



*"Helping empower and navigate people through all stages of their journey
 "Yn cynorthwuo i alluogi a chyfeirio pobl dros gydol eu taith"*

Disgrifiad Swydd: Allgymorth Angor - Swyddog Datblygu Cymunedol Gwledig
Job Description : Angor Outreach - Rural Community Development Officer

Hours:	This is a freelance post with flexible hours for up to 37.5 hours per week. This can be 1 full time post or 2 part-time posts depending on the applicants' circumstances. It will occasionally include evening and weekend work, and time in lieu will be accredited accordingly
Oriau gwaith:	Swydd llawrydd yw hwn, gyda oriau hyblyg tuag at 37.5 awr yr wythnos. Gall hyn fod yn i swydd llawn amser neu 2 swydd rhan amser, dibynnir ar sefyllfa bersonol y ceiswyr. Allai olygu o bryd i'w gilydd bydd gwaith gyda'r nos ac ar benwythnosau-bydd amser yn lle yn cael ei achredu
Reporting to:	The Volunteer Support Officer in the first instance and overseen by the Board of Trustees
Adrodd yn ôl:	I'r Swyddog Cymorth Gwirfoddoli yn y lle cyntaf, a'i oruchwilio gan Y Bwrdd Ymddiriodolwyr
Place of work:	Angor operates a hybrid and flexible working policy which means that freelancers can work a proportion of their time at key hubs throughout the county and remotely (including at home.) when required. Office space will also be provided at Angor's main office at our base The Cabin at the John Burns Foundation in Kidwelly.
Man gwaith:	Mae gan Angor bolisi o weithio'n hyblyg, sy'n galluogi'r llawryddwyr i weithio mewn hwbiau allweddol (yn cynnwys adre) pan fydd angen. Bydd gofod swyddfa hefyd ar gael ym mhrif swyddfa Angor yn ein canolfan Y Caban yn Sefydliad John Burns yng Nghydweli

Contract:	The post is a fixed term contract until December 2025
Cytundeb:	Mae'r swydd yn gontract tymor penodol tan Rhagfyr 2025.
Holidays: Gwyliau:	No paid holiday entitlement due to Self Employed status Dim hawliau gwyliau oherwydd statws Hunan-Gyflogedig
Period of Notice: Rhybudd gofynnol:	Reasonable notice to be provided by either party if the arrangement can no longer continue. Rhybudd rhesymol gan y ddau barti os fydd angen terfynu y trefniant
References: Canolwyr:	Employment will be subject to two satisfactory references and a DBS check. Bydd y gyflogaeth yn ddibynnol ar dderbyn dau dysteb ynghyd a gwirio DBS
Qualifications: Cymhwysterau:	Minimum HNCHND-Business Studies/ Social Work/Community Development or equivalent in related subjects as well as possessing extensive knowledge of the Charitable/Third Sector and Private/Public Sector. Applicants with demonstrable experience in this field will also be considered. Gofynnir am ddim llai na HNC/HND Astudiaethau Busnes/Gwaith Cymdeithasol/Datblygu Cymunedol neu gydradd yn ogystal a gwybodaeth helaeth am y Sectorau Gwirfoddol, Trydydd Sector neu'r sectorau cyhoeddus neu breifat. Bydd ymgeiswyr gyda profiad amlwg yn y maes yma yn cael eu hystyried.

Remuneration: £13.00 per hour. The opportunity is fixed term to December 2025

Tal: £13.00 yr awr. Cyfle dros dymor penodol yn cael ei ariannu tan Rhagfyr 2025

Driving Licence: Hold a full driving licence with access to a car.

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

PERSON SPECIFICATION: ANGOR Outreach-Rural Community Development Officer

Essential	Desirable
Qualification	
• Minimum HNC/HND – Business Studies / Social Work/ Community Development, or equivalent in related subjects • Minimum HNC/HND-Business Studies/ Social Work/Community Development or equivalent in related subjects as well as possessing extensive knowledge of the Charitable/Third Sector and Private/Public Sector. Applicants with demonstrable experience in this field will also be considered.	Relevant experience of experience of working with volunteers in the Public/ Third /Voluntary Sector.
Experience	
• Direct experience of working within communities with individuals, groups and/or organisations • Previous experience of Community Development Work • Previous experience of volunteering and/or working with volunteers • Experience of working with a range of individuals and networks across the third, public and private sectors. • Some experience of project management	
Knowledge	
• Knowledge of the Charitable sector and how 3rd sector organizations operate • Knowledge of partnership working across the sectors • Experience of monitoring, evaluation and analysis of data for reporting purposes • Experience of community development processes and practices • Advocacy work	
Job Related Skills	
• Excellent communication, written, verbal and interpersonal skills. • Empathic skills to deal with people in vulnerable life situations • Capacity to inspire and motivate • Ability to deal with information in a confidential manner • Enthusiastic and positive attitude to volunteering and its subsequent benefits • Advocacy skills • Capacity to inspire and motivate • Ability to deal with information in a confidential manner • Ability to manage volunteers and supported by the Volunteer Support Officer • IT proficient and self-supporting, knowledge of IT tools and administration systems	• Welsh language skills would be an asset to the post.



Funded by
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Wedi ei ariannu gan
Llywodraeth y DU

