Job Title: Gwynedd Project Manager	**Location:** Porthmadog	**Salary Band:** SO
Reports To: Managing Director	**Responsible for:** Gwynedd Team	**Salary Range:** £35,224 - £37,637 (+ d/b pension)

Purpose of the Role: Manage Menter Môn projects that are delivered in Gwynedd. This is primarily but not limited to Arloesi Gwynedd Wledig.

Responsibilities

Staff management: To support the Gwynedd team in accordance with the company's systems and procedures, and manage performance in order to ensure the individual's deliver within their role and contribute to Menter Môn's broader aims and objectives.

Project management and monitoring: Work with the project teams to ensure projects are delivered in accordance with processes and procedures, and deliver against pre-determined objectives included in applications and bids.

Project delivery: Take overall responsibility for projects, monitoring value for money and ensuring that schemes are delivered on time, to a high quality and handovers are achieved with all the required information supplied to clients, stakeholders and funders.

Corporate governance: Play an active role as a Manager in order to contribute to the strategic direction of the Company

Representing the company: Adopt a proactive approach in developing external stakeholder relationships in order to promote the company and develop its reputation locally and nationally.

Skills / Experience

Essential:

- Experience of managing teams of staff to deliver a range of projects.
- Experience of running publicly funded projects e.g. EU, Lottery and WG
- Experience in managing large budgets and reporting to funders.
- Experience of designing and delivering projects across various sectors.
- A knowledge of procurement procedures including experience of using Sell 2 Wales.
- Experience of writing detailed reports to funders.
- A working knowledge of various funding programmes in Wales
- A working knowledge of Gwynedd and the various stakeholders that operate across the region.
- The ability to communicate in Welsh and English to a high standard, both in writing and orally.
- Working knowledge of a range of IT software, social media and other digital tech.

Desirable:

- Experience of operating performance management systems, including staff appraisals.
- Experience of using project management software.
- Experience of working in environmental, Welsh language, economic development, digital or community development sectors.

Qualifications

Essential:

- Educated up to degree level

Desirable:

- Management qualification
- Project management qualification

Characteristics

These describe the characteristics we expect in an individual in this role.

- Accountable
- Organised
- Personable
- Creative

Other

A full UK Driving License and access to own car	Yes
The ability to communicate in Welsh and English	Yes (Level 5 on the language skills guidelines)
A willingness to travel	Yes
A willingness to work outside normal working hours	Yes

Teitl y Swydd: Rheolwr Cynlluniau Gwynedd	**Lleoliad:** Porthmadog	**Band Cyflog:** SO
Yn Adrodd i: Rheolwyr Gyfarwyddwr	**Yn Gyfrifol am:** Tîm Gwynedd	**Ystod Cyflog:** £35,224 - £37,637 (+ pensiwn gyda buddion diffiniedig)

Diben y Swydd: Rheoli prosiectau Menter Môn yng Ngwynedd. Y prif gynllun bydd Arloesi Gwynedd Wledig ond gall gynnwys cynlluniau eraill.

<table>
<tr><th>Cyfrifoldebau</th><th colspan="2">Sgiliau/Profiad</th></tr>
<tr><td rowspan="3">Rheoli staff: Cefnogi tim Gwynedd yn unol â systemau a gweithdrefnau'r cwmni, a rheoli perfformiad er mwyn sicrhau bod unigolion yn cyflawni eu rôl ac yn cyfrannu at nodau ac amcanion ehangach Menter Môn.

Rheoli a monitro prosiectau: Gweithio gyda’r tîm prosiect i sicrhau bod prosiectau’n cael eu darparu yn unol â phrosesau a gweithdrefnau, a chyflawni yn erbyn amcanion a bennwyd ymlaen llaw a nodwyd mewn ceisiadau a bidiau.

Cyflwyno prosiectau: Cymryd cyfrifoldeb cyffredinol am brosiectau, gan sicrhau gwerth am arian a bod cynlluniau'n cael eu darparu ar amser, i safon uchel a bod yr holl wybodaeth ofynnol yn cael ei rhoi i gleientiaid, rhanddeiliaid a chyllidwyr.

Llywodraethu corfforaethol: Chwarae rôl weithgar fel Reolwr a cyfrannu at gyfeiriad strategol y Cwmni.

Cynrychioli'r cwmni: Mabwysiadu ymagwedd ragweithiol wrth ddatblygu cysylltiadau â rhanddeiliaid allanol er mwyn hyrwyddo'r cwmni a datblygu ei enw da yn lleol ac yn genedlaethol.</td>
<td colspan="2">Hanfodol:
Profiad o reoli tim amrywiol o staff i wireddu ystod o brosiectau.
Profiad o redeg prosiectau mawr a ariannwyd yn gyhoeddus, e.e. gan yr UE, y Loteri a Llywodraeth Cymru.
Profiad helaeth o reoli cyllidebau ac adrodd i arianwyr.
Gwybodaeth am weithdrefnau caffael gan gynnwys profiad o ddefnyddio Gwerthwch i Gymru.
Profiad o lunio a gwireddu cynlluniau.
Gwybodaeth am wahanol raglenni ariannu yng Nghymru
Gwybodaeth am Wynedd a'r randdeiliaid sy'n gweithredu yn y sir.
Y gallu i gyfathrebu yn y Gymraeg a Saesneg i safon uchel, yn ysgrifenedig ac ar lafar.
Gwybodaeth am ystod o feddalwedd TG, y cyfryngau cymdeithasol a thechnolegau digidol eraill.
Dymunol:
Profiad o weithredu systemau rheoli perfformiad, gan gynnwys gwerthusiadau staff.
Profiad o ddefnyddio meddalwedd rheoli prosiect.
Profiad o weithio yn y sector amgylcheddol, yr iaith Gymraeg, datblygu economaidd, digidol neu ddatblygu cymunedol.</td></tr>
<tr><th colspan="2">Cymwysterau</th></tr>
<tr><td>Hanfodol:
Addysg hyd at lefel gradd</td><td>Dymunol:
Cymhwyster rheoli
Cymhwyster rheoli prosiect</td></tr>
<tr><th>Nodweddion</th><th colspan="2">Arall</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
Creadigol</td><td>Trwydded yrru DU lawn a mynediad i gar</td><td>Ie</td></tr>
<tr><td>Y gallu i gyfathrebu trwy gyfrwng y Gymraeg a'r Saesneg</td><td>Ie (Lefel 5 ar y canllawiau iaith)</td></tr>
<tr><td>Parodrwydd i deithio</td><td>Ie</td></tr>
<tr><td>Parodrwydd i weithio tu allan i oriau gweithio cyffredin</td><td>Ie</td></tr>
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