Teitl y Swydd: Uwch Swyddog Cwlwm Seiriol (Rheoli Tir)	**Lleoliad:** Llangefni ac ardal Cwlwm Seiriol	**Band Cyflog:** SO
Yn atebol i: Rheolwr Gweithrediadau Ynys Môn	**Yn gyfrifol am:** Swyddog Cydlynu (Ymgysylltu â'r Gymuned)	**Ystod Cyflog:** £26,018 - £30,747 a pensiwn (Pro rata dros 3 diwrnod)

Diben y swydd: Darparu nodau ac amcanion y Prosiect Cwlwm Seiriol - Ymgysylltu â'r Gymuned a chyfrannu atynt

Cyfrifoldebau

Cyflawni'r prosiect: Cymryd cyfrifoldeb am brosiectau a thasgau a neilltuwyd i chi a chyfrannu atynt; darparu cynlluniau ar amser, ac i ansawdd dda o ran:

- Sicrhau bod trefniadau partneriaethau penodol yn cael eu cynnal a bod allbynnau partneriaid yn cael eu cyflawni
- Cysylltu â chynrychiolwyr cymunedau lleol, LNR a chynrychiolwyr y safle ynglŷn â chyfeiriad, llwyddiant ac effaith y rhaglen
- Rheoli cyllidebau a phryniadau i lif arian chwarterol
- Cyfarwyddo Cydlynydd Cymunedol mewn cyfleoedd gwirfoddoli sy'n ymwneud â rheoli tir
- Cysylltu â staff a chynrychiolwyr y Gronfa Loteri Fawr ac adrodd iddynt
- Sefydlu a chynnal llwybrau marchnata a chyfathrebu i'r rhaglen
- Adrodd i grŵp llywio'r rhaglen ar weithgareddau ac allbynnau sy'n ymwneud â Rheoli tir

Cydymffurfiad a monitro prosiectau: Sicrhau bod prosiectau'n cael eu cyflwyno yn unol â phrosesau a gweithdrefnau, a'u cyflawni yn erbyn amcanion a chanlyniadau a gytunwyd arnynt ymlaen llaw fel y cytunwyd â Rheolwr Gweithrediadau Ynys Môn

Adrodd am brosiectau: Adrodd i Reolwr Gweithrediadau (Ynys Môn) a chyfrifol am baratoi adroddiadau i uwch reolwyr a chyllidwyr prosiectau yn ôl yr angen, i gynnwys dangosyddion perfformiad yn ôl y galw.

Datblygu prosiectau: Cefnogi'r Rheolwr Gweithrediadau i adnabod cyfleoedd tendro a chyllid i gyd-fynd â'r rhaglen ac i sicrhau cynaliadwyedd

Polisïau a Gweithdrefnau Corfforaethol:
Chwarae rôl ragweithiol wrth ddatblygu a mabwysiadu gweithdrefnau a fydd yn cyfrannu'n gadarnhaol at iechyd cyffredinol y cwmni.

Cynrychioli'r cwmni: Cynrychioli'r cwmni a hyrwyddo Menter Môn yn rhagweithiol; ei waith a'i nodau ac amcanion.

Sgiliau / Profiad

Hanfodol:

- Profiad o gyflwyno prosiectau ar amser ac o fewn y gyllideb
- Profiad o gyflawni a chofnodi allbynnau
- Sgiliau cyfathrebu effeithiol a'r gallu i ysgogi cymunedau, gweithio gydag unigolion a rhanddeiliaid i ddarparu prosiect cydlynol.
- Sgiliau TGCh cryf a phrofiad o ddefnyddio llwyfannau cyfryngau cymdeithasol i hyrwyddo'r rhaglen yn effeithiol
- Gallu casglu data ac adroddiadau yn ôl yr angen a blaenoriaethu a rheoli tasgau yn ôl yr angen gan y grŵp llywio.
- Dealltwriaeth o ofynion rheoli tir y safleoedd
- Profiad o gaffael contractwyr ar gyfer prosiectau rheoli tir ac isadeiledd cyfalaf

Dymunol

- Gwybodaeth o Ward Seiriol a'i amgylchoedd, trigolion a'i rwydweithiau cymunedol
- Profiad o ddarparu rhaglenni sydd wedi'u hariannu gan y Loteri a/neu arian cyhoeddus
- Profiad o weithio gyda chontractwyr amgylcheddol a gwybodaeth ohonynt

Cymwysterau

Hanfodol:

- Addysg hyd at lefel gradd neu brofiad sylweddol sy'n berthnasol i'r swydd

Dymunol

- Cymhwyster rheoli prosiect

<table>
<tr><th>Nodweddion</th><th colspan="2">Eraill</th></tr>
<tr><td rowspan="4">Mae'r rhain yn disgrifio'r nodweddion yr ydym yn eu disgwyl gan unigolyn yn y swydd hon.
• Atebol
• Trefnus
• Agos-atoch
• Ymroddedig</td><td>Trwydded yrru DU lawn a mynediad at eich car eich hun</td><td>Ie</td></tr>
<tr><td>Parodrwydd i weithio y tu allan i oriau gwaith arferol</td><td>Ie</td></tr>
<tr><td>Parodrwydd i deithio</td><td>Ie</td></tr>
<tr><td>Y Gymraeg</td><td>Lefel 5 ar y canllawiau sgiliau iaith</td></tr>
</table>

<table>
<tr><td>Job Title: Cwlwm Seiriol Senior Officer (Land Management)</td><td colspan="2">Location: Llangefni and the Cwlwm Seiriol area.</td><td>Salary Band: SO</td></tr>
<tr><td>Reports To: Operations Manager Anglesey</td><td colspan="2">Responsible for: Cwlwm Seiriol Officer (Community Engagement)</td><td>Salary Range: £26,018 - £30,747 (Pro rata 3 days per week)</td></tr>
<tr><td colspan="4">Purpose of the Role: To deliver and contribute to the aims and objectives of the Cwlwm Seiriol Project – Land Management</td></tr>
<tr><td colspan="2">Responsibilities</td><td colspan="2">Skills / Experience</td></tr>
<tr><td colspan="2" rowspan="3">Project delivery: Take responsibility for, and contribute to, projects and tasks assigned; deliver schemes on time, and to a high quality in respect of:

• Make certain partnership arrangements are kept and partner outputs are being achieved
• Liaising with local community representatives, LNR and site representatives on programme direction, success and effect
• Control budgets and purchases to a quarterly cashflow
• Direct Community Coordinator in volunteer opportunities relating to land management
• Liaise with and report to Big Lottery Fund staff and representatives
• Establish and maintain marketing and communication avenues for the programme
• Report to programme steering group on activities and outputs relating to Land management

Project compliance and monitoring: Ensure the project is delivered in accordance with processes and procedures and deliver against pre-agreed objectives and outcomes as agreed with the Operations Manager Anglesey

Project reporting: Reports to Operations Manager (Anglesey) and responsible for the preparation of reports to senior management and project funders as and when required, to include as necessary performance indicators.

Project development: Support the Operations Manager in identifying tendering and funding opportunities to complement the programme and ensure sustainability

Corporate policies and procedures:
Play a proactive role in developing and adopting procedures that will contribute positively to the overall health of the company.

Representing the company: Represent the company and proactively promote Menter Môn; its work and it’s aims and objectives.</td><td colspan="2">Essential:

• Experience in delivering projects on time and to budget
• Experience of achieving and recording outputs
• Effective communication skills and the ability to motivate communities, work with individuals and stakeholders to deliver a cohesive project.
• Strong I.T. Skills and experience in using social media platforms for effectively promoting the programme
• The ability to compile data and reports as required and prioritise and manage tasks as required by the steering group.
• An understanding of the land management requirements for the sites
• Experience of procuring contractors for land maintenance and capital infrastructure projects

Desirable:
• Knowledge of the Seiriol Ward and its environs, inhabitants and community networks
• Experience in the delivery of Lottery and/or public funded programmes
• Experience of working with and knowledge of environmental contractors</td></tr>
<tr><td colspan="2">Qualifications</td></tr>
<tr><td>Essential:
• Educated up to degree level or significant experience relevant to the role</td><td>Desirable:
• Project management qualification</td></tr>
</table>

<table>
<tr><th>Characteristics</th><th colspan="2">Other</th></tr>
<tr><td rowspan="4">These describe the characteristics we expect in an individual in this role.
• Accountable
• Organised
• Personable
• Committed</td><td>A full UK Driving License and access to own car</td><td>Yes</td></tr>
<tr><td>A willingness to work outside normal working hours</td><td>Yes</td></tr>
<tr><td>A willingness to travel</td><td>Yes</td></tr>
<tr><td>Welsh Language</td><td>Level 5 on the lang. skills guidelines</td></tr>
</table>