

Job Title: Project Support Officer	Location: Llangefni	Salary Band: SO3 Technical
Reports To: Environment Manager	Responsible for: No staff	Salary Range: £19,686 (pro rata 3 days a week)
Purpose of the Role: To provide support for the Environment Manager to deliver the following, but not limited to; Cwlwm Seiriol, Menai Rivers and Mon & Menai projects.		
Responsibilities	Skills / Experience	
<p>Project delivery: Assist in establishment and maintenance of various environment projects.</p> <p>Project compliance and monitoring: Assist in the output collection system and financial management system for projects. Work closely with Senior Officers to deliver against pre-agreed objectives, as well as maintaining a filing system to record all relevant data and project details.</p> <p>Project reporting: Assist with collecting and reporting to all necessary funders.</p> <p>Stakeholder Coordination: Coordinate and manage all necessary environmental steering groups to include coordinating preparatory paperwork, minute taking and ongoing communication with group members.</p> <p>Meetings and Events: Arrange, organise and coordinate various events and training activities, as and when required. Attend 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"> • 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, Local Authority, Lottery and the European Union. • A working knowledge of Gwynedd and Ynys Môn. • A basic knowledge of procurement procedures including experience of using Sell 2 Wales. • Experience of working in the environmental /community sector • An active interest in digital technology 	
	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 3 on the language skills guidelines)

Teitl y Swydd: Swyddog Gweinyddol	Lleoliad: Llangefni	Band Cyflog: SO3 Technegol
Yn adrodd i: Rheolwr Amgylcheddol	Yn gyfrifol am: DIM STAFF.	Ystod Cyflog: £19,686 (pro rata 3 diwrnod yr wythnos)
Diben y swydd: Darparu gwasanaeth gweinyddol ategol i holl brosiectau Amgylcheddol Menter Mon, sy'n cynnwys ond ddim yn gyfyngiedig i: Cwlwm Seiriol, Afonydd Menai, Mon a Menai.		
Cyfrifoldebau	Sgiliau/Profiad	
<p>Gweithredu prosiectau: Cynorthwyo i sefydlu a chynnal cynlluniau amgylcheddol Menter Mon.</p> <p>Cydymffurfiaeth a monitro prosiectau: Cynorthwyo â'r system gasglu allbynnau a rheolaeth ariannol i brosiectau amrywiol. Gweithio'n agos gyda'r Rheolwr a'r Uwch Swyddogion 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>Cydllynu'r GGLI: Cydllynu a rheoli'r gwaith o redeg Grwpiau Llywio Prosiect o ddydd i ddydd, gan gynnwys trefnu nifer o gyfarfodydd drwy gydol y flwyddyn, cydllynu gwaith papur paratoadol a cymryd cofnodion.</p> <p>Cyfarfodydd a Digwyddiadau: Trefnu a chydlynu cyfarfodydd amrywiol, gan gynnwys sesiynau hyfforddiant a gweithdai. 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"> • 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 chyfryngau 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 Ynys Môn. • Gwybodaeth sylfaenol am weithdrefnau caffael gan gynnwys profiad o ddefnyddio Gwerthwch i Gymru. • Profiad o weithio yn y sector amgylcheddol / cymunedol • Diddordeb byw mewn technoleg ddigidol. 	
	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	
Mae'r rhain yn disgrifio'r nodweddion yr ydym yn eu disgwyl gan unigolyn yn y swydd hon.	Trwydded yrru DU lawn a mynediad i gar	le
<ul style="list-style-type: none"> • Atebol • Trefnus • Agos-atoch • Ymroddedig 	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 3 ar canllawiau gallu iaith)