

Job Title: Senior Officer (Gwynedd)	Location: Porthmadog	Salary Band: SO
Reports To: Operations Manager (Gwynedd)	Responsible for: No staff	Salary Range: £25,508 - £28,986 pro rata
<p>Purpose of the Role: To deliver and contribute to a diverse portfolio of projects and contracts in (but not limited to) Gwynedd. Please note that this is a temporary post for 9 months to cover maternity leave, and would be part-time maximum 3days a week.</p>		
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 processes and procedures, and deliver against pre-agreed objectives as agreed with the Operations Manager.</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 Operations Manager in identifying tendering and funding opportunities, and 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 it's 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. • A working knowledge of publicly funded projects. • A working knowledge of managing budgets and reporting to funders. • A working knowledge of Gwynedd and the various stakeholders that operate on the island. • 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 in environmental, Welsh language, economic development, digital or community development sectors. • Specialist knowledge, an active interest or experience in an area in which we operate e.g. digital technology, food and agriculture or renewable energy 	
	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 	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

<ul style="list-style-type: none"> • Personable • Committed 	The ability to communicate in Welsh English	Yes (Level 5 on the language skills guidelines)
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Teitl y Swydd: Uwch Swyddog (Gwynedd)	Lleoliad: Porthmadog	Band Cyflog: Uwch-swyddog
Yn adrodd i: Rheolwr Gweithrediadau (Gwynedd)	Yn gyfrifol am:	Ystod Cyflog: £25,508 - £28,986
Diben y swydd: Darparu a chyfrannu at bortffolio amrywiol o brosiectau a chytundebau yng (ond heb fod yn gyfyngedig i) Ngwynedd		
Nodwch fod y swydd hon yn rhan-amser (mwyafswm o 3 diwrnod yr wythnos) am gyfnod o 9mis dros gyfnod mamolaeth.		
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, a chyflawni yn erbyn yr amcanion a gytunwyd ymlaen llaw fel y cytunwyd gyda'r Rheolwr Gweithrediadau.</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 angenrheidiol.</p> <p>Datblygu prosiect: Cefnogi'r Rheolwr Gweithrediadau i adnabod cyfleoedd tendro a chyllido, 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. • Gwybodaeth ddigonol am brosiectau wedi'u hariannu'n gyhoeddus. • Gwybodaeth ddigonol am reoli cyllidebau ac adrodd i arianwyr. • Gwybodaeth ddigonol am Wynedd a'r gwahanol rhanddeiliaid sy'n gweithredu yn y sir. • 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 yn y sector amgylcheddol, iaith Gymraeg, datblygu economaidd, digidol neu ddatblygu cymunedol. • Arbenigedd, diddordeb neu profiad mewn un o'r meysydd gweithredu e.e. technoleg ddigidol, bwyd ac amaeth neu ynni adnewyddol. 	
	Cymwysterau	
	<p>Hanfodol:</p> <ul style="list-style-type: none"> • Addysg hyd at lefel gradd neu brofiad sylweddol sy'n berthnasol i'r swydd 	<p>Dymunol:</p> <ul style="list-style-type: none"> • Cymhwyster rheoli prosiect
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
	Parodrydd i weithio y tu allan i oriau gwaith arferol	le
	Parodrydd i deithio	le
	Y gallu i gyfathrebu yn Gymraeg a Saesneg	le (Lefel 5 ar canllawiau gallu iaith)

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