

Teitl y Swydd: Uwch Swyddog (Ynys Môn)	Lleoliad: Llangefni	Band Cyflog: SO
Yn adrodd i: Uwch Swyddog – Arweinydd Pysgodfeydd (Ynys Môn)	Yn gyfrifol am:	Ystod Cyflog: £24,348 - £27,827
Diben y Swydd: Cyflwyno a chyfrannu at bortffolio amrywiol o brosiectau a chontractau ar Ynys Môn (ond heb fod yn gyfyngedig iddi).		
Cyfrifoldebau	Sgiliau Profiad	
<p>Cyflwyno prosiectau: Cymryd cyfrifoldeb dros, a chyfrannu at, brosiectau a thasgau a neilltuwyd; darparu cynlluniau ar amser, ac i safon uchel gyda'r holl wybodaeth ofynnol yn cael ei rhoi i gleientiaid, rhanddeiliaid a chyllidwyr.</p> <p>Cydymffurfiaeth a monitro prosiectau: Sicrhau bod prosiectau'n cael eu darparu yn unol â phrosesau a gweithdrefnau'r cwmni a'r randdeiliaid, a chyflawni yn erbyn yr amcanion a gytunwyd ymlaen llaw gyda'r Uwch Swyddog Arweiniol Pysgodfeydd.</p> <p>Adrodd am brosiectau: Paratoi a chyflwyno adroddiadau i uwch reolwyr a chyllidwyr prosiectau yn ôl yr angen, i gynnwys gwybodaeth ariannol a dangosyddion perfformiad yn ôl yr angen.</p> <p>Datblygu prosiectau: Cefnogi'r Uwch Swyddog - Arweinydd Pysgodfeydd i adnabod a gwneud ceisiadau am gyfleoedd cyllido, a chyfrannu at baratoi ceisiadau a thendrau er mwyn sicrhau incwm parhaus i'r cwmni.</p> <p>Polisiâu a gweithdrefnau corfforaethol: Chwarae rôl ragweithiol wrth ddatblygu a mabwysiadu gweithdrefnau a fydd yn cyfrannu'n gadarnhaol at iechyd cyffredinol y cwmni</p> <p>Cynrychioli'r cwmni: Cynrychioli'r cwmni a hyrwyddo Menter Môn yn rhagweithiol; ei gwaith a'i nodau ac amcanion.</p>	<p>Hanfodol:</p> <ul style="list-style-type: none"> • Profiad o ddarparu ystod amrywiol o brosiectau a/neu gontractau masnachol ar ran sefydliadau megis Llywodraeth Cymru, y Loteri a'r Undeb Ewropeaidd (yn arbennig o fewn Cronfa'r Môr a Physgodfeydd Ewrop). • Gwybodaeth ddigonol am brosiectau wedi'u hariannu'n gyhoeddus. • Gwybodaeth ddigonol am reoli cyllidebau ac adrodd i arianwyr. • Gwybodaeth ddigonol am Ogledd Cymru a'r gwahanol randdeiliaid sy'n gweithredu o fewn cymunedau arfordirol y rhanbarth. • Gwybodaeth am ystod o feddalwedd TG, y cyfryngau cymdeithasol a thechnolegau digidol eraill. <p>Dymunol:</p> <ul style="list-style-type: none"> • Y gallu i gyfathrebu trwy gyfrwng y Gymraeg a'r Saesneg, yn ysgrifenedig ac ar lafar. • Gwybodaeth am weithdrefnau caffael gan gynnwys profiad o ddefnyddio Gwerthwch i Gymru. • Profiad o baratoi ceisiadau am arian a/neu dendrau • Profiad o weithio o fewn y gymuned Bysgota neu arfordirol, neu'r sector amgylcheddol, datblygu economaidd, digidol neu ddatblygu cymunedol. 	
	Cymwysterau	
	<p>Hanfodol:</p> <ul style="list-style-type: none"> • Addysg hyd at lefel gradd neu profiad sylweddol sy'n berthnasol i'r swydd 	<p>Dymunol:</p> <ul style="list-style-type: none"> • Cymhwyster rheoli prosiect
Nodweddion	Arall	
Mae'r rhain yn disgrifio'r nodweddion yr ydym yn eu disgwyl gan unigolyn yn y swydd hon.	Trwydded yrru DU lawn a mynediad i gar	le
<ul style="list-style-type: none"> • Atebol • Trefnus • Agos atoch • Ymroddedig 	Parodrwydd i weithio y tu allan i oriau gwaith arferol	le
	Parodrwydd i deithio	le

Job Title: Senior Officer (Anglesey)	Location: Llangefni	Salary Band: SO
Reports To: Senior Officer - Fisheries Lead (Anglesey)	Responsible for:	Salary Range: £24,348 - £27,827
Purpose of the Role: To deliver and contribute to a diverse portfolio of projects and contracts on (but not limited to) Anglesey.		
Responsibilities	Skills / Experience	
<p>Project delivery: Take responsibility for, and contribute to, projects and tasks assigned; deliver schemes on time, and to a high quality with all the required information supplied to clients, stakeholders and funders.</p> <p>Project compliance and monitoring: Ensure projects are delivered in accordance with company and stakeholder processes and procedures and deliver against pre-agreed objectives as agreed with the Senior Lead Officer Fisheries.</p> <p>Project reporting: Prepare and present reports to senior management and project funders as and when required, to include as necessary financial information and performance indicators.</p> <p>Project development: Support the Senior Officer – Fisheries Lead, in identifying and tendering for funding opportunities. Contribute to the preparation of applications and tenders in order to secure ongoing income for the company.</p> <p>Corporate policies and procedures: Play a proactive role in developing and adopting procedures that will contribute positively to the overall health of the company.</p> <p>Representing the company: Represent the company and proactively promote Menter Môn; its work and its aims and objectives.</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Experience of delivering a diverse range of projects and / or commercial contracts on behalf of organisations such as Welsh Government, Lottery and the European Union (particularly within EMFF) • A working knowledge of publicly funded projects. • A working knowledge of managing budgets and reporting to funders. • A working knowledge of North Wales and the various stakeholders that operate within the region’s coastal communities • Knowledge of a range of IT software, social media and other digital tech. <p>Desirable:</p> <ul style="list-style-type: none"> • The ability to communicate in Welsh and English, both in writing and orally. • A knowledge of procurement procedures including experience of using Sell 2 Wales. • Experience in preparing funding applications and / or tenders • Experience of working within the Fisheries or Coastal community environmental, economic development, digital or community development sectors. 	
	Qualifications	
	<p>Essential:</p> <ul style="list-style-type: none"> • Educated up to degree level or significant experience relevant to the role 	<p>Desirable:</p> <ul style="list-style-type: none"> • Project management qualification
Characteristics	Other	
<p>These describe the characteristics we expect in an individual in this role.</p> <ul style="list-style-type: none"> • Accountable • Organised • Personable • Committed 	A full UK Driving License and access to own car	Yes
	A willingness to work outside normal working hours	Yes
	A willingness to travel	Yes