

Job Title: Projects Officer (Arloesi Gwynedd Wledig)	Location: Porthmadog (Main Office)	Salary Band: Project Officer
Reports To: Gwynedd Manager	Responsible for: No staff	Salary Range: £25 - £29K + defined benefits 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	Skills / Experience	
<p>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.</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 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 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.</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, 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. <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. • 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	
	<p>Essential:</p> <ul style="list-style-type: none"> • 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) 	<p>Desirable:</p> <ul style="list-style-type: none"> • Project management qualification
Characteristics	Other	

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

Teitl y Swydd: Swyddog Prosiectau (Arloesi Gwynedd Wledig)	Lleoliad: Porthmadog yn bennaf	Band Cyflog: Swyddog Project
Yn adrodd i: Rheolwr Gwynedd	Yn gyfrifol am: neb	Ystod Cyflog: £25 - £29K + pensiwn wedi ei ddiffinio
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	
<p>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.</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 ar brosiectau: Paratoi a chyflwyno adroddiadau i reolwyr a chyllidwyr yn ôl yr angen, i gynnwys gwybodaeth ariannol a dangosyddion perfformiad angenrheidiol.</p> <p>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.</p> <p>Polisiâu a gweithdrefnau corfforaethol: Chwarae rôl ragweithiol wrth ddatblygu a mabwysiadu gweithdrefnau a fydd yn cyfrannu'n gadarnhaol at iechyd cyffredinol y cwmni.</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, 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 rhanddeiliaid sy'n gweithredu yn y sir. • 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. • 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	

<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"> • 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) 	<p>Dymunol:</p> <ul style="list-style-type: none"> • Cymhwyster rheoli prosiect
<p>Nodweddion Arall</p>		
<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 	<p>Trwydded yrru DU lawn a mynediad i gar</p>	<p>le</p>
	<p>Parodrwydd i weithio y tu allan i oriau gwaith arferol</p>	<p>le</p>
	<p>Parodrwydd i deithio</p>	<p>le</p>
	<p>Y gallu i gyfathrebu yn Gymraeg a Saesneg</p>	<p>le (Lefel 5 ar canllawiau gallu iaith)</p>