogi perfformiadau targed a chynllunio gweithredol yn ôl y galw

## **Corfforaethol**

1. Ymroi yn llawn i gefnogi egwyddorion cyfle cyfartal fel yr amlinellir ym Mholisi Cydraddoldeb ac Amrywiaeth y sefydliad a'u gweithredu.
2. Cefnogi dwyieithrwydd ar draws gwaith Amgueddfa Cymru a gweithredu ein Cynllun Iaith, yn arbennig mewn perthynas â'r rhaglen gyhoeddus.
3. Ymroi yn llawn i gefnogi gwaith a pholisïau Amgueddfa Cymru o ran cynaliadwyedd.
4. 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.
5. Yn rhan o'ch telerau cyflogaeth, mae'n bosibl y gofynnir i chi ymgymryd â 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. Digwyddiadau cyhoeddus o ansawdd uchel i bob cynulleidfa, wedi'u cynllunio'n dda a'u cyflwyno mewn modd proffesiynol.
2. Mwy o ymgysylltu rhagweithiol gydag ymwelwyr mewn orielau ac yn yr amgueddfa.
3. Proffiliau mwy amrywiol o ran ymwelwyr.
4. Proffil uwch i raglenni digwyddiadau.
5. Mwy o refeniw drwy godi tâl am weithgareddau gwerth ychwanegol.
6. Mwy o weithio mewn partneriaeth.
7. Gwaith tîm effeithiol a defnydd cost effeithiol o adnoddau.

## 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                                                                                 |
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| <b>Gwybodaeth Ofynnol</b>                                                                                                                      |                                                                                         |
| Gwybodaeth am reoli digwyddiadau a dealltwriaeth o arfer da o ran cynllunio, datblygu a chyflwyno digwyddiad                                   |                                                                                         |
| Gwybodaeth a dealltwriaeth o wahanol gynulleidfaoedd a'r angen i addasu gweithgareddau yn ôl y gynulleidfa                                     |                                                                                         |
| Dealltwriaeth o ffyrdd o fonitro, adrodd a gwerthuso rhaglenni yn erbyn targedau ac amcanion strategol                                         | Dealltwriaeth o fethodolegau gwerthuso amrywiol i lywio a gwella cynllunio yn y dyfodol |
| <b>Profiad Gofynnol</b>                                                                                                                        |                                                                                         |
| Profiad o gynllunio, trefnu a chyflwyno digwyddiadau cyhoeddus a chyfleoedd i gynhyrchu incwm                                                  |                                                                                         |
| Profiad o ddatblygu a chyflwyno digwyddiadau sy'n diwallu anghenion cynulleidfaoedd amrywiol yn arbennig teuluoedd, pobl ifanc ac oedolion hŷn |                                                                                         |
| Profiad o ysgrifennu'n greadigol ar gyfer cynulleidfaoedd a chyd-destunau amrywiol e.e. ymgyrchoedd cyfryngau cymdeithasol                     |                                                                                         |
| <b>Cymwysterau Academaidd / Safon Addysg</b>                                                                                                   |                                                                                         |
| Gradd mewn pwnc perthnasol neu brofiad cyfwerth                                                                                                |                                                                                         |
| <b>Sgiliau Gofynnol</b>                                                                                                                        |                                                                                         |
| *Y gallu i ysgrifennu, siarad a deall Cymraeg a Saesneg, neu barodrwydd i                                                                      |                                                                                         |

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| ddysgu i safon canolradd o leiaf o fewn tair blynedd (darperir hyfforddiant)                                                                                                                                                             |  |
| Y gallu i feddwl yn greadigol wrth ddatblygu rhaglenni a digwyddiadau newydd                                                                                                                                                             |  |
| Lefel uchel o allu cyfrifiadurol a gwybodaeth o becynnau Windows a meddalwedd cronfeydd data. Yn hyderus wrth ddefnyddio'r rhyngrwyd, e-bost a chyfyngau cymdeithasol                                                                    |  |
| Sgiliau trefnu a gweinyddu rhagorol gan gynnwys y gallu i gynllunio, amserlennu a chyflwyno digwyddiadau yn unol â'r amserlen a'r gyllideb, ynghyd â'r gallu i flaenoriaethu gwaith ac i weithio'n llwyddiannus ar sawl project ar y tro |  |
| <b>Ffactorau Personol Gofynnol</b>                                                                                                                                                                                                       |  |
| Y gallu i weithio'n hyblyg, gan gynnwys ar benwythnosau a gŵyl y banc                                                                                                                                                                    |  |
| Dealltwriaeth o Safonau'r Gymraeg a phwysigrwydd darparu digwyddiadau a gweithgareddau drwy gyfrwng y Gymraeg                                                                                                                            |  |
| Diddordeb yng ngwaith Amgueddfa Cymru ac ymroddiad i'r gwaith hwnnw                                                                                                                                                                      |  |

#### **\*Cymraeg lefel canolradd**

- Gwrando a Siarad: Gallu i gyflawni pob agwedd o'r swydd yn hyderus yn Gymraeg a Saesneg e.e. trefnu gweithgareddau gyda chyflenwyr Cymraeg eu hiaith, cymryd rhan mewn cyfarfod uniaith Gymraeg.
- Darllen a Deall: Gallu i ddefnyddio a dehongli yn gywir wybodaeth o wahanol ffynonellau i gyflawni pob agwedd o'r swydd, e.e.trin anfonebau ac e-byst dwyieithog.
- Ysgrifennu: Gallu i gwblhau ffurflen safonol ac ysgrifennu negeseuon cyfryngau cymdeithasol, testun gwefan neu e-bost byr yn Gymraeg a Saesneg

## Cymwyseddau Penodol i'r Swydd Hon

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 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>Gallu casglu gwybodaeth mewn ffordd drefnus y gellir ei hadalw.</p>                 |
| Croesawu Dysgu, Newid a Chreadigrwydd                | <p>Ymroddiad i ddysgu. Gallu amsugno cymaint o wybodaeth a phrofiad perthnasol â phosibl.</p> <p>Ymroddiad personol i ddysgu, tyfu a newid yn barhaus.</p>                                                                 |
| Ymroddiad i Ganolbwyntio ar Gwsmeriaid               | <p>Dealltwriaeth fod pawb y dânt i gysylltiad â nhw yn gwsmer.</p> <p>Dangos ymroddiad gwirioneddol ac ymarferol er mwyn sicrhau canlyniadau rhagorol i gwsmeriaid.</p>                                                    |
| Cyrraedd Canlyniadau Effeithiol                      | <p>Rheoli llwyth gwaith ac ymddygiad yn wyneb gofynion cystadleuol a blaenoriaethau sy’n newid.</p> <p>Dangos egni a phenderfyniad wrth gyflawni amcanion personol, tîm a sefydliad.</p>                                   |
| Ymrwymiad i Amrywiaeth a Chyfrifoldebau Cymdeithasol | <p>Dangos ymroddiad i egwyddorion amrywiaeth a chynhwysiant.</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

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| <b>Cyflog Cychwynnol</b>                                                                                                                                            | Gradd D – £9,049.65 - £11,427.15 y flwyddyn.<br><br>(Wedi ei seilio ar cyflog llawn amser o £23,916.93 - £30,200.32 y flwyddyn) |
| <b>Hyd y Contract</b>                                                                                                                                               | Parhaol                                                                                                                         |
| <b>Oriau'r Contract</b>                                                                                                                                             | 14 awr yr wythnos<br><br>Bydd oriau yn cynnwys peth gwaith gyda'r nos ac ar benwythnosau.                                       |
| <b>Cyfnod Prawf</b>                                                                                                                                                 | Mae cyfnod prawf o 6 mis yn berthnasol i'r swydd hon.                                                                           |
| <b>Mae pob penodiad newydd yn dibynnu ar dderbyn geirda, adroddiad meddygol ac archwiliad boddhaol o euogfarnau troseddol a phrawf o'ch hawl i weithio yn y DU.</b> |                                                                                                                                 |

# Buddion gweithio i Amgueddfa Cymru

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| Gwyliau Blynnyddol   | 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              | <p>Rydym yn cynnig 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 2 flynedd neu fwy, 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 gynnwys staff cymwys yn y cynllun cofrestru awtomatig. Mae'r Cynllun yn un cymhwysol at ddibenion cofrestru awtomatig, 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 yn dibynnu ar eich gradd a swm eich enillion pensiynadwy. Ar hyn o bryd mae staff Gradd A yn talu 6%, staff Graddau B a C yn talu 8%, a staff Graddau D ac uwch yn talu 9%.</p> |
| Cyfnewid Cyflog      | Rydym yn cynnig trefniant Cyfnewid Cyflog ar gyfer aelodau'r Cynllun Pensiwn. Mae'n drefniant gwirfoddol, ac nid yw'n addas ar gyfer pob aelod o staff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Hyfforddi a Datblygu | Mae'r Amgueddfa wedi ymrwymo i ddarparu cyfleoedd datblygu a hyfforddi rhagorol ar gyfer pob gweithiwr cyflogedig.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Hyfforddiant Sefydlu | Rydym yn darparu sesiwn Hyfforddiant Cychwynnol gynhwysfawr ar gyfer pob aelod newydd o staff ar ôl eu penodi.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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| <b>Taleb Gofal Plant</b>                            | 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. |
| <b>Arferion Gweithio sydd o Gymorth i Deuluoedd</b> | Rydym yn cynnig amrywiaeth o arferion gweithio sydd o gymorth i deuluoedd megis absenoldeb mamolaeth/tadolaeth, absenoldeb mabwysiadu, seibiant gyrfa, absenoldeb estynedig ac amrywio oriau gwaith.                                                                                  |
| <b>Cynllun Benthyciad Teithio</b>                   | 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.                                                                                                                                     |
| <b>Cynllun Iechyd a Ffitrwydd</b>                   | Rydym wedi sefydlu cynllun aelodaeth o glybiau ffitrwydd i staff am bris gostyngol arbennig sy'n arbed 25% ar gost aelodaeth safonol.                                                                                                                                                 |
| <b>Cyfarpar Sgrin Arddangos</b>                     | Bydd yr Amgueddfa yn trefnu (ar gyfer staff sydd fel arfer yn defnyddio offer sgrin arddangos (OSA) am gyfnodau parhaus neu bron yn barhaus am awr neu fwy ar y tro bob dydd) i gael cyfradd ostyngol ar sbectol yn Specsavers.                                                       |

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|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Cynlluniau Buddion:</b></p>        | <p><b>Beneden Healthcare Society:</b> Darparwyr gofal iechyd o'r radd flaenaf heb orfod talu yswiriant meddygol drud. Mae rhagor o wybodaeth ar Fewnwyd yr Amgueddfa neu ewch i <a href="http://www.beneden.org.uk">www.beneden.org.uk</a></p> <p><b>Cymdeithas Gwasanaethau Iechyd ac Ysbytai Cymru (WHA):</b> Gall WHA eich helpu gyda chostau gofal iechyd bob dydd megis costau deintyddol, optegol a ffisiotherapi. Mae rhagor o wybodaeth ar eu gwefan <a href="http://www.whahealthcare.co.uk">www.whahealthcare.co.uk</a></p> <p><b>Cynllun Undeb Credyd:</b> 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 a 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.</p> |
| <p><b>Cynllun Gostyngiad i Staff</b></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><b>Undebau Llafur</b></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 yr Amgueddfa 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.amgueddfa.cymru](http://www.amgueddfa.cymru). 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.

**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 ddychwelyd eich ffurflen i'r cyfeiriad e-bost hwn:  
[ad@amgueddfacymru.ac.uk](mailto: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

**Rhaid i bob cais am swydd ein cyrraedd erbyn 5pm ar y dyddiad cau. Ni fyddwn yn derbyn ceisiadau ar ôl hynny.**

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**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'n glir ai swydd lawn neu ran 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 ar gyfer y 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.

Sylwer y bydd cost dychwelyd ffurflen gais ac unrhyw atodiadau i'r Adran Adnoddau Dynol yn uwch na chost un stamp dosbarth cyntaf.

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

## **Job Description**

### **Events Officer**

**National Roman Legion Museum and 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**

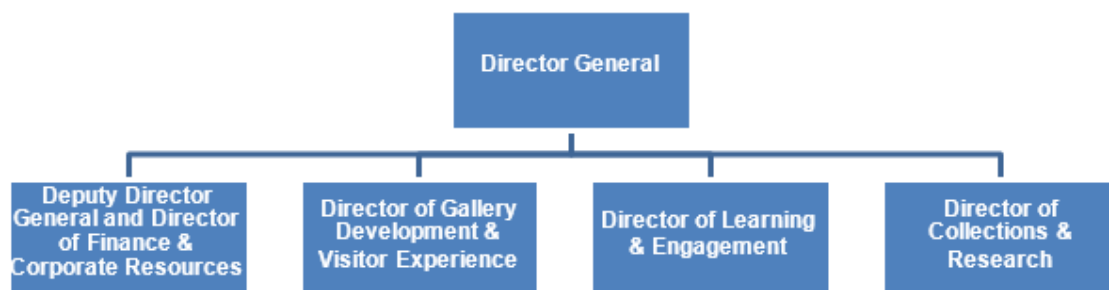
In 2015 Amgueddfa Cymru agreed a new Vision, "Inspiring people, changing lives", to guide all future activities. Our purpose is to inspire people through our museums and collections to find a sense of well-being and identity, to discover, enjoy and learn bilingually, and to understand Wales's place in 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.



## **Main purpose of the post**

The role of the Public Events Officer is to develop, co-ordinate, organise and evaluate small and medium scale public events for children, families, young people and adults at Big Pit National Coal Museum and National Roman Legion Museum.

The post holders will encourage new audiences to engage with collections at Amgueddfa Cymru.

## **Responsible to**

The post-holders will report to the Events Manager.

## **Key Tasks and Responsibilities**

### **Job Specific**

1. Co-ordinate, plan and deliver public and income generated events based on the collections for a range of audiences working with all departments to improve the visitor experience
2. Devise, pilot and monitor a range of new exciting and engaging income generating events and activities
3. Liaise with a wide range of external partners, including local groups, organisations, societies and activity providers to facilitate events and promote the public events programme
4. Work with public and third sector organisations as part of the Pioneer Area programme (as part of Welsh Government's Fusion: Tackling Poverty Through Culture Programme) to develop new and exciting opportunities for people living in some of the most disadvantaged communities in Wales to enjoy and take part in cultural activities
5. Work with relevant partners to support national campaigns and diversify museum visitors
6. Develop online and digital content and social media campaigns to increase awareness regarding public events at Big Pit National Coal Museum and National Roman Legion Museum.
7. Liaise with and support Marketing, Press and PR colleagues regarding appropriate and timely bilingual text for publicity material
8. Support staff from other departments e.g. curatorial and visitor services to facilitate and deliver the events programme

9. Work with the Events Manager to monitor spend against budget in line with the public events programme
10. Attend meetings with and on behalf of the Events Manager
11. Respond to queries regarding the programme of events and develop appropriate administrative procedures for the efficient delivery of events and activities at Big Pit National Coal Museum and National Roman Legion Museum.
12. Provide reports and data collection to support performance targets and operational planning as required

### **Corporate**

1. To participate actively in supporting the principles and practice of equality of opportunity as outlined in the organisation's Equality & Diversity Policy
2. Support Bilingualism across Amgueddfa Cymru's work and the implementation of our Welsh Language Standards particularly in relation to the public programme
3. To participate actively in supporting Amgueddfa Cymru's work and policies regarding sustainability
4. To take responsibility 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.
5. 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. High quality, well planned and professionally delivered public events for all audiences.
2. Increased proactive engagement with visitors in galleries and in museum settings.
3. More diverse visitor profiles.
4. A higher profile for events programmes.
5. Increased revenue through charging for value added activities.
6. Increase partnership working.
7. Efficient team working and cost effective use of resources.

## 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 event management and understanding of good practice in event design, development and delivery                                        |                                                                                        |
| Knowledge and understanding of different audiences and the need to adapt activities according to the audience                                     |                                                                                        |
| Understanding ways of monitoring, reporting and evaluating programmes against strategic aims and objectives                                       | Understanding different evaluation methodologies to inform and improve future planning |
| Experience Required                                                                                                                               |                                                                                        |
| Experience of planning, organising and delivering public events and income generating opportunities                                               |                                                                                        |
| Experience of developing and delivering events that meeting the needs of different audiences particularly families, young people and older adults |                                                                                        |
| Experience of writing creatively for different audiences and contexts e.g. social media campaigns                                                 |                                                                                        |
| Academic Qualifications / Standard of Education                                                                                                   |                                                                                        |
| A degree in a relevant discipline or equivalent experience                                                                                        |                                                                                        |
| Skills Required                                                                                                                                   |                                                                                        |
| *The ability to write, speak and understand Welsh and English, or a willingness to learn to an intermediate                                       |                                                                                        |

|                                                                                                                                                                                                                                                    |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| level at least within three years (training will be provided).                                                                                                                                                                                     |  |
| Ability to think creatively when developing new programmes and events                                                                                                                                                                              |  |
| A high degree of computer literacy with knowledge of Windows based and database applications. A confident user of internet, email and social media                                                                                                 |  |
| Excellent organisational and administrative skills including demonstrable ability to plan, schedule and deliver events to schedule and budget along with the capacity to prioritise work and work successfully on a number of projects at one time |  |
| <b>Personal Factors Required</b>                                                                                                                                                                                                                   |  |
| Ability to work flexibly, including at weekends and bank holidays                                                                                                                                                                                  |  |
| An understanding of the Welsh language Standards and the importance of providing events and activities through the medium of Welsh                                                                                                                 |  |
| An interest in and commitment to the work of Amgueddfa Cymru                                                                                                                                                                                       |  |

#### **\*Intermediate level Welsh**

- Listening and Speaking: The ability to perform every aspect of the role confidently in Welsh and English, e.g. arrange activities with Welsh language providers and taking part in Welsh language meetings.
- Reading and Understanding: The ability to use and interpret correctly information from different sources to perform every aspect of the role, e.g. handle bilingual invoices and e-mails.
- Writing: The ability to complete a standard form and write social media messages, website content or short e-mails in Welsh and English.

## 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 Behaviours                                                                                                                                                                                                                              |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Working Positively with Others</b>                        | <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>Accumulates knowledge and information in an organised, retrievable way.</p>                |
| <b>Embracing Learning, Change and Creativity</b>             | <p>An appetite for learning. Soaks up as much relevant knowledge and experience as possible.</p> <p>Demonstrates a personal commitment to continuous learning, growth and change.</p>                                                           |
| <b>Commitment to Customer Focus</b>                          | <p>Recognises that everyone with whom they come into contact is a customer.</p> <p>Demonstrates a genuine and practical commitment to deliver excellent results for customers.</p>                                                              |
| <b>Delivery of Effective Outcomes</b>                        | <p>Manages own workload and own behaviours in a context of competing demands and changing priorities.</p> <p>Demonstrates energy and determination in meeting personal, team and organisational goals.</p>                                      |
| <b>Commitment to Diversity &amp; Social Responsibilities</b> | <p>Demonstrates a commitment to the principles of diversity and inclusion.</p> <p>Encourages and adopts practice that reduces the environmental impact of activities.</p> <p>Champions Health &amp; Safety across the entire Museum’s work.</p> |

## Terms and conditions of service

|                                                                                                                                                                                          |                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <b>Starting Salary</b>                                                                                                                                                                   | Grade D £9,049.65 - £11,427.15 per annum.<br><br>(Based on a full time equivalent salary of £23,916.93 - £30,200.32 per annum) |
| <b>Contract Length</b>                                                                                                                                                                   | Permanent                                                                                                                      |
| <b>Contract Hours</b>                                                                                                                                                                    | 14 hours per week<br><br>Hours will include some evening and weekend work.                                                     |
| <b>Probation</b>                                                                                                                                                                         | The post is subject to a probationary period of 6 months.                                                                      |
| <b>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.</b> |                                                                                                                                |

## Benefits in working for Amgueddfa Cymru

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Annual leave</b>               | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Flexitime</b>                  | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Pension</b>                    | <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> |
| <b>Salary Exchange</b>            | The Museum operates a Salary Exchange Scheme for members of the Scheme. Participation is voluntary and is not suitable for all employees.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Training &amp; development</b> | We are committed to providing excellent training and development opportunities for all employees.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Induction training</b>         | We provide a comprehensive Induction Training session for all new members of staff on appointment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

|                                          |                                                                                                                                                                                                                                                                                    |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Childcare Vouchers</b>                | 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. |
| <b>Family friendly working practices</b> | We offer a range of family friendly working practices such as maternity/paternity leave, adoption leave, career breaks, extended leave and variable working.                                                                                                                       |
| <b>Travel Loan Scheme</b>                | 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.                                                                                                      |
| <b>Health &amp; Fitness scheme</b>       | We have established membership of fitness clubs at special discounted rates for staff where you can save 25% on the cost of standard membership.                                                                                                                                   |
| <b>Display Screen Equipment</b>          | 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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| <b>Benefit schemes:</b>      | <p><b>Beneden Healthcare Society:</b> Providers of first class healthcare without expensive medical insurance. Further information can be found on the Museum Intranet or at <a href="http://www.beneden.org.uk">www.beneden.org.uk</a></p> <p><b>WHA (Welsh Hospitals &amp; Health Services Association):</b> WHA can help you with everyday health care costs such as dental, optical and physiotherapy. Further details can be found on their website <a href="http://www.whahealthcare.co.uk">www.whahealthcare.co.uk</a></p> <p><b>Credit Union Scheme:</b> 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> |
| <b>Staff discount scheme</b> | All staff are entitled to 20% discount in Amgueddfa Cymru's shops and 25% discount in the cafes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Trade unions</b>          | 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](http://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](mailto: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.**

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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**