

Job Title: Senior Officer Active Inclusion - Ruthin	Location: Ruthin	Salary Band: SO
Reports To: Resource Manager	Responsible for: No staff	Salary Range: £23,653 - £24,835
Purpose of the Role: To implement and deliver the WCVA Active Inclusion Programme in Denbighshire and Conwy		
Responsibilities	Skills / Experience	
<p>Project delivery: To contribute to the delivery of the programme on time, and to a high quality with all the required information supplied to participants, stakeholders and funders.</p> <p>Project compliance and monitoring: Ensure the project is delivered in accordance with required processes and procedures, and delivered against pre-agreed profiles.</p> <p>Project reporting: Complete all on-going monitoring of participants. Enter all required data onto PDS system. Act as a liaison between network partners, potential employers and WCVA staff.</p> <p>Project development: Organise a schedule of events to market the programme to participants, referral agencies and other intermediaries.</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's WCVA Active Inclusion Programme; its work and it's aims and objectives.</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Experience of delivering a range of projects and/or commercial contracts on behalf of organisations such as Welsh Government, WCVA and the European Union. • A working knowledge of the audit requirements of publicly funded projects. • A track record of output achievement and reporting to funders. • A strong working knowledge of Denbigh and Conwy and the various stakeholders that in those two counties. • Knowledge of working with CRM systems. <p>Desirable:</p> <ul style="list-style-type: none"> • The ability to communicate in Welsh and English, both in writing and orally. • Experience of working in a Business support environment. • Knowledge of training needs analysis. • Experience of working across a variety of sectors • Strong I.T. skills 	
	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"> •
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 3 on the language skills guidelines)

Teitl y Swydd: Uwch Swyddog Cynhwysiant Gweithredol - Ruthun	Lleoliad: Ruthun	Band Cyflog: Uwch-Swyddog
Yn adrodd i: Rheolwr Adnoddau	Yn gyfrifol am:	Ystod Cyflog: £23,653 - £24,835
Diben y swydd:		
Cyfrifoldebau	Sgiliau/Profiad	
<p>Cyflawni'r prosiect: Cyfrannu at gyflwyno'r rhaglen ar amser, ac i safon uchel gyda'r holl wybodaeth ofynnol yn cael ei rhoi i gyfranogwyr, rhanddeiliaid a chyllidwyr.</p> <p>Cydymffuriad a monitro prosiectau: Sicrhau bod y prosiect cael ei gyflwyno yn unol â phrosesau a gweithdrefnau, a'u cyflawni yn erbyn proffiliau a gytunwyd arnynt ymlaen llaw.</p> <p>Adrodd am brosiectau: Cwblhau holl fonitro parhaus ar gyfranogwyr. Cofnodi'r holl ddata gofynnol ar system PDS. Gwasanaethu fel cyswllt rhwng partneriaid rhwydwaith, cyflogwyr posib a staff WCVA.</p> <p>Datblygu prosiectau: Trefnu amserlen o ddigwyddiadau i hyrwyddo'r rhaglen i gyfranogwyr, asiantaethau cyfeirio a chanolwyr eraill.</p> <p>Polisiau 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 Rhaglen Cynhwysiant Gweithredol WCVA Menter Môn yn rhagweithiol; ei waith a'i nodau ac amcanion.</p>	<p>Hanfodol:</p> <ul style="list-style-type: none"> Profiad o gyflawni amrywiaeth o brosiectau a/neu gytundebau masnachol ar ran sefydliadau megis Llywodraeth Cymru, WCVA a'r Undeb Ewropeaidd. Gwybodaeth gyfredol am y gofynion archwilio mewn prosiectau sydd yn cael eu hariannu yn gyhoeddus. Hanes o gyflawniad allbwn ac adrodd yn ôl i gyllidwyr. Gwybodaeth gyfredol gref am Ddinbych a Chonwy, a'r rhanddeiliaid amrywiol sydd yn y ddwy sir hynny. Gwybodaeth o weithio gyda systemau CRM. <p>Dymunol: Y gallu i gyfathrebu yn Gymraeg a Saesneg, yn ysgrifenedig ac ar lafar.</p> <ul style="list-style-type: none"> Profiad o weithio mewn amgylchedd cefnogi Busnes. Gwybodaeth o ddadansoddi anghenion hyfforddi. Profiad o weithio ar draws amrywiaeth o sectorau Sgiliau T.G. cryf 	
	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"> .
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 3x ar canllawiau gallu iaith)