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Wedi ei ariannu gan
Llywodraeth y DU



"Helping empower and navigate people through all stages of their journey"
"yn cynorthwyo l alluogi a chyfeirio pobl dros gydol eu taith"

Disgrifiad Swydd- Gweinyddwr/ Cydlynnydd Gwirfoddoli
Job Description – Volunteer Co-ordinator/Administrator



Hours: Oriau gwaith:	Flexible hours, that will occasionally include evening and weekend work. Time in lieu will be accredited. Oriau hyblyg, a allai olygu o bryd l'w gilydd bydd gwaith gyda'r nos ac ar benwythnosau-bydd amser yn lle yn cael ei achredu
Reporting to: Adrodd yn nôl:	Directly to the Board of Trustees Yn uniongyrchol I Fwrdd Ymddiriodolwyr Angor
Place of work: Man gwaith:	Office space will be provided but Angor's flexible work policy allows the availability for home working according to requirements. Bydd swyddfa yn cael ei ddarparu ond mae polisi gwaith hyblyg Angor yn caniatáu y gallu i weithio gartref yn ôl y gofyn
Contract: Cytundeb:	The post is initially offered as a self-employed fixed term contract until December 2024 Cynigir y swydd fel swydd hunan-gyflogedig tymor penodol tan at ddiwedd Rhagfyr 2024.
Holidays: Gwyliau:	No paid holiday entitlement due to Self Employed status Dim hawliau gwyliau oherwydd y statws Hunan-Gyflogedig
Period of Notice: Rhybudd gofynnol:	2 weeks 2 wythnos
References: Canolwyr:	Employment will be subject to two successful references and a DBS check. Bydd y gyflogaeth yn ddibynnol ar dderbyn dau dysteb ynghyd a gwirio DBS
Qualifications: Cymhwysterau:	Minimum HNC/HND-Business Studies/Social Work/Community Development or in related subjects or equivalent extensive experience in this sector will be considered. Gofynnir am ddim llai na MNC/HND Astudiaethau Busnes/Gwaith Cymdeithasol/Datblygu Cymunedol neu gydradd, neu fe rhoddir yestyriaeth i brofiad yn y sector

Salary: £22,369 - £25,409

The post will be funded until December 2024

Cyflog: £22,369 - £25,409

Bydd y swydd yn cael ei ariannu tan mis Rhagfyr 2024

Driving License: Hold a full driving license with access to a car

Trwydded Gyrru: Bydd angen trwydded gyrru llawn a mynediad at gar.

Skills in the Welsh language will be an asset to the job.

Bydd sgiliau yn y Gymraeg yn gaffaelaid i'r swydd.

This role is funded by the UK Government through the UK Shared Prosperity Fund.

The Angor Project

The concept for *Angor* started over 15 years ago. People who have been diagnosed with cancer or a life-limiting illness mention the void that exists between the diagnosis and the support needed to move on with life.

Current models of follow-up care are not meeting sufficient needs. Hospital based follow-up is being phased out in many specialities. In addition, the Primary Care model is undergoing significant changes. Angor will aim to fill this void. The hope is that the concept will evolve to develop plans and programmes to help all patients with life-limiting illnesses. Angor will be actively engaged in education and learning, research and development, so that strategies facilitating treatment plans will be evidence-based, robust and user-led.

Angor aims to facilitate “*Wellness*”, providing a pathway from a clinical setting, through to and back to the community.

www.angor.org.uk

Prosiect Angor

Dechreuodd concept Angor dros 15 mlynedd yn ôl. Mae pobl sydd yn dioddef o ganser neu afiechyd sydd yn cyfyngu bywyd yn sôn yn aml am y gagendor sydd yn bodoli rhwng y deiagnosis a'r angen am gyngor sydd yn gwbl angerheidiol er mwyn symud ymlaen gyda'i bywydau.

Mae modelau presennol y gofal dilynol ar gyfer canser yn syrthio yn fyr o anghenion y bobl sydd ei hangen. Mae'r gwasanaeth yna yn yr Ysbytai yn cael ei ddirwyn i ben o dan sawl arbenigedd. Yn ogystal a hynny mae'r model ar wasanaethau elfennol yn cael ei drawsnewid. Bydd Angor yn llenwi y gagendor a'r gofyn yna. Y bwriad yw y bydd y concept yma yn esblygu er mwyn datblygu cynlluniau a rhaglenni i gynorthwyo pob clâf sydd yn dioddef gydag afiechyd sydd yn cyfyngu bywyd. Bydd Angor yn weithredol mewn meysydd addysgiadol, ymchwil a datblygu fel bod y strategaethau sydd yn cynnig cynlluniau gwellhad yn seiliedig ar ymchwil ac yn gwbl rymus a hyfyw.

Mae Angor yn bwriadu hyrwyddo a hybu 'Llesiant' wrth gynnig llwybr o'r clinigol drwodd i - ac yn ôl at y gymuned.

Main purpose and duties of the role

To support the Charity to co-ordinate, assess and meet the organization's volunteering and administrative objectives through:

- Manage and Co-ordinate all aspects of volunteering
- Lead on the Charity's volunteering provision within and outside of the organization
- Identify and recruit potential volunteers, respond to enquiries and advise accordingly on all aspects of volunteering
- Develop volunteering opportunities with key associates and partners across the sectors
- Organise their vetting and suitability, support, supervision and line management
- Develop and organise a programme of training opportunities to include, values & principles, volunteer expectations and responsibilities, emergency procedures and contacts, safeguarding, communication skills, confidentiality, health & safety, community engagement and involvement
- Build trusting/positive and enabling relationships with volunteers
- Promote and market volunteering opportunities and raise Angor's volunteering profile across the county
- Represent Angor at community events and organise volunteering taster days
- Gather & collate relevant information to enhance knowledge and understanding
- Identify potential funding streams for volunteering in partnership with the Project Manager
- Monitor and evaluate activities and write reports and provide feedback to Trustees
- Develop and take responsibility for all the administrative tasks required for the Charity and create and maintain transparent and accountable administrative systems e.g. volunteers' expenses
- Create and maintain robust administrative systems for the Charity to include databases
- Work closely with the Project Manager and provide written and verbal reports as and when required to the Board of Trustees.
- Carry out any other duties that are designated to be appropriate within the appointment grade and as directed by the Management Board.
- Ensure at all times that Angor's Mission, Values & Principles are adhered to and underpin all volunteering work

The closing date for applications is 29.09.2023. The application form can be downloaded from www.angor.org.uk. For further information email: admin@angor.org.uk.

Prif bwrpas y swydd a'r anghenion o ran sgiliau

Cefnogi'r elusen i gydlynu, asesu a chwrdd ag amcanion gwirfoddoli a gweinyddol y mudiad trwy:

- Rheoli a chydlynu holl agweddau gwirfoddoli.
 - Arwain ar ddarpariaeth gwirfoddoli yr elusen o fewn a thu allan i'r mudiad.
 - Adnabod a recriwtio unigolion sydd a potensial i fod yn wirfoddolwyr, ymateb ymholiadau a chynghori ar holl agweddau gwirfoddoli.
 - Datblygu cyfleoedd gwirfoddoli gyda swyddogion cyswllt a phartneriaid allweddol ar draws y sectorau.
 - Trefnu eu fetio a'u haddasrwydd, cefnogaeth, goruchwyliaeth a rheolaeth llinell.
 - Datblygu a threfnu rhaglen hyfforddi gan gynnwys gwerthoedd ac egwyddorion, disgwyliaid a chyfrifoldebau gwirfoddoli, strwythurau materion brys a chysylltiadau, diogelu, sgiliau cyfathrebu, cyfrinachedd, iechyd a diogelwch ac ymgysylltu cymunedol.
 - Adeiladu ymddiriedaeth a pherthynas gadarnhaol gyda gwirfoddolwyr.
 - Hyrwyddo a marchnata cyfleoedd gwirfoddoli gan godi proffil gwirfoddoli Angor ar draws y Sir.
 - Cynrychioli Angor mewn gweithgareddau cymunedol a threfnu diwrnodau blasu ar gyfer gwirfoddolwyr.
 - Casglu a choladu gwybodaeth perthnasol er mwyn ehangu gwybodaeth a dealltwriaeth.
 - Adnabod ffynhonnellau cyllido ar gyfer gwirfoddolwyr mewn perthynas â'r Rheolwr Prosiect.
 - Monitro a gwerthuso gweithgareddau ac ysgrifennu adroddiadau ar gyfer adrodd yn ôl i'r Ymddiriedolwyr.
 - Datblygu a chymryd cyfrifoldeb o holl waith gweinyddol anghenrheidiol yr Elusen gan greu a chynnal systemau gweinyddu agored a thryloyw e.e. costau gwirfoddolwyr.
 - Creu a chynnal sistem gweinyddu effeithiol ar gyfer yr Elusen gan gynnwys bas ddata.
 - Gweithio'n agos gyda'r Rheolwr Prosiect gan gyflwyno adroddiadau ar lafar ac yn ysgrifenedig yn ol yr angen ar gyfer y Bwrdd yr Ymddiriedolwyr.
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- I gyflawni unrhyw weithgarwch a ystyrir yn berthnasol o fewn graddfa yr apwyntiad ac a gaiff ei gyflwyno gan y Bwrdd Rheoli.
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- Sicrhau bob amser bod cenhadaeth, gwerthoedd ac egwyddorion Angor yn cael eu cadw wrth wirfoddoli.

Y dyddiad cau ar gyfer y ceisiadau fydd 29.09.2023.

Cysylltwch a ni ar www.angor.org.uk er mwyn derbyn ffurflen gais a rhagor o wybodaeth yn ol yr angen.

Essential	Desirable
Qualification	
<ul style="list-style-type: none"> • Minimum HNC/HND – Business Studies / Social Work/ Community Development, or equivalent in related subjects • A minimum of 5 years' experience of community development work in the Third Sector. 	
Experience	
<ul style="list-style-type: none"> • Experience of working with a range of individuals and networks across the third, public and private sectors. • Experience of working within communities establishing projects and their subsequent delivery. • Experience of recruiting, training, managing and supervising a diverse range of volunteers • Experience of monitoring, evaluation and analysis of data for reporting purposes • Understanding of community development processes and practices • Excellent IT skills including Microsoft Office and all aspects of social media and digital photography 	
Knowledge	
<ul style="list-style-type: none"> • Understanding of the values and principles of community development • Understanding of the Charitable sector and how 3rd sector organisations operate • Ability to use and apply advanced functions in Microsoft Office package 	
Job Related Skills	
<ul style="list-style-type: none"> • Excellent communication, written, verbal and interpersonal skills. • Ability to work under pressure and to tight deadlines • Advocacy skills • Enthusiastic and positive attitude to community development work • Commitment to ensuring equality of opportunity and access for all • Managing and implementing projects within timescales and budgets • IT proficient and self-supporting in standard business IT tools and administration. • Transferable skills • Creative thinking 	<ul style="list-style-type: none"> • Welsh language skills would be an asset to the post.



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