

Job Title: Administration Officer (Gwynedd)	Location: Porthmadog	Salary Band: AO
Reports To: Operations Manager (Gwynedd)	Responsible for: No staff	Salary Range: £18,946 - £22,288
Purpose of the Role: To provide a supporting administrative service to a diverse portfolio of projects and contracts in (but not limited to) Gwynedd.		
Responsibilities	Skills / Experience	
<p>Project delivery: Assist in establishment and maintenance of various projects, in particular the LEADER programme in Gwynedd, known as 'Arloesi Gwynedd Wledig'.</p> <p>Project compliance and monitoring: Assist in the output collection system and financial management system for projects. Work closely with Senior Officers and the Operations Manager to deliver against pre-agreed objectives, as well as maintaining a filing system in order to record all relevant data and project details.</p> <p>Project reporting: Assist with collecting and reporting for Welsh Government claims.</p> <p>LAG Coordination: Coordinate and manage the day to day running of the Gwynedd Local Action Group, to include arranging numerous LAG meetings throughout the year, coordinating preparatory paperwork for each LAG meeting, minute taking and ongoing communication with LAG members and deal with LAG recruitment and membership procedures.</p> <p>Meetings and Events: Arrange, organize and coordinate various meetings, as and when required. Attend thematic or other relevant events when relevant.</p> <p>Representing the company: Represent the company and proactively promote Menter Môn; its work and it's aims and objectives.: Referring relevant information and paperwork to other officers, consultants and clients as required.</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Be a team player. • Be detailed and accurate. • Have strong organizational, grammar and communication skills in both Welsh and English. • Be able to work and compile data and reports. • Be able to make capable and effective decisions. • Be able to prioritise and manage tasks. • Be pleasant, professional and proficient. • Competent in Microsoft Office applications, as well as Social Media. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of assisting with project delivery for organisations such as Welsh Government, Lottery and the European Union. • A working knowledge of Gwynedd and the various stakeholders that operate in the County. • A basic knowledge of procurement procedures including experience of using Sell 2 Wales. • Experience of working in environmental, Welsh language, economic development, digital or community development sectors. • Knowledge of a range of IT software, social media and other digital tech. 	
	Qualifications	
	<p>Essential:</p> <ul style="list-style-type: none"> • Educated up to NVQ level 3 or significant experience relevant to the role 	<p>Desirable:</p> <ul style="list-style-type: none"> • Educated up to Degree level.
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
	The ability to communicate in Welsh and English	Yes (Level 4 on the language skills guidelines)

Teitl y Swydd: Swyddog Gweinyddol (Gwynedd)	Lleoliad: Porthmadog	Band Cyflog: Swyddog Gweinyddol
Yn adrodd i: Rheolwr Gweithrediadau (Gwynedd)	Yn gyfrifol am: DIM STAFF.	Ystod Cyflog: £18,946 - £22,288
Diben y swydd: Darparu gwasanaeth gweinyddol ategol I brosiectau a chytundebau yng (ond heb fod yn gyfyngedig i) Ngwynedd		
Cyfrifoldebau	Sgiliau/Profiad	
<p>Gweithredu prosiectau: Cynorthwyo I sefydlu a chynnal amryw o brosiectau, yn bennaf rhaglen LEADER Gwynedd, sef "Arloesi Gwynedd Wledig".</p> <p>Cydymffurfiaeth a monitro prosiectau: Cynorthwyo â'r system gasglu allbynnau a rheolaeth ariannol I brosiectau amrywiol. Gweithio'n agos gydag Uwch Swyddogion a'r Rheolwr Prosiectau er mwyn cyrraedd amcanion penodol, yn ogystal â chynnal system ffeilio trefnus er mwyn gallu cofnodi'r holl ddata perthnasol a manylion prosiectau.</p> <p>Adrodd am brosiectau: Cynorthwyo â chasglu ac adrodd ar gyfer hawliadau Llywodraeth Cymru a chyllidwyr eraill.</p> <p>Cydlynu'r GGLI: Cydlynu a rheoli'r Gwaith o redeg Grŵp Gweithredu Lleol Gwynedd o ddydd i ddydd, gan gynnwys trefnu nifer o gyfarfodydd GGLI drwy gydol y flwyddyn, cydlynu gwaith papur paratoadol ar gyfer pob cyfarfod GGLI, cymryd cofnodion a chyfathrebu parhaus gydag aelodau'r GGLI a delio â gweithdrefnau recriwtio ac aelodaeth y GGLI.</p> <p>Cyfarfodydd a Digwyddiadau: Trefnu a chydlynu cyfarfodydd amrywiol, yn ôl yr angen. Mynychu digwyddiadau thematic neu berthnasol arall os yn briodol.</p> <p>Cynrychioli'r cwmni: Cynrychioli'r cwmni a hyrwyddo Menter Môn yn rhagweithiol; ei gwaith a'i nodau ac amcanion. Cyfeirio gwybodaeth a gwaith papur perthnasol I swyddogion, ymgynghorwyr a chleientiaid allanol fel bo angen.</p>	<p>Hanfodol:</p> <ul style="list-style-type: none"> Bod yn chwaraewr tîm Bod yn fanwl ac yn gywir Meddu ar sgiliau trefnu, gramadeg a chyfathrebu cryf yn y Gymraeg a'r Saesneg Gallu gweithio a chasglu data ac adroddiadau Gallu gwneud penderfyniadau galluog ac effeithiol Gallu blaenoriaethu, a rheoli tasgau Bod yn ddymunol, proffesiynol a medrus Cymwys gyda rhaglenni 'Microsoft Office', yn ogystal â Chyfyngau Cymdeithasol. <p>Dymunol:</p> <ul style="list-style-type: none"> Profiad o gefnogi prosiectau ar ran sefydliadau megis Llywodraeth Cymru, y Loteri a'r Undeb Ewropeaidd. Gwybodaeth ddigonol am Wynedd a'r gwahanol randdeiliaid sy'n gweithredu yn y sir. Gwybodaeth sylfaenol am weithdrefnau caffael gan gynnwys profiad o ddefnyddio Gwerthwch i Gymru. Profiad o weithio yn y sector amgylcheddol, iaith Gymraeg, datblygu economaidd, digidol neu ddatblygu cymunedol. Gwybodaeth am ystod o feddalwedd TG, Cyfyngau cymdeithasol a thechnolegau digidol eraill. 	
	Cymwysterau	
	Hanfodol: Addysg hyd at lefel CGG (NVQ) neu brofiad sylweddol sy'n berthnasol i'r swydd	Dymunol: Addysg hyd at lefel gradd.
Nodweddion	Arall	
<p>Mae'r rhain yn disgrifio'r nodweddion yr ydym yn eu disgwyl gan unigolyn yn y swydd hon.</p> <ul style="list-style-type: none"> Atebol Trefnus Agos-atoch Ymroddedig 	Trwydded yrru DU lawn a mynediad i gar	le
	Parodrwydd i weithio y tu allan i oriau gwaith arferol	le
	Parodrwydd i deithio	le
	Y gallu i gyfathrebu yn Gymraeg a Saesneg	le (Lefel 4 ar canllawiau gallu iaith)

