Job Title: Principal Operations Manager (Anglesey)	**Location:** Llangefni	**Salary Band:** PO
Reports To: Managing Director	**Responsible for:** Anglesey SOs	**Salary Range:** £40,813 - £43,132

Purpose of the Role: Manage operational projects on Anglesey, including but not limited to Menter Iaith Môn, LEADER and Cwlwm Seiriol

Responsibilities

Staff management: To support teams in accordance with the company's systems and procedures, and manage performance in order to ensure the individual's deliver within their role and contribute to Menter Môn's broader aims and objectives.

Project management and monitoring: Work with project teams to ensure projects are delivered in accordance with processes and procedures, and deliver against pre-determined objectives included in applications and bids.

Project delivery: Take overall responsibility for projects, monitoring value for money and ensuring that schemes are delivered on time, to a high quality and handovers are achieved with all the required information supplied to clients, stakeholders and funders.

Project development: Identify tendering and funding opportunities, and contribute to the preparation of applications and tenders in order to secure ongoing income for the company.

Corporate governance: Play an active role as a Senior Manager in order to develop the strategic direction of the Company, which will include involving the Board of Directors.

Representing the company: Adopt a proactive approach in developing external stakeholder relationships in order to promote the company and develop its reputation locally and nationally.

Skills / Experience

Essential:

- Experience of managing diverse teams of staff to deliver a range of projects.
- Extensive experience of running large publicly funded projects e.g. EU, Lottery and Welsh Government.
- Extensive experience in managing large budgets and reporting to funders.
- A knowledge of procurement procedures including experience of using Sell 2 Wales.
- Experience or writing successful funding applications and / or commercial tenders.
- A working knowledge of various funding programmes in Wales
- A working knowledge of Anglesey and the various stakeholders that operate on the island.
- The ability to communicate in Welsh and English to a high standard, both in writing and orally.
- Knowledge of a range of IT software, social media and other digital tech.

Desirable:

- Experience of operating performance management systems, including staff appraisals.
- Experience of using project management software.
- Experience of working in environmental, Welsh language, economic development, digital or community development sectors.

Qualifications

Essential:	**Desirable:**
• Educated up to degree level	• Management qualification • Project management qualification

Characteristics

These describe the characteristics we expect in an individual in this role.

- Accountable
- Organised
- Personable
- Committed

Other

A full UK Driving License and access to own car	Yes
The ability to communicate in Welsh and English	Yes (Level 5 on the language skills guidelines)
A willingness to travel	Yes
A willingness to work outside normal working hours	Yes

Teitl y Swydd: Uwch Reolwr Cynlluniau (Ynys Môn)	**Lleoliad:** Llangefni	**Band Cyflog:** PO
Yn Adrodd i: Rheolwyr Gyfarwyddwr	**Yn Gyfrifol am:** Uwch-swyddogion Ynys Môn	**Ystod Cyflog:** £40,813 - £43,132

Diben y Swydd: Rheoli prosiectau gweithredol ar Ynys Môn, gan gynnwys, ond heb fod yn gyfyngedig, i LEADER, Menter Iaith Môn, a Chwlwm Seiriol

Cyfrifoldebau

Rheoli staff: Cefnogi timau yn unol â systemau a gweithdrefnau'r cwmni, a rheoli perfformiad er mwyn sicrhau bod unigolion yn cyflawni eu rôl ac yn cyfrannu at nodau ac amcanion ehangach Menter Môn.

Rheoli a monitro prosiectau: Gweithio gyda thimau prosiect i sicrhau bod prosiectau'n cael eu darparu yn unol â phrosesau a gweithdrefnau, a chyflawni yn erbyn amcanion a bennwyd ymlaen llaw a nodwyd mewn ceisiadau a bidiau.

Cyflwyno prosiectau: Cymryd cyfrifoldeb cyffredinol am brosiectau, gan sicrhau gwerth am arian a bod cynlluniau'n cael eu darparu ar amser, i safon uchel a bod yr holl wybodaeth ofynnol yn cael ei rhoi i gleientiaid, rhanddeiliaid a chyllidwyr.

Datblygu prosiect: Adnabod cyfleoedd tendro a chyllido, a chyfrannu at baratoi ceisiadau a thendrau er mwyn sicrhau incwm parhaus i'r cwmni.

Llywodraethu corfforaethol: Chwarae rôl weithgar fel Uwch Reolwr er mwyn datblygu cyfeiriad strategol y Cwmni, gan gynnwys Bwrdd y Cyfarwyddwyr.

Cynrychioli'r cwmni: Mabwysiadu ymagwedd ragweithiol wrth ddatblygu cysylltiadau â rhanddeiliaid allanol er mwyn hyrwyddo'r cwmni a datblygu ei enw da yn lleol ac yn genedlaethol.

Sgiliau/Profiad

Hanfodol:

- Profiad o reoli timau amrywiol o staff i ddarparu ystod o brosiectau.
- Profiad helaeth o redeg prosiectau mawr a ariannwyd yn gyhoeddus, e.e. gan yr UE, y Loteri a Llywodraeth Cymru.
- Profiad helaeth o reoli cyllidebau mawr ac adrodd i arianwyr.
- Gwybodaeth am weithdrefnau caffael gan gynnwys profiad o ddefnyddio Gwerthwch i Gymru.
- Profiad o ysgrifennu ceisiadau am arian a/neu dendrau masnachol llwyddiannus.
- Gwybodaeth ddigonol am wahanol raglenni ariannu yng Nghymru
- Gwybodaeth ddigonol am Ynys Môn a'r gwahanol randdeiliaid sy'n gweithredu ar yr ynys.
- Y gallu i gyfathrebu yn y Gymraeg a Saesneg i safon uchel, yn ysgrifenedig ac ar lafar.
- Gwybodaeth am ystod o feddalwedd TG, y cyfryngau cymdeithasol a thechnolegau digidol eraill.

Dymunol:

- Profiad o weithredu systemau rheoli perfformiad, gan gynnwys gwerthusiadau staff.
- Profiad o ddefnyddio meddalwedd rheoli prosiect.
- Profiad o weithio yn y sector amgylcheddol, yr iaith Gymraeg, datblygu economaidd, digidol neu ddatblygu cymunedol.

Cymwysterau

Hanfodol:	Dymunol:
• Addysg hyd at lefel gradd	• Cymhwyster rheoli • Cymhwyster rheoli prosiect

Nodweddion

Mae'r rhain yn disgrifio'r nodweddion yr ydym yn eu disgwyl gan unigolyn yn y swydd hon.

- Atebol
- Trefnus
- Agos-atoch
- Ymroddedig

Arall

Trwydded yrru DU lawn a mynediad i gar	Ie
Y gallu i gyfathrebu trwy gyfrwng y Gymraeg a'r Saesneg	Ie (Lefel 5 ar y canllawiau iaith)
Parodrwydd i deithio	Ie
Parodrwydd i weithio tu allan i oriau gweithio cyffredin	Ie