

Job Title: Senior Project Officer	Location: Llangefni	Salary Band: Senior Officer
Reports To: Environment Manager	Responsible for: No staff	Salary: £29,530 (pro rata)
Purpose of the Role: To deliver and coordinate the aims and objectives of the Mon & Menai project across Anglesey and Gwynedd.		
Responsibilities	Skills / Experience	
<p>Project delivery: Take responsibility for, and contribute to, projects and tasks assigned; deliver the scheme 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 Environment 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 Senior Managers 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 Anglesey & Gwynedd and the various stakeholders that operate on the island. • Experience of working in the environmental and community sectors. • 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. • Specialist knowledge, an active interest or experience in the environmental area in which we operate 	
	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 • 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

Teitl y Swydd: Uwch Swyddog Prosiect	Lleoliad: Llangefni	Band Cyflog: Uwch-swyddog
Yn adrodd i: Rheolwr Amgylcheddol	Yn gyfrifol am: DIM STAFF	Cyflog: £29,530 (pro rata)
Diben y swydd: Arwain a Chydlynu nod ac amcanion y cynllun Mon a Menai ar draws Mon a Gwynedd.		
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.</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 Uwch Reolwyr i adnabod cyfleoedd tendro a chyllido, a chyfrannu at baratoi ceisiadau a thendrau er mwyn sicrhau incwm parhaus i'r cwmni.</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 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 Ynys Mon a Gwynedd a'r gwahanol randdeiliaid sy'n gweithredu yn y sir. Profiad o weithio yn y sector amgylcheddo a Cymunedol. 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. Arbenigedd, diddordeb neu profiad mewn meysydd amgylcheddol. 	
	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
	Parodrwydd i weithio y tu allan i oriau gwaith arferol	le
	Parodrwydd i deithio	le
	Y gallu i gyfathrebu yn Gymraeg a Saesneg	le