

ROLE ADVERT

- ROLE TITLE:** Museum Custodian (PERMANENT)
- POST ID:** LLLM027 - Abergavenny Custodian
LLLM005 - Chepstow Custodian
- GRADE:** BAND D SCP 9 - 13 (£20,344-£22,021 pro rata) £10.54-£11.41 per hour with enhanced rates for weekend and Bank Holiday working.
- HOURS:** Abergavenny Custodian - 20.25 hrs per week
(Mondays 12.30 – 4.15pm, Tues, Thurs and Fri 10.45 – 4.15)
- Chepstow Custodian - 14.75 hrs per fortnight
(Saturday and Sunday 10.45 – 4.15 and Monday 9.15 – 1.00
All three days on an alternate week basis)
- Extra hours may be required in the week as well as at weekends to cover for co-workers' holidays and sickness. Occasional evening work may be required for events such as evening openings.
- LOCATION:** Abergavenny Museum or Chepstow Museum depending on the site appointed to. This may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.
- WELSH LANGUAGE ASSESSMENT:**
Welsh language skills are desirable;
- SAFEGUARDING:**
Safeguarding and Child and Adult Protection are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. All Council employees and volunteers are responsible for playing their part in the well-being, safety and protection of children and adults at risk. All employees and volunteers will be trained to the appropriate level of safeguarding and have a duty to fulfil their personal responsibilities for safeguarding.
- PURPOSE OF POST:**
- To act as a main point of contact for visitors to the museum, operating the reception/sales/enquiry desk. To ensure that visitors have a safe and enjoyable visit. To safeguard the security of visitors and of the museum and collections and to act as a keyholder out of hours.
- Should you require any further information regarding this post, please contact:**
Rachael Rogers, Museums and Arts Manager,
rachaelrogers@monmouthshire.gov.uk

Closing Date: 12 noon on Monday 10th February 2020

Interviews are likely to take place on Weds 19th or Weds 26th February 2020 (To be confirmed)

Please note that we are not able to accept CVs

If you are interested in the role please describe how you meet the criteria set out in the person specification outlining your relevant knowledge, skills, attitudes and experience for this vacancy. Application forms can be completed online or downloaded via: www.monmouthshire.gov.uk/how-to-apply-for-council-jobs

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

Completed paper application forms should be returned to the following address:- People Services, Monmouthshire County Council, County Hall, Rhadyr, Usk, Monmouthshire, NP15 1GA

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council operates a Smoke Free Workplace policy.

ROLE PROFILE

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LOCATION:	Abergavenny or Chepstow Museum (depending on post appointed to). This may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

RESPONSIBLE TO:

Museums and Arts Manager (Chepstow Museum Custodians)
Community Museums Curator (Abergavenny Museum Custodians)

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are desirable;

SAFEGUARDING:

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Museums and Arts.....Who are we?

Museums and Arts sits within MonLife is a service group managed by Monmouthshire County Council. It's aim is to enrich people's lives through participation and activity, building strong and vibrant places and communities in Monmouthshire.

Our Purpose:-

Vision – Inspiring a passion for Monmouthshire.

Mission - Bringing heritage, collections, arts and culture alive with our communities and visitors.

Strategic Aim 1

To create a cross-county museum offer to encourage a sense of pride and community identity whilst identifying opportunities for arts and culture development

Strategic Aim 2

To ensure we have a resilient and sustainable service.

Our guiding principle is to further encourage the flourishing of museums, heritage, arts and culture in Monmouthshire.

The Purpose of this Role:-

You will welcome and assist all visitors to the Museum – as receptionist, selling items from the shop, answering queries and generally making visitors feel welcome, encouraging them to enjoy their visit. In addition, the Museum Custodian must maintain care and security of collections, control stock and cash and assist with provision of learning activities

Expectation and Outcomes of this Role:-

The main expectations and outcomes are:

- Ensuring the smooth operation of the museum for the public experience during opening hours and that visitors have an enjoyable visit and are given appropriate and accurate information in answer to any enquiries.
- Checking and monitoring of displays, collections, building and alarms as appropriate, shop and stock, children's activities,
- Maintaining all the required records accurately and safe handling of cash
- Maintaining an attractive shop and reception area and children's activities
- Attend alarm call outs as required

The outcome of this will be to create a cross-county museum offer to encourage a sense of pride and community identity whilst identifying opportunities for arts and culture development, whilst ensuring we have a resilient and sustainable service. You will be guided by the Museums and Arts Delivery Plan and your outcomes and outputs will link into this plan.

Your responsibilities are to:-

Reception and retail

- Welcomes visitors
- Takes entrance money, issues tickets and sells souvenirs, using electronic cash register
- Ensures security of shop stock
- Undertakes all associated recording of shop stock, pricing, display, storage, stock takes etc
- Undertakes the acceptance of deliveries of shop stock, putting in stock room and filling up shop displays and re stocking
- At the end of each day balances all cash received and places money in the safe.

Supervision of visitors

- Answers visitors' queries about the museum, displays and exhibitions, events and activities, and the area in general, referring more complex enquiries as necessary.
- Monitors family and learning activities, top up supplies, keep tidy, report breakages
- Monitors interactive displays, check, keep tidy and report breakages.
- Monitors the CCTV system and patrols the public areas
- Provides appropriate assistance to visitors where requested
- Deals with group visits, providing assistance and information as necessary
- Deals as appropriate with visitors whose behaviour puts themselves, staff or other visitors at risk

Clerical duties

- Places orders via Business World or similar
- Takes bookings for events, lectures and courses and maintains accurate records of sales
- Keeps a statistical record of visitors to the museum and carries out surveys as required
- Assists with maintenance of group bookings diary
- Answers telephone and records and passes on telephone messages
- Checks the previous day's takings sheet
- Follows procedures for visitors wishing to donate material, referring them to Collections Management Officer when necessary
- Assists with the maintenance of stock records and cash reconciliation.
- Undertakes general clerical duties, including photocopying, as required
- Carries out computer-based documentation/data-base procedures.
- Assisting with social media accounts.
- Preparing/compiling data e.g. for quarterly reports.
- Liaises with the Business Support Assistant as required in these tasks.

Security and Maintenance

- Undertakes duties as a Key-holder for the museum, responding to alarm calls as necessary
- Opens the museum in the mornings and closes it in the afternoon according to opening times. (Time is allowed for locking up.)
- Un-setting and setting the alarms, checking all locks, checking that lights are on during the day (replacing bulbs if necessary where appropriate) and off before leaving, checking that the exhibits are undisturbed)
- Ensures the security of museum displays
- Reporting problems through the agreed procedure as required
- Carrying out premises inspection, cleaning as necessary to ensure the whole site is presentable to the public.
- Inspecting public toilets, carrying out cleaning and replenishment as necessary.

Collections Care and research

- Empties dehumidifiers as necessary
- Monitors Meaco as directed by the Collections Management Officer

- Carries out pest monitoring as directed by the Collections Management Officer
- Receives items into the collection via Entry Forms and following procedures as directed by the Collections Management Officer
- Answers basic collections enquiries

General duties

- During winter closure work with the museum team to carry out duties relating to collections care, learning provision, marketing and publicity, exhibitions and events and general maintenance of the sites.
- To offer holiday/sickness cover for colleagues
- To work collaboratively across MonLife, MCC and partner organisations
- To abide by council's health and safety procedures.
- Please note lone working is a requirement of this role.
- The purpose of this job description is to indicate the general level of responsibilities of the post. The duties may vary from time to time without changing their character or level of responsibility.

Here's what we can provide you with:-

MonLife encompasses: Attractions; Countryside Access; Destination Management, Green Infrastructure; Learning; Leisure; Museums; Play; Sports Development; Youth; and Outdoor Education. We can offer a culture that promotes collaborative team working and fosters close links with our partners. A motivated and enthusiastic team driven to achieve the best results for the Council and its local communities. A laptop, mobile phone and the ability to work agilely, subject to the needs of the service.

What else you need to know.....Monmouthshire Values are:

- Openness: We aspire to be open and honest to develop trusting relationships.
- Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

(E = Essential, D = Desirable)

- Experience of cash handling and operating cash register/EPOS system (E)
- Experience of operating a variety of basic office and electronic equipment (E)
- Experience in a customer facing role. (D)
- Experience of working in an unsupervised role (D)
- Experience as a key-holder, setting and un-setting alarm systems. (D)
- Good Microsoft Office skills, especially Word, Excel and PowerPoint. (E)
- Good level of numeracy (E)
- Good level of literacy and communication skills, with ability to impart verbal and written information confidently, accurately and concisely including taking notes (E)
- Must demonstrate some basic knowledge of the local area and an ability to acquire additional knowledge about the area and the museum collection for the benefit of visitors in timely manner. (E)
- Interest in any historical and/or cultural features of Wales /Monmouthshire or specialist research knowledge such as 'family tree'/genealogy. (D)
- Excellent inter-personal skills and ability to create and build strong relationship with strong customer service ethos. (E)
- Ability to deal confidently and courteously with the public, both in person and on the telephone. (E)
- Ability to work as part of a small, non-hierarchical, team without direct daily supervision. (E)
- Ability to deal calmly and effectively with difficult or emergency situations. (E)
- Ability to operate alarm system and CCTV system. (E)
- Capability to remain alert at all times when on duty understanding the importance of monitoring museum visitors, premises and collections (E)
- Commitment to supporting volunteers engaged in museum activities.(E)
- An awareness of Health and Safety issues and be willing to abide by Monmouthshire County Council's Health and Safety Policies & Procedures (E)
- Able to work flexibly including weekends as required. (E)
- As a Key-holder, ability to attend premises in response to alarm call in 20mins (E).
- Able to be independently mobile within Monmouthshire and surround. (D)

Welsh Desirable.

You may be required to learn or improve your existing skills through attending staff Welsh language training funded by the council. This will be implemented if a need for Welsh language skills in the role arises.

WELSH LANGUAGE SKILLS FRAMEWORK

LEVEL 1		
<i>Can understand basic everyday phrases if the speaker talks slowly and clearly and is willing to help. Can introduce yourself and others, e.g. individual asking to see someone, where is the xxx meeting, toilet etc. Can transfer phone calls pass on a simple message or request.</i>		
UNDERSTANDING	SPEAKING	READING
➤ Can understand simple questions: where is the xxx meeting, where is the toilet, who is the person they wish to see. Can understand who to transfer a phone call to etc,	➤ Can pronounce place names and personal names correctly. ➤ Can greet individuals face to face or over the phone ➤ Can open and close a conversation or open and close a meeting.	➤ Can read short sentence, simple instructions, agency information on forms
LEVEL 2		
<i>Can understand sentences when people talk about everyday situations, e.g. simple personal and family information. Can understand straightforward information, e.g. discuss how a person is feeling; something which has happened; simple plan for the future. Can understand issues and written in short sentences.</i>		
UNDERSTANDING	SPEAKING	READING
➤ Can understand when people speak slowly about everyday situations, e.g. providing personal information, talking about what they have been doing, what they would like to do, how they feel general ➤ Can understand when people ask you do something	➤ Can communicate simple information or ask common questions, e.g. to acquire information from an individual ➤ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh ➤ Can hold a short conversation with an individual or exchange relatively straightforward information ➤ Can contribute to a meeting, but need to revert to English for specialist terms.	➤ Can read short message a or e-mails, e.g. those which or ask you to pass on a message
LEVEL 3		
<i>Can understand the main points when an individual or colleague is talking about familiar subjects, e.g. during a conversation or in letters, speakers about familiar subjects involving everyday work. Can describe experiences and events and provide concise explanations in letters or e-mails about general subjects. Can write letters or e-mails about most subjects, e.g. requesting something; providing information, etc.</i>		
UNDERSTANDING	SPEAKING	READING
➤ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar. ➤ Can understand a discussion at a meeting if the subject is familiar. ➤ Can understand individuals and colleagues in a familiar situation or in everyday conversation.	➤ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical. ➤ Can hold a conversation with an individual or exchanging relatively straightforward information. ➤ Can contribute to a meeting but need to revert to English for specialist terms. ➤ Can adapt the style of language to suit the audience.	➤ Can understand most e-mails, letters concerning day to day work ➤ Can guess the meaning of words from context if the subject is familiar ➤ Can read a simple, straightforward newspaper or magazine material.
LEVEL 4		
<i>Can usually follow most conversations or discussions, even on unfamiliar topics, Can talk confidently with fluent speakers about work and leisure, Can take part in discussion, and talk extensively about general topics, e.g. in meetings or one-to-one situations with individuals. Can understand written texts for fluent speakers with the aid of Welsh language resources and can scan long texts to find details. Can complete forms and write letters and e-mails.</i>		

UNDERSTANDING	SPEAKING	READING
➤ Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar.	➤ Can contribute effectively to internal and external meetings in a work context. ➤ Can converse comfortably with individuals and exchange information as required. ➤ Can argue for and against a specific case. ➤ Can chair meetings and answer questions from the chair confidently.	➤ Can read most correspondence and long texts to find details. ➤ Can understand most news items and reports with the aid of a dictionary. ➤ Can understand texts, written in a very formal or colloquial style.
LEVEL 5		
<i>Can understand everything that is being said. Can talk extensively about complex issues, presenting difficult information and can summarise information from different sources (orally and in writing) and present it in a coherent way. Can express themselves clearly to the audience.</i>		
UNDERSTANDING	SPEAKING	READING
➤ Can follow all conversations and discussions with individuals or colleagues. ➤ Can understand the ambiguity and nuance of language.	➤ Can express yourself fully in detail, even when discussing complex issues. ➤ Can adapt the style and register of your language to suit the audience.	➤ Can read and understand a wide range of texts without difficulty, using a dictionary occasionally. ➤ Can read long texts to find specific information and can understand most written material.

HYSBYSEB RÔL

TEITL Y RÔL: Ceidwad Amgueddfa (PARHAOL)

RHIF ADNABOD Y SWYDD: LLLM027 – Ceidwad Y Fenni
LLLM005 – Ceidwad Cas-gwent

GRADD: BAND D SCP 9 – SCP 13 (£20,344-£22,021 pro rata)
£10.54-£11.41 yr awr a chyfraddau uwch am weithio ar y
penwythnos ac ar Ŵyl y Banc.

ORIAU: Ceidwad Y Fenni - 20.25 awr yr wythnos
(Llun 12.30 – 4.15pm, Mawrth, Iau a Gwener 10.45 – 4.15)

Ceidwad Cas-gwent - 14.75 bob pythefnos
(Sadwrn a Sul 10.45 - 4.15 a Llun 9.15 - 1.00
Byddwch yn gweithio'r tri diwrnod yma bob yn ail wythnos)

Efallai y bydd angen gweithio oriau ychwanegol yn ystod yr
wythnos ac ar benwythnosau os yw cydweithwyr eraill ar wyliau
neu'n sâl. Weithiau, bydd angen gweithio gyda'r hwyr ar gyfer
digwyddiadau tebyg i agor yr amgueddfa gyda'r nos.

LLEOLIAD: Amgueddfa'r Fenni neu Amgueddfa Cas-gwent (yn ddibynnol ar
y rôl yr ydych wedi ei apwyntio iddi). Gall hyn newid yn y dyfodol
os oes angen adleoli lleoliad y gwasanaeth. Ni fydd treuliau
adleoli neu anghyfleustra yn cael eu talu os yw hyn yn digwydd.

ASESIAD O'R IAITH GYMRAEG:

Mae sgiliau iaith Gymraeg yn ddymunol.

DIOGELU:

Mae Diogelu ac Amddiffyn Plant ac Oedolion yn flaenoriaethau allweddol i'r Cyngor.
Ein nod yw cefnogi plant ac oedolion sydd mewn perygl i fod mor ddiogel ag y
gallant ac i gyflawni eu potensial. Mae holl weithwyr a gwirfoddolwyr y Cyngor yn
gyfrifol am chwarae rhan yng ngwaith lles, diogelu ac amddiffyn plant ac oedolion
sydd mewn perygl. Bydd yr holl weithwyr a gwirfoddolwyr yn cael eu hyfforddi i'r lefel
briodol o ddiogelu ac mae ganddynt ddyletswydd i gyflawni eu cyfrifoldebau personol
dros ddiogelu.

PWRPAS Y RÔL:

- Yn gweithredu fel y prif bwynt cyswllt ar gyfer ymwelwyr sydd yn dod i'r
amgueddfa, ac yn gyfrifol am y dderbynfa/gwerthiannau/ymholiadau. Yn gyfrifol
am ddiogelwch yr ymwelwyr a'r amgueddfa a chasgliadau ac yn gyfrifol am yr
allwedd y tu hwnt i oriau swyddfa arferol.

Os ydych angen unrhyw wybodaeth bellach am y rôl hon, cysylltwch os
gwelwch yn dda gyda: Rachael Rogers, Rheolwr Amgueddfeydd a
Chelfyddydau, rachaelrogers@monmouthshire.gov.uk

Dyddiad Cau: 12pm ar ddydd Llun, 10fed Chwefror 2020

Cyfweliadau yn debygol o'u cynnal ar ddydd Mercher, 19eg neu ddydd Mercher, 26ain Chwefror 2020 (i'w gadarnhau)

Noder os gwelwch yn dda nad ydym yn medru derbyn CV

Os oes diddordeb gennych yn y rôl hon, disgrifiwch sut ydych yn cwrdd â'r meini prawf sydd wedi eu nodi yn y manyleb person gan roi amlinelliad o'ch gwybodaeth, sgiliau, agweddau a phrofiad perthnasol ar gyfer y rôl hon. Mae modd cwblhau ffurflenni cais ar-lein neu eu lawrlwytho drwy fynd i:

www.monmouthshire.gov.uk/how-to-apply-for-council-jobs

Gellir cyflwyno ceisiadau yn Gymraeg ac ni chaiff cais a gyflwynir yn y Gymraeg ei drin yn llai ffurfiol na chais a gyflwynwyd yn Saesneg.

Ar ôl eu llenwi, dylid dychwelyd ffurflenni papur i'r cyfeiriad canlynol:

Gwasanaethau Pobl, Cyngor Sir Fynwy, Neuadd y Sir, Y Rhadyr, Brynbuga, Sir Fynwy, NP15 1GA

Mae Cyngor Sir Fynwy yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob adran o'r gymuned.

Mae'r holl swyddi'n agored i'w rhannu os na nodir fel arall.

Mae Cyngor Sir Fynwy yn gweithredu polisi Dim Ysmygu yn y Gweithle.

PROFFIL Y RÔL

TEITL Y RÔL: Ceidwad Amgueddfa (PARHAOL)

RHIF ADNABOD Y SWYDD: LLLM027 – Ceidwad Y Fenni
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Byddwch yn gweithio'r tri diwrnod yma bob yn ail wythnos).

LLEOLIAD: Amgueddfa'r Fenni neu Gas-gwent (yn ddibynnol ar y rôl yr
ydych wedi ei apwyntio iddi). Gall hyn newid yn y dyfodol os oes
angen adleoli lleoliad y gwasanaeth. Ni fydd treuliau adleoli neu
anghyfleustra yn cael eu talu os yw hyn yn digwydd.

YN ATEBOL:

Rheolwr Amgueddfeydd a Chelfyddydau (Ceidwaid Amgueddfa Cas-gwent)
Curadur Amgueddfeydd Cymunedol (Ceidwaid Amgueddfa'r Fenni)

ASESIAD O'R IAITH GYMRAEG:

Mae sgiliau iaith Gymraeg yn ddymunol.

DIOGELU:

Mae Diogelu ac Amddiffyn Plant ac Oedolion yn flaenoriaethau allweddol i'r Cyngor.
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gyfrifol am chwarae rhan yng ngwaith lles, diogelu ac amddiffyn plant ac oedolion
sydd mewn perygl. Bydd yr holl weithwyr a gwirfoddolwyr yn cael eu hyfforddi i'r lefel
briodol o ddiogelu ac mae ganddynt ddyletswydd i gyflawni eu cyfrifoldebau personol
dros ddiogelu.

Amgueddfeydd a Chelfyddydau.....Pwy ydym ni?

Mae Amgueddfeydd a Chelfyddydau o fewn MonLife yn grŵp gwasanaeth a reolir gan
Gyngor Sir Fynwy. Y nod yw ymglyfoethogi bywydau pobl drwy gyfranogiad a
gweithgareddau, yn adeiladu llefydd a chymunedau cryf a hyfyw yn Sir Fynwy.

Ein Pwrpas:-

Gweledigaeth - Yn ysbrydoli angerdd ar ran Sir Fynwy.

Cenhadaeth - Yn dwyn treftadaeth, casgliadau, celfyddydau a diwylliant yn fyw ymhlith
ein cymunedau ac ymwelwyr.

Yn creu'r cyfle i ymweld ag amgueddfeydd ar draws y sir sydd yn annog ymdeimlad o falchder a hunaniaeth gymunedol tra hefyd yn canfod cyfleoedd ar gyfer datblygu'r celfyddydau a diwylliant.

Nod Strategol 2

Yn sicrhau ein bod yn meddu ar wasanaeth cydnerth a chynaliadwy.

Ein nod yw annog amgueddfeydd, treftadaeth, y celfyddydau a diwylliant yn Sir Fynwy i ffynnu.

Pwrpas y Rôl:-

Bydd yn croesawu ac yn cefnogi'r holl ymwelwyr i'r Amgueddfa - fel derbynnydd, yn gwerthu eitemau o'r siop, yn ateb ymholiadau a'n rhoi croeso i ymwelwyr, gan eu hannog i fwynhau'r ymweliad. At hyn, bydd rhaid i'r Ceidwad Amgueddfa i ofalu am y casgliadau a'n sicrhau eu bod yn ddiogel ynghyd â gofalu am y stoc ganolog a'r arian a helpu gyda darparu gweithgareddau dysgu.

Disgwyliad a Deilliannau'r Swydd hon:-

Y prif ddisgwyliadau a deilliannau yw:

- Sicrhau bod yr amgueddfa yn gweithredu'n ddidrafferth ar gyfer profiad y cyhoedd yn ystod oriau agor a bod ymwelwyr yn mwynhau eu hymweliad ac yn cael gwybodaeth briodol a chywir i unrhyw gwestiynau.
- Gwirio a monitro arddangosiadau, casgliadau, yr adeilad a larymau fel sy'n briodol, y siop a'r stoc, gweithgareddau plant
- Cynnal yr holl gofnodion angenrheidiol yn gywir a thrin arian yn ddiogel
- Cynnal siop a derbynfa ddeniadol a gweithgareddau plant
- Ymateb i alwadau larwm fel bo angen

Canlyniad hyn fydd creu amgueddfeydd ar draws y sir sydd yn annog ymdeimlad o falchder a hunaniaeth gymunedol tra hefyd yn canfod cyfleoedd ar gyfer datblygu'r celfyddydau a diwylliant, tra'n sicrhau ein bod yn meddu ar wasanaeth cydnerth a chynaliadwy. Byddwch yn cael eich llywio gan Gynllun Cyflenwi'r Amgueddfa a Chelfyddydau a bydd eich canlyniadau ac allbynnau yn gysylltiedig gyda'r cynllun hwn.

Bydd eich cyfrifoldebau yn cynnwys:-

Y dderbynfa a manwerthu

- Croesawu ymwelwyr
- Derbyn arian ymwelwyr, rhoi tocynnau a gwerthu cofroddion, gan ddefnyddio cofrestr arian parod electronig
- Sicrhau bod stoc y siop yn ddiogel
- Ymgymryd â'r holl waith o gofnodi stoc y siop, prisio, arddangosfeydd, storio, cymryd stoc ayyb
- Gofalu am unrhyw nwyddau sydd yn cael eu derbyn gan y siop, gan osod stoc a llenwi arddangosfeydd y siop ac ail-lenwi'r stoc
- Ceisio cysoni'r arian ar ddiwedd bob diwrnod busnes a gosod yr arian yn ddiogel mewn lle diogel.

Goruchwyllo ymwelwyr

- Ymateb ymholiadau gan ymwelwyr am yr amgueddfa, arddangosfeydd, digwyddiadau a gweithgareddau, a'r ardal yn gyffredinol, yn cyfeirio ymholiadau mwy cymhleth i unigolion eraill fel sydd angen.
- Monitro gweithgareddau dysgu a theuluoedd, sicrhau bod digon o gyflenwadau, cadw pethau'n lân, rhoi gwybod am bethau sydd wedi torri
- Monitro arddangosfeydd rhyngweithiol, gwirio, tacluso a rhoi gwybod am unrhyw beth sydd wedi ei dorri
- Monitro'r system Camerâu Cylch Cyfyng a gofalu am y mannau cyhoeddus
- Cynnig cymorth priodol i ymwelwyr os oes angen
- Delio gydag ymweliadau gan grwpiau, yn darparu cymorth a gwybodaeth fel sydd angen
- Delio fel sydd yn briodol gydag ymwelwyr sydd yn gosod eu hunain, staff ac eraill mewn perygl yn sgil eu hymddygiad

Dyletswyddau clerigol

- Gosod archebion drwy Business World neu system debyg
- Derbyn archebion ar gyfer digwyddiadau, darlithoedd a chyrsiau a'n cynnal cofnodion cywrain o ran gwerthiant
- Yn cadw cofnodion ystadegol o'r ymwelwyr i'r amgueddfa ac yn cynnal arolygon fel sydd angen
- Cynorthwyo gyda gofalu am y dyddiadur sydd yn nodi grwpiau sydd yn ymweld
- Ateb galwadau ffôn a chofnodi a rhannu negeseuon
- Yn gwirio'r daflen sydd yn nodi faint o incwm sydd wedi ei dderbyn y diwrnod blaenorol
- Yn dilyn gweithdrefnau ar gyfer yr ymwelwyr hynny sydd yn dymuno cyfrannu deunyddiau, gan eu hatgyfeirio at y Swyddog Rheoli Casgliadau pan fydd angen
- Yn cynorthwyo gyda chynnal a chadw cofnodion stoc a chysoni arian parod
- Ymgymryd â dyletswyddau clerigol, gan gynnwys llungopïo, fel sydd angen
- Dilyn gweithdrefnau cyfrifiadurol/cronfeydd data
- Cynorthwyo gyda'r cyfrifon cyfryngau cymdeithasol
- Paratoi/llunio data e.e. adroddiadau chwarterol
- Gweithio gyda'r Cynorthwydd Cymorth Busnes fel sydd angen gyda'r tasgau yma

Diogelwch a Chynnal a Chadw

- Ymgymryd â dyletswyddau fel deiliad allwedd ar gyfer yr amgueddfa, gan ymateb i larymau fel sydd angen
- Agor yr amgueddfa yn y boreau a'i chau yn y prynhawn yn unol â'r amseroedd agor (Mae amser yn cael ei ganiatáu ar gyfer cloi)
- Gosod a diffodd y larymau, gan wirio'r holl gloeon, sicrhau bod y golau ymlaen yn ystod y dydd (a newid bylbiau os oes angen) ac wedi eu diffodd cyn gadael (gan sicrhau nad yw'r arddangosfeydd wedi eu haflonyddu)
- Sicrhau bod arddangosfeydd yr amgueddfa yn ddiogel
- Rhoi gwybod am unrhyw broblemau yn unol â'r gweithdrefnau sydd wedi eu cytuno
- Arolygu'r safle, glanhau fel sydd angen fel bod y safle yn barod i'w gyflwyno i'r cyhoedd
- Arolygu'r toiledau cyhoeddus, eu glanhau ac ail-lenwi pethau fel sydd angen.

Gofal ac ymchwilio casgliadau

- Gwacau dadleithyddion fel sydd angen
- Monitro Meaco fel sydd wedi ei gyfarwyddo gan y Swyddog Rheoli Casgliadau
- Ymgymryd gyda gwaith monitro fel sydd wedi ei gyfarwyddo gan y Swyddog Rheoli Casgliadau
- Derbyn eitemau i fod yn rhan o gasgliadau drwy'r Ffurflenni Derbyn a'n dilyn gweithdrefnau a chyfarwyddiadau'r Swyddog Rheoli Casgliadau
- Ateb cwestiynau sylfaenol am gasgliadau

Dyletswyddau cyffredinol

- Tra bod yr amgueddfa ar gau yn y gaeaf, bydd angen gweithio gyda'r tîm er mwyn cynnal dyletswyddau sydd yn ymwneud gyda gofalu am y casgliadau, darpariaeth dysgu marchnata a chyhoeddusrwydd, arddangosfeydd a digwyddiadau a chynnal a chadw'r safleoedd.
- Cynnig gweithio pan fydd cydweithwyr eraill ar wyliau neu'n sâl.
- Gweithio'n gydwethredol ar draws MonLife, Cyngor Sir Fynwy a mudiadau
- Cydymffurfio gyda gweithdrefnau iechyd a diogelwch y cyngor.
- Nid oes angen gweithio ar ben eich hun fel rhan o'r rôl hon.
- Pwrpas y swydd-ddsigrifiad hon yw dynodi'r lefel gyffredinol o gyfrifoldebau. Efallai y bydd dyletswyddau yn amrywio o dro i dro heb newid cymeriad neu lefel y cyfrifoldeb.

Dyma'r hyn y mae modd i ni ddarparu i chi:-

Mae MonLife yn cynnwys: Hamdden; Twristiaeth; Datblygu Chwaraeon; Ieuenctid; Addysg Awyr Agored; Seilwaith Gwyrdd; Amgueddfeydd; Atyniadau a llawer iawn mwy. Rydym yn medru cynnig diwylliant sydd yn gweithio fel tîm ac yn hyrwyddo perthynas agos gyda'n partneriaid. Bydd tîm egniol a brwdfrydig yn ceisio sicrhau'r canlyniadau gorau i'r Cyngor a'r cymunedau cyfagos. Bydd gliniadur, ffôn mudol a'r gallu i weithio yn hyblyg hefyd ar gael, yn amodol ar anghenion y gwasanaeth.

Beth arall sydd angen i chi wybod.....Dyma Werthoedd Cyngor Fynwy:

- Tryloywder: Rydym am geisio bod yn agored ac onest er mwyn datblygu perthynas lle y mae pobl yn medru ymddiried yn ei gilydd.
- Tegwch: Rydym am geisio cynnig dewis teg, cyfleoedd a phrofiad ac i ddod yn fudiad lle y mae'r naill yn parchu'r llall.
- Hyblygrwydd: Rydym am geisio bod yn hyblyg wrth feddwl a gweithredu er mwyn dod yn fudiad effeithiol ac effeithlon.
- Gwaith tîm: Rydym am geisio gweithio gyda'n gilydd er mwyn rhannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd er mwyn cyflawni ein hamcanion.

A bydd y rôl hon yn gweithio gyda Sir Fynwy er mwyn cyflawni hyn.

Yn ychwanegol at hyn:

Mae'r holl weithwyr yn gyfrifol am sicrhau eu bod yn ymddwyn bob tro mewn ffordd sydd yn gyson â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd perthnasol ac yn eu hymddygiad cyffredinol.

Mae'r Cyngor yn gweithredu polisi Dim Ysmygu yn y Gweithle ac mae disgwyl i'r holl weithwyr i gydymffurfio gyda hyn

Manyleb Person

Sut fyddwn yn gwybod os mai chi yw'r person cywir ar gyfer y rôl hon? Fel yr ymgeisydd llwyddiannus, byddwch wedi arddangos y canlynol:-

(H = Hanfodol, D = Dymunol)

- Profiad o drafod arian a rheoli cofrestr arian parod/system EPOS (H)
- Profiad o ddefnyddio amryw o gyfarpar swyddfa ac electronig (H)
- Profiad o weithio mewn rôl sydd yn delio gyda chwsmeriaid (D)
- Profiad o weithio mewn rôl heb oruchwyliaeth (D)
- Profiad fel deiliad allwedd, yn gosod ac yn diffodd larymau (D)
- Sgiliau Microsoft Office da, yn enwedig Word, Excel a PowerPoint (H)
- Lefel dda o rifedd (H)
- Lefel dda o lythrennedd a sgiliau cyfathrebu, a'r gallu i rannu gwybodaeth - ar lafar ac yn ysgrifenedig - yn hyderus, cywrain a chryno gan gynnwys cymryd cofnodion (H)
- Rhaid medru dangos ychydig o ddealltwriaeth sylfaenol o'r ardal leol a'r gallu i ddysgu gwybodaeth ychwanegol am yr ardal a chasgliad yr amgueddfa er budd yr ymwelwyr, a hynny mewn modd amserol (H)
- Diddordeb yn nodweddion hanesyddol a/neu ddiwylliannol Cymru/Sir Fynwy neu wybodaeth ymchwil arbenigol fel 'y goden deuluol/achau' (D)
- Sgiliau rhyngpersonol ardderchog a'r gallu i greu ac adeiladu perthynas gref gydag ethos gwasanaeth cwsmer cryf (H)
- Yn medru delio yn hyderus ac yn gwrtais gyda'r cyhoedd, mewn person a dros y ffôn (H)
- Yn gallu gweithio fel rhan o dîm bach, heb hierarchaeth a goruchwyliaeth ddyddiol uniongyrchol (H)
- Yn gallu delio yn bwyllog ac yn effeithiol gyda sefyllfaoedd anodd neu argyfyngus (H)
- Yn gallu gweithio systemau larwm a chamerâu cylch cyfyng (H)
- Yn gallu parhau'n effro pan ar ddyletswydd, gan ddeall y pwysigrwydd o fonitro ymwelwyr â'r amgueddfeydd, safle a chasgliadau (H)
- Ymroddiad at gydymffurfio gyda gweithdrefnau iechyd a diogelwch
- Ymroddiad at bolisiâu a gweithdrefnau Diogelu gan gynnwys ymgymryd â hyfforddiant diogelu priodol (H)
- Ymroddiad at gefnogi gwirfoddolwyr sydd yn ymgymryd â gweithgareddau'r amgueddfa (H)
- Yn ymwybodol o faterion iechyd a Diogelwch a'n fodlon cydymffurfio gyda pholisiâu iechyd a Diogelwch a Diogelu Cyngor Sir Fynwy (H)
- Yn medru gweithio'n hyblyg gan gynnwys ar y penwythnos pan fydd angen.
- Fel deiliad allwedd, bydd rhaid i chi fedru cyrraedd y safle er mwyn ymateb i larymau o fewn 20 munud (H)
- Rhaid medru teithio o gwmpas Sir Fynwy a'r ardaloedd cyfagos (D)

Yr Iaith Gymraeg: Dymunol.

Efallai y bydd angen dysgu neu wella eich sgiliau cyfredol drwy fynychu hyfforddiant iaith Gymraeg a ariennir gan y Cyngor. Bydd hyn yn cael ei weithredu os oes angen sgiliau iaith Gymraeg fel rhan o'r rôl.