

Rheolwr Digwyddiadau

(Sain Ffagan Amgueddfa Werin Cymru ac Amgueddfa Genedlaethol Caerdydd)

Eich gwaith...

- Arwain datblygiad cynnwys a chynnal rhaglen o ddigwyddiadau cyhoeddus o safon uchel sy'n creu argraff yn Sain Ffagan Amgueddfa Werin Cymru ac Amgueddfa Genedlaethol Caerdydd.
- Arwain a rheoli Swyddogion Digwyddiadau yn Sain Ffagan Amgueddfa Werin Cymru ac Amgueddfa Genedlaethol Caerdydd.
- Cyfrifoldeb penodol dros ddatblygu Amgueddfa dros Nos, Hwyrnos a digwyddiadau eraill wedi oriau agor yn Amgueddfa Genedlaethol Caerdydd, a datblygu rhaglen Wyliau Sain Ffagan.

Eich nod...

- Cynhyrchu mwy o incwm a chynyddu niferoedd ymwelwyr drwy gyfrwng rhaglen ddigwyddiadau Amgueddfa Genedlaethol Caerdydd a Sain Ffagan.
- Darparu amrywiaeth eang o ddigwyddiadau dwyieithog o safon uchel mewn modd proffesiynol, ar gyfer pob cynulleidfia, yn Sain Ffagan ac Amgueddfa Genedlaethol Caerdydd.
- Proffil uwch i Raglen Ddigwyddiadau Amgueddfa Cymru, sy'n gweithio fwyfwy mewn partneriaeth.
- Tîm sy'n gweithio'n effeithlon ar draws amgueddfeydd ac yn defnyddio adnoddau mewn modd cost-effeithiol.
- Cynnydd mewn cynaliadwyedd ar draws y rhaglen ddigwyddiadau.

Sut i gyrraedd y nod...

- Rheoli a chyflwyno rhaglen ddigwyddiadau ddwyieithog, arloesol a llwyddiannus yn Sain Ffagan Amgueddfa Werin Cymru ac Amgueddfa Genedlaethol Caerdydd, gan sicrhau fod y rhaglen yn cynyddu proffil, niferoedd ymwelwyr ac incwm Amgueddfa Cymru.
- Cyflawni'r cynllun busnes ar gyfer digwyddiadau allweddol ac amlwg yn Sain Ffagan ac Amgueddfa Genedlaethol Caerdydd.

- Cyfrannu at waith y tîm Datblygu drwy gynllunio a chynnal hyd at bum digwyddiad codi arian y flwyddyn.
- Cydlynu ymgyrchoedd allweddol yn Sain Ffagan ac Amgueddfa Genedlaethol Caerdydd e.e. Rhaglen Blwyddyn... Croeso Cymru ac Wythnos Amgueddfeydd Cymru.
- Bod yn rheolwr ar y diwrnod mewn digwyddiadau amlwg yn Sain Ffagan ac Amgueddfa Genedlaethol Caerdydd.
- Bod yn arweinydd ysbrydoledig sy'n gyfrifol am reoli dydd-i-ddydd a datblygiad Swyddogion Digwyddiadau Sain Ffagan ac Amgueddfa Genedlaethol Caerdydd, gan roi arweiniad i staff ar ddatblygu a chyflawni'r rhaglen ddigwyddiadau.
- Rheoli ein perthynas â chysylltiadau, contractau, partneriaid, sefydliadau a chymunedau allanol.
- Arwain cynllunio strategol gyda Swyddogion Marchnata a Swyddogion Digwyddiadau i gydlynu negeseuon ar y wefan a'r cyfryngau cymdeithasol yn Sain Ffagan ac Amgueddfa Genedlaethol Caerdydd.

Sut i gefnogi amcanion corfforaethol Amgueddfa Cymru...

- Ymroi yn llawn i gefnogi egwyddorion cyfle cyfartal fel yr amlinellir ym Mholisi Cydraddoldeb ac Amrywiaeth y sefydliad a'u gweithredu.
- Helpu'r adran i gydymffurfio â pholisïau'r Amgueddfa ar Gynaliadwyedd a'r laith Gymraeg.
- 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.
- 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.

Rydyn ni'n chwilio am berson...

- Sy'n frwd dros weithio gyda phobl a'u cefnogi.
- Sy'n frwd dros waith Amgueddfa Cymru.
- All gynhyrchu syniadau newydd ac arloesol.
- All arwain a gweithio fel aelod o dîm.
- All weithio oriau hyblyg, gan gynnwys ar benwythnosau a gwyliau banc yn ogystal ag ar safleoedd eraill Amgueddfa Cymru.
- Sydd ag agwedd ac ymddygiad sy'n cyfateb â'n gwerthoedd (cydweithio, cynhwysol, creadigrwydd, gonestrwydd a chyfrifoldeb).

Yr wybodaeth a'r cymwysterau angenrheidiol...

- Dealltwriaeth o botensial casgliadau Amgueddfa Cymru er mwyn datblygu a chynnal digwyddiadau.
- Cefndir yn y diwydiant digwyddiadau, rheoli digwyddiadau, cynllunio busnes a digwyddiadau cynhyrchu elw.
- Gwybodaeth o gynulleidfaoedd gwahanol a dealltwriaeth o sut i gymhwyso hyn i alluogi pob cynulleidfa i ymgysylltu â chasgliadau'r Amgueddfa.
- Dealltwriaeth o brosesau cynaliadwy yn y diwydiant digwyddiadau.
- Addysg i safon gradd neu brofiad gwaith cyfwerth, Neu Cymhwyster ôl-radd mewn maes perthnasol e.e. rheoli digwyddiadau, achrediad iechyd a diogelwch. Byddai cymhwyster rheoli project megis Prince 2 o fantais.

Y profiad angenrheidiol...

- Profiad o ddarparu rhaglenni digwyddiadau mawr a chanolig ar gyfer cynulleidfaoedd gwahanol.
- Profiad o arwain a rheoli tîm bychan.
- Profiad o reoli perthynas a gweithio mewn partneriaeth.
- Profiad o geisio a llunio ceisiadau grant a nawdd.

Y sgiliau angenrheidiol...

- Sgiliau cyfathrebu rhagorol, ar lafar ac ar bapur yn y Gymraeg a'r Saesneg. Sgiliau gweinyddu cyffredinol rhagorol a'r gallu i arwain ac ysgogi staff. Y gallu i negodi ar draws pob lefel.
- Sgiliau rheoli project ar lefel uchel.
- Y gallu i feddwl yn greadigol wrth ddatblygu rhaglenni a digwyddiadau newydd ac i ddatblygu mentrau newydd.
- Sgiliau trefnu rhagorol gan gynnwys y gallu i gynllunio a chyflawni projectau ar amser ac yn unol â'r gyllideb, a'r gallu i weithio'n llwyddiannus ar sawl project ar y tro.

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. Gallu casglu gwybodaeth mewn ffordd drefnus y gellir ei hadalw.
Croesawu dysgu, newid a chreadigrwydd	Ymroddiad i ddysgu. Gallu amsugno cymaint o wybodaeth a phrofiad perthnasol â phosibl. Ymroddiad personol i ddysgu, tyfu a newid yn barhaus.
Ymroddiad i ganolbwyntio ar gwsmeriaid	Dealltwriaeth fod pawb y dânt i gysylltiad â nhw yn gwsmer. Dangos ymroddiad gwirioneddol ac ymarferol er mwyn sicrhau canlyniadau rhagorol i gwsmeriaid.
Cyrraedd canlyniadau effeithiol	Rheoli llwyth gwaith ac ymddygiad yn wyneb gofynion cystadleuol a blaenoriaethau sy'n newid. Dangos egni a phenderfyniad wrth gyflawni amcanion personol, tîm a sefydliad.
Ymroddiad i amrywiaeth a chyfrifoldebau cymdeithasol	Dangos ymroddiad i egwyddorion amrywiaeth a chynhwysiant. Hyrwyddo ac arddel arferion sy'n lleihau effaith amgylcheddol y gwaith. Hyrwyddo lechyd a Diogelwch ym mhob agwedd o waith Amgueddfa Cymru.

Amodau a Thelerau...

Cyflog cychwynnol	Gradd E – £26,095.18- £32,089.12 y flwyddyn. (Wedi ei seilio ar cyflog llawn amser o £27,586.33- £33,922.78 y flwyddyn) Bydd yr ymgeisydd yn cael ei benodi i'r pwynt cyflog isaf ar y radd hon fel arfer.
Hyd y contract	Parhaol
Oriau'r contract	35 awr yr wythnos Bydd yn rhaid gweithio rhai penwythnosau a gwyliau banc.
Gwyliau Blyneddol	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). Cyfrifir gwyliau staff rhan amser ar sail pro rata.
Cyfnod prawf	Mae cyfnod prawf o 3 mis yn berthnasol i'r swydd hon.
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.	

Sut i wneud cais:

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

Dylech ddychwelyd 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
CF10 3NP

Ffôn: (029) 2057 3306

Bydd angen i chi gyflwyno'r ffurflenni Archwilio Cefndir a Monitro cyn i ni brosesu eich cais.

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.

Events Manager

(Based at St Fagans National Museum of History and National Museum Cardiff)

What you'll do...

- You'll lead content development and delivery of an impactful, high quality public events programme at St Fagans National Museum of History and National Museum Cardiff.
- You'll lead and manage Events Officers at St Fagans National Museum of History and National Museum Cardiff.
- You'll be specifically responsible for developing the Museum Sleepovers, Lates and evening offer at NMC and developing the Festivals programme at St Fagans.

What you'll achieve...

- Increased income generation and visitor numbers through the NMC & SFNMH events programme.
- A wide range of high quality, bilingual, professionally delivered events carried out across at St Fagans National Museum of History and National Museum Cardiff for the full range of audiences.
- A higher profile for the Amgueddfa Cymru's Events Programmes with more aligned partnership working
- Efficient team working across museums with cost effective use of resources.
- Increased sustainability across the events programme.

How you'll achieve this...

- By Managing and delivering a successful innovative bilingual events programme at St Fagans National Museum of History and National Museum Cardiff ensuring a programme that increases Amgueddfa Cymru's profile, visitor numbers and income
- Deliver the business plan for key major and high profile events at St Fagans and National Museum Cardiff
- Contribute to the work of the Development Team by planning and delivering up to five fundraising events per year

- Co-ordinate the delivery of key campaigns at St Fagans and NMC e.g. Visit Wales Year of programme and Welsh Museums Week.
- Act as duty manager for high profile events at St Fagans and National Museum Cardiff.
- Act as an inspirational lead and be responsible for the day to day management and development of the Events Officers at St Fagans and NMC providing direction to staff involved in developing and delivering the events programme.
- Manage relevant external relationships, contracts, external partners, organisations & communities.
- Lead strategic planning with Marketing Officers and Events Officers to co-ordinate social media and website activities at St Fagans and NMC.

How you'll support Amgueddfa Cymru's corporate objectives...

- To participate actively in supporting the principles and practice of equality of opportunity as laid down in Amgueddfa Cymru's Equality & Diversity Policy.
- To support the department's compliance with Amgueddfa Cymru's policies on Sustainability and the Welsh language.
- 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.
- As a term of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organization.

We're looking for people who...

- Are passionate about supporting and working with people.
- Are passionate and excited about the work of Amgueddfa Cymru.
- Can innovate and generate fresh ideas
- Are able to lead and work as part of a team.
- Are able to work flexibly, including weekends and bank holidays as well as at other Museums across Wales.
- Have the attitudes and behavior that are aligned with our values (*collaborative, inclusive, inspire creativity, integrity and responsible*).

The knowledge and qualifications you'll need...

- Understanding of the potential of Amgueddfa Cymru's collections as a resource for developing and delivering events.
- A background in the events industry, event management, business planning and income generating events.
- Knowledge and understanding of different audiences and their needs to enable the full range of audiences to engage with museum collections.
- An understanding of sustainability processes in the events industry
- Education to degree standard or equivalent work experience, Or Post graduate qualification in a relevant field e.g. events management, health & safety accreditation. A project management qualification such as Prince 2 would be advantageous

The experience you'll need...

- Experience of delivering large and medium scale events programmes for different audiences.
- Experience of leading and managing a small team.
- Experience of relationship management and partnership working.
- Experience of seeking and writing grant and sponsorship applications.

The skills you'll need...

- Excellent communication skills, both written and oral in Welsh and English. Excellent inter-personal skills and the ability to lead and motivate staff. Ability to negotiate across all levels.
- High level project management skills.
- Ability to think creatively when developing new programmes and events with the ability to develop new initiatives.
- Excellent organisational skills including the ability to plan and deliver projects against deadlines and budgets, along with the capacity to work successfully on a number of projects at one time.

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. Accumulates knowledge and information in an organized, retrievable way.
Embracing learning, change and creativity	An appetite for learning. Open to acquiring as much relevant knowledge and experience as possible. Demonstrates a personal commitment to continuous learning, growth and change.
Commitment to customer focus	Recognises that everyone with whom they come into contact is a customer. Demonstrates a genuine and practical commitment to deliver excellent results for customers.
Delivery of effective outcomes	Manages own workload and own behaviour in a context of competing demands and changing priorities. Demonstrates energy and determination in meeting personal, team and organisational goals.
Commitment to diversity and social responsibilities	Demonstrates a commitment to the principles of diversity and inclusion. Encourages and adopts practice that reduces the environmental impact of activities. Champions Health & Safety across the entire Museum's work.

Terms & Conditions...

Starting salary	Grade E £26,095.18- £32,089.12 per annum. (Based on a full time equivalent salary of £27,586.33- £33,922.78 per annum) Appointment will normally be to the minimum of the salary scale for this grade.
Contract length	Permanent
Contract hours	35 hours per week Weekend work and bank holidays will be required.
Annual Leave	27 days on appointment, rising to 32 days after 5 years service, plus one privilege day at Christmas and 8 bank holidays (for full time staff). Pro rata for part-time staff.
Probation	The post is subject to a probationary period of 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.	

How to Apply:

Applicants for the post should complete our on-line application form which can be found on the Jobs page on our website at www.museumwales.ac.uk. The form provides the opportunity to explain how your qualifications, experience and personal qualities make you a suitable candidate for the position.

Applications can be submitted in Welsh. Applications that are submitted in Welsh will be treated no less favourably than those submitted in English.

Completed forms should be returned by e-mail to:

hr@museumwales.ac.uk

or posted to:

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

Fax: (029) 2057 3370

Please note that all vacancies close at 5pm on the closing date. No applications will be accepted after this time.

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

Please use the section of the application form headed "post applied for" to state clearly whether you want to be considered for full-time or part-time jobs (or both).

Please do not send us your CV – we will only consider completed application forms.

Unfortunately, due to the number of applications we expect in respect of this post, it will not be possible to write personally to each unsuccessful applicant. However, interviews are normally arranged within three weeks of the closing date.

Please be aware that the cost of returning the completed application form and any attachments to the HR Department will be more than the price of a single first class stamp.

Amgueddfa Cymru — National Museum Wales is an equal opportunities employer. Applications are welcome from all sections of the community.

Or return your application to:

Human Resources Department

Amgueddfa Cymru - National Museum Wales
Cathays Park
Cardiff
CF10 3NP

Telephone: (029) 2057 3306