Job Title: Senior Projects Officer (Arloesi Gwynedd Wledig) (12 months)	**Location:** Porthmadog (Main Office)	**Salary Band:** Project Officer
Reports To: Gwynedd Manager	**Responsible for:** No staff	**Salary Range: £24,608 - £27,069** + pension

Purpose of the Role: To deliver and contribute to a diverse portfolio of projects and contracts in (but not limited to) Gwynedd, focusing primarily on the Arloesi Gwynedd Wledig project.

Responsibilities

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.

Project compliance and monitoring: Ensure projects are delivered in accordance with processes and procedures, and deliver against pre-agreed objectives as agreed with the Manager.

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.

Project development: Support the Gwynedd 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.

Corporate policies and procedures: Play a proactive role in developing and adopting procedures that will contribute positively to the overall health of the company.

Representing the company: Represent the company and proactively promote Menter Môn; its work and it's aims and objectives.

Skills / Experience

Essential:

- 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, or a willingness to learn.
- A working knowledge of publicly funded projects, or a willingness to learn.
- A working knowledge of managing budgets and reporting to funders, or a willingness to learn.
- 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.

Desirable:

- 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

Essential:

- Educated up to degree level or significant experience relevant to the role
- The ability to communicate in Welsh (Level 5 on the language skills guidelines)

Desirable:

- Project management qualification

Characteristics

Other

These describe the characteristics we expect in an individual in this role. • 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 English	Yes (Level 5 on the language skills guidelines)

Teitl y Swydd: Uwch Swyddog Prosiectau (Arloesi Gwynedd Wledig) (12 mis)	**Lleoliad:** Porthmadog yn bennaf	**Band Cyflog: Swyddog Project**
Yn adrodd i: Rheolwr Gwynedd	**Yn gyfrifol am:** neb	**Ystod Cyflog: £24,608 - £27,069** + pensiwn

Diben y swydd: Darparu a chyfrannu at bortffolio amrywiol o brosiectau a chytundebau yng (ond heb fod yn gyfyngedig i) Ngwynedd, gan gyfrannu'n bennaf at raglen waith Arloesi Gwynedd Wledig.

Cyfrifoldebau	Sgiliau/Profiad
Cyflwyno prosiectau: Cymryd cyfrifoldeb dros, a chyfrannu at, prosiectau 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. **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. **Adrodd ar brosiectau**: Paratoi a chyflwyno adroddiadau i reolwyr a chyllidwyr yn ôl yr angen, i gynnwys gwybodaeth ariannol a dangosyddion perfformiad angenrheidiol. **Datblygu prosiect**: Cefnogi'r Rheolwr i adnabod cyfleoedd tendro a chyllido, a chyfrannu at baratoi ceisiadau a thendrau er mwyn sicrhau incwm parhaus i'r cwmni. **Polisïau a gweithdrefnau corfforaethol**: Chwarae rôl ragweithiol wrth ddatblygu a mabwysiadu gweithdrefnau a fydd yn cyfrannu'n gadarnhaol at iechyd cyffredinol y cwmni.	**Hanfodol:** • Profiad o ddarparu ystod amrywiol o brosiectau a/neu gontractau masnachol ar ran sefydliadau megis Llywodraeth Cymru, y Loteri a'r Undeb Ewropeaidd, neu'r awydd i ddysgu. • Gwybodaeth ddigonol am brosiectau wedi'u hariannu'n gyhoeddus, neu'r awydd i ddysgu. • Gwybodaeth ddigonol am reoli cyllidebau ac adrodd i arianwyr, neu'r awydd i ddysgu. • Gwybodaeth ddigonol am Wynedd a'r gwahanol randdeiliaid sy'n gweithredu yn y sir. • Gwybodaeth am ystod o feddalwedd TG, y cyfryngau cymdeithasol a thechnolegau digidol eraill. **Dymunol:** • 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

<table>
<tr><td>Cynrychioli'r cwmni: Cynrychioli'r cwmni a hyrwyddo Menter Môn yn rhagweithiol; ei gwaith a'i nodau ac amcanion.</td><td>Hanfodol:
Addysg hyd at lefel gradd neu brofiad sylweddol sy’n berthnasol i’r swydd
Y gallu i gyfathrebu yn Gymraeg (Lefel 5 ar y canllawiau iaith)</td><td>Dymunol:
Cymhwyster rheoli prosiect</td></tr>
<tr><td>Nodweddion</td><td colspan="2">Arall</td></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</td><td>Trwydded yrru DU lawn a mynediad i gar</td><td>Ie</td></tr>
<tr><td>Parodrwydd i weithio y tu allan i oriau gwaith arferol</td><td>Ie</td></tr>
<tr><td>Parodrwydd i deithio</td><td>Ie</td></tr>
<tr><td>Y gallu i gyfathrebu yn Gymraeg a Saesneg</td><td>Ie (Lefel 5 ar canllawiau gallu iaith)</td></tr>
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