

## *Come and join the team!*

### **ADVERT**

**ROLE TITLE:** Park Ranger, Caldicot Castle Country Park and Old Station Tintern

**ADVERT TEXT:**

Caldicot Castle is set within 55 acres of idyllic country park. Founded by the Normans, developed in royal hands as a stronghold in the Middle Ages and restored as a Victorian family home, the castle has a romantic and colourful history.

The Old Station nestles beside the River Wye in the heart of the Wye Valley in Tintern. This idyllic 10 acre site boasts the best of what Monmouthshire has to offer; a varied selection of food from our newly refurbished cafe, family events and activity packs, a children's play area, and a zip wire. Old Station, Tintern is a great base for walks along the Wye Valley

We are looking for two exceptional individuals who love working in the outdoors and will take pride in contributing to the upkeep of our beautiful Country Parks. With your endless passion for our work, you'll help with the protection and care of the environment, wildlife, property and machinery, and your passion will inspire others to love this beautiful place as much as you do. We want you to engage with visitors, making time to talk to them, not rushing away to the next task. As an easily identifiable member of the Castle and Old Station team, on your best day you will be creating lasting memories for everyone.

We want to ensure that special places like Caldicot Castle and Country park and Old Station Tintern are here to be both protected and enjoyed by everyone for ever. After all, your passion and dedication could fire the imagination that makes a visitor become a supporter for the rest of their life.

MonLife believes that people deserve more than just 'good service', but an amazing experience they'll never forget, and we are looking for like-minded people to join us – are you ready?

**POST ID:** ETLCEV06 x 2 posts  
**LOCATION:** Caldicot Castle  
**GRADE:** BAND D £20,903.00 - £22,627.00  
**HOURS:** 37 hours per week.

**TEMPORARY:** No

**WORK PATTERN:** 37 hours a week. This could include unconventional hours in the evenings and on weekends particularly during busy visitor seasons.

**DISCLOSURE AND BARRING SERVICE (DBS) CHECK:**

No DBS Required for this post

**CLOSING DATE: 16/07/2021****Additional Information**

**Please note that we are not able to accept CVs**

To apply for this post please complete the online application form which can be found on the following page:

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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.

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

Monmouthshire County Council is:-

- an equal opportunities employer and welcomes applications from all sections of the community.
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- an Armed Forces friendly employer.
- Autism aware and committed to removing barriers to employment
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**ROLE PROFILE**

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**HOURS:** 37 hours per week

**TEMPORARY:** No

**WORK PATTERN:** 37 hours per week. This could include unconventional hours in the evenings and on weekends particularly during busy visitor seasons.

**LOCATION:** Caldicot Castle and Country Park which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

**DISCLOSURE AND BARRING SERVICE (DBS) CHECK:**

No DBS Required for this post

**RESPONSIBLE TO:** Site Cordinator

**WELSH LANGUAGE ASSESSMENT:**

Welsh language skills are desirable

**SAFEGUARDING:**

Child and Adult Safeguarding 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.

**MONLIFE....Who are we?**

MonLife is a service group that delivers leisure, youth and outdoor activities, countryside, tourism, destination development, arts, museums and attractions. We provide leisure services from 4 sites within Monmouthshire and offer outdoor activities at 1 site. We have 7 sites which incorporate our attractions, including Caldicot Castle; Old Station, Tintern and museums and also promote tourism information and offer some of the most impressive buildings with historical interest and activities to engage all ages. Countryside services oversee a large countryside access network and sites to provide outdoor experiences for communities and visitors alike.

**The Purpose of this Role:-**

The main role of the Park Ranger will be to assist the Site coordinator in

- conserving and enhancing the natural beauty, wildlife and cultural heritage of Caldicot Castle and Country Park through undertaking day-to day maintenance, monitoring and management of the country park, pond and public access areas.
- conserving and enhancing the natural beauty, wildlife and woodland of Old Station Tintern through undertaking day-to day maintenance, monitoring and management of the 10 acre site.

**Your responsibilities are to:-**

- To carry out day-to-day site maintenance tasks, including litter collection and maintenance of facilities, periodic checks as required etc;
- To assist with the maintenance of the grounds and surroundings throughout the seasons working closely with Countryside colleagues, whilst maintaining and sometimes creating habitats to encourage and protect wildlife; ensuring the Country park and woodland areas are safe and daily maintenance checks are carried out;
- Making sure habitats are in good condition by, for example, mowing and strimming, planting trees or managing ponds/water areas;

- To assist the Site Co-ordinator in the management of the sites including unlocking/locking of the buildings and vehicle barriers, cleaning if required and assist in the preparation for, during and after events;
- To inspect the sites, visitor facilities and buildings for damage/vandalism/repair, and report any such damage to the Site Co-ordinator and/or Property Services and to carry out repairs if possible;
- Be responsible for own Health and Safety and personal welfare as well as that of other staff, volunteers and the public at specific sites;
- Use and maintain machinery and tools appropriately. Undertake daily equipment checks and routine maintenance, keep accurate and timely records.
- To be a registered key holder for nominated buildings and be able to attend such buildings during an out of hours emergency or activation of the security alarm;
- To assist in enforcement of the byelaws and to provide a friendly and helpful response to members of the public;
- To provide flexible support for activity and event days, caravan rallies, camping etc;
- To actively support and implement the principles and practices of equal opportunity as laid down in the Council's Equal Opportunities Policy;
- To carry out any duties and responsibilities required under the GDPR Data Protection Act 2018, in particular, to take reasonable care that no loss or disclosure of personal data occurs;
- To uphold and comply with the statutory provisions of the Health and Safety Work Regulations 1999, The Wales Safeguarding processes 2020 and any other relevant Council policies relating to Safeguarding and Health and Safety;
- You will usually work around 37 hours a week. This could include unconventional hours in the evenings and on weekends particularly during busy visitor seasons;
- The work is physically demanding and will usually be working outside for large parts of the day. This means you will need to adapt to working in all weather conditions;
- As the Castle is an historic site, access for those with limited mobility is difficult. Good physical mobility is therefore an essential requirement of the job.

**Here's what we can provide you with:-** We are set in a beautiful rural community and we may be small but we are a highly ambitious authority.

A closer look at MonLife will uncover a network of high performing teams that are committed to deliver high quality services that are creative, innovative, not afraid to take risks to try new things and puts the needs of our communities health and wellbeing at the heart of our delivery. Our team members enjoy a stable environment that allows space to think and promotes an innovative approach to mind, body and soul.

This combines with an extensive list of benefits and commitment to the continual development of every member of the service makes Monmouthshire a great place to work.

**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.

## Person Specification

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

### **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.

### **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.

<b>Requirements</b>	<b>Essential / Desirable</b>	<b>Method of Assessment</b>
<b>Education and Professional Qualifications:</b> Good grades in core subjects including ICT;  Qualification in countryside and/or environment field  QTRA qualification	Essential  Desirable  Desirable	Application form and interview  Application form and interview  Application form and interview
<b>Experience:</b> Demonstrate experience and prior knowledge of ability to undertake a range of maintenance tasks including in a countrypark;  Experience of dealing with a variety of people in a countryside setting;  Experience of using small tools and aware of health and safety practices and maintenance associated to tools;  Experience of driving large vehicles like tractor and trailer.	Essential  Desirable  Essential  Essential	Application form and interview  Application form and interview  Application form and interview  Application form and interview
<b>Knowledge, Skills and Competencies:</b>		



<p>Conscientious attitude towards litter and site cleanliness;</p> <p>Practical awareness of health and safety issues regarding maintenance of vehicles, equipment and ensure visitor safety;</p> <p>Effective and efficient communication skills, and an ability to work with people from a wide range of disciplines especially with the general public;</p> <p>Use of Microsoft office suite of software.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Application form and interview</p> <p>Interview</p> <p>Interview</p> <p>Application form and Interview</p>
<p><b>Personal Attributes:</b></p> <p>An ability to work effectively and prioritise and manage own workload;</p> <p>Commitment to working as part of a team.</p>	<p>Essential</p> <p>Essential</p>	<p>Application form and interview</p> <p>Application form and interview</p>
<p><b>Other:</b></p> <p>As an historic site, access for those with limited mobility is difficult. Good physical mobility is therefore an essential requirement of the job;</p> <p>Able to be independently mobile within a geographical area and hold relevant driving licenses for vehicles including tractor/trailor;</p> <p>Welsh Language Skills</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p>

**Should you require any further information regarding this post, please contact: Gareth Llewellyn 07817 825102.**

**Closing Date: 16/07/2021**

## WELSH LANGUAGE SKILLS FRAMEWORK

### LEVEL 1

*Can understand basic everyday phrases if the speaker talks slowly and clearly and is willing to help. Can introduce yourself and others and can ask and answer questions regarding basic information, e.g. individual asking to see someone, where is the xxx meeting, toilet etc. Can transfer phone calls pass on a simple message or make a straightforward request, e.g. via e-mail.*

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> <li>➤ 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,</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can pronounce place names and personal names correctly.</li> <li>➤ Can greet individuals face to face or over the phone</li> <li>➤ Can open and close a conversation or open and close a meeting.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can open and close an e-mail or letter</li> <li>➤ Can write personal names, place names, job titles</li> <li>➤ Can write a simple message to a colleague on paper or e-mail, e.g. such and such has called.</li> </ul>

### LEVEL 2

*Can understand sentences when people talk about everyday situations, e.g. simple personal and family information. Can hold a basic conversation with someone to obtain or exchange straightforward information, e.g. discuss how a person is feeling; something which has happened; simple plan for the future. Can write and read messages in letters or e-mails describing familiar issues and written in short sentences.*

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ Can understand when people ask you do something</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can communicate simple information or ask common questions, e.g. to acquire information from an individual</li> <li>➤ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh</li> <li>➤ Can hold a short conversation with an individual or exchange relatively straightforward information</li> <li>➤ Can contribute to a meeting, but need to revert to English for specialist terms.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can read short message and certain letters or e-mails, e.g. those which make a request or ask you to pass on a message</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting</li> <li>➤ Can write a short letter or e-mail to arrange an appointment</li> </ul>

### LEVEL 3

*Can understand the main points when an individual or colleague is talking about familiar subjects, e.g. during a conversation or small group meeting. Can hold extended conversations with fluent speakers about familiar subjects involving everyday work. Can describe experiences and events and provide concise explanations and reasons for opinions and plans. Can read articles, letters or e-mails about general subjects. Can write letters or e-mails about most subjects, e.g. requesting something; providing information; inviting somebody or organising an event.*



UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> <li>➤ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar.</li> <li>➤ Can understand a discussion at a meeting if the subject is familiar.</li> <li>➤ Can understand individuals and colleagues in a familiar situation or in everyday conversation.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical.</li> <li>➤ Can hold a conversation with an individual or exchanging relatively straightforward information.</li> <li>➤ Can contribute to a meeting but need to revert to English for specialist terms.</li> <li>➤ Can adapt the style of language to suit the audience.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can understand most e-mail messages or letters concerning day to day work.</li> <li>➤ Can guess the meaning of a word based on context if the subject is familiar.</li> <li>➤ Can read a simple, straightforward article in a newspaper or magazine types of written material.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can write a letter or e-mail to an individual, or colleague about most topics in order to request something; provide an explanation; describe an experience or situation; invite people or organise an event.</li> <li>➤ Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.</li> </ul>

**LEVEL 4**

*Can usually follow most conversations or discussions, even on unfamiliar topics, Can talk confidently with fluent speakers about familiar subjects relating to work, and an express an opinion, take part in discussion, and talk extensively about general topics, e.g. in meetings or one-to-one situations with individuals. Can understand most correspondence, newspaper articles and reports intended for fluent speakers with the aid of Welsh language resources and can scan long texts to find details. Can complete forms and write reports relating to work and respond accurately.*

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> <li>➤ Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can contribute effectively to internal and external meetings in a work context.</li> <li>➤ Can converse comfortably with individuals and exchange information as required.</li> <li>➤ Can argue for and against a specific case.</li> <li>➤ Can chair meetings and answer questions from the chair confidently.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can read most correspondence and scan long texts to find details.</li> <li>➤ Can understand most newspaper articles and reports with the aid of a dictionary.</li> <li>➤ Can understand texts, unless written in a very formal or colloquial form.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can produce correspondence of all types, short reports, documents and literature with support of Welsh language translation aids eg. Cysgeir, cysill.</li> </ul>

**LEVEL 5**

*Can understand everything that is being said. Can talk extensively about complex issues, presenting difficult information and can facilitate and summarise extended or complex discussions. Can summarise information from different sources (orally and in writing) and present it in a coherent way. Can express themselves spontaneously, fluently and in detail, adapting the language to suit the audience.*

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> <li>➤ Can follow all conversations and discussions with individuals or colleagues.</li> <li>➤ Can understand the ambiguity and nuance of language.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can express yourself fully in detail, even when discussing complex issues.</li> <li>➤ Can adapt the style and register of your language to suit the audience.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can read and understand almost all written texts without difficulty, referring to a dictionary occasionally.</li> <li>➤ Can read long texts to find relevant details and can understand most types of written material.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can write reports in a clear style appropriate to the reader with the support of electronic language aids.</li> <li>➤ Can write formal or informal Welsh as required.</li> <li>➤ Can write a range of documents accurately and with confidence.</li> </ul>

# Dewch i ymuno gyda'r tîm!

## HYSBYSEB SWYDD

**TEITL Y RÔL:** Parcmon, Parc Gwledig a Chastell Cil-y-coed a'r Hen Orsaf, Tyndyrn

### **COPI AR GYFER YR HYSBYSEB:**

Mae Castell Cil-y-coed o fewn 55 erw o dir parc gwledig delfrydol. Wedi ei sefydlu gan y Normaniaid, ei ddatblygu gan ddwylo brenhinol i mewn i gadarnle yn yr Oesoedd Canol a'i adfer fel cartref teuluol Fictoriannaidd, mae hanes rhamantus a lliwgar gan y Castell.

Mae'r Hen Orsaf wedi ei lleoli ger yr Afon Gwy yng nghalon Dyffryn Gwy yn Nhyndyrn. Mae'r safle delfrydol 10 erw yma yn ymffrostio'r nodweddion gorau sydd gan Sir Fynwy i'w gynnig; amrywiaeth o fwyd o'n caffi sydd newydd ei ailwampio, digwyddiadau teuluol a pheccynnau gweithgareddau, ardal chwarae i blant a'r weiren wib. Mae'r Hen Orsaf, Tyndyrn, yn lle gwych i ddechrau eich teithiau cerdded ar hyd a lled Dyffryn Gwy.

Rydym yn chwilio am ddau unigolyn eithriadol sydd wrth ei fodd yn gweithio yn yr awyr agored ac yn ymfalchïo yn y gwaith o gynnal a chadw ein Parciau Gwledig hyfrd. Gyda'ch angerdd diderfyn am eich gwaith, byddwch yn ein helpu i ddiogelu a gofalu am gefn gwlad, yr amgylchedd, bywyd gwyllt ac eiddo a pheirianwaith, a bydd eich angerdd yn ysbrydoli eraill i garu'r lle yma gymaint â chi. Rydym am i chi ymgysylltu gydag ymwelwyr, gan wneud amser i siarad gyda hwy, nid rhuthro i'r dasg nesaf. Fel aelod hawdd eich adnabod o dîm y Castell a'r Hen Orsaf, byddwch ar eich gorau yn helpu pobl i greu atgofion hiroes i bawb.

Rydym am sicrhau bod llefydd arbennig fel Parc Gwledig a Chastell Cil-y-coed a'r Hen Orsaf, Tyndyrn, yma i'w diogelu ac i'w mwynhau gan bawb am byth. Wedi'r cwbl, bydd eich angerdd a'ch ymroddiad chi yn medru tanio'r dychymyg sydd yn golygu bod yr ymwelydd yn dod yn gefnogwr am weddill ei fywyd.

Mae MonLife yn credu bod pobl yn haeddu mwy na 'gwasanaeth da' yn unig, sef gwasanaeth anhygoel na fyddant byth yn ei anghofio, ac rydym yn chwilio am bobl debyg i ymuno gyda ni – a ydych yn barod?

**RHIF ADNABOD Y SWYDD:** ETLCEV06 x2 swydd

**LLEOLIAD:** Castell Cil-y-coed

**GRADD:** BAND D £20,903.00 - £22,627.00

**ORIAU:** 37 awr yr wythnos.

**DROS DRO:** Na

**PATRWM GWAITH** 37 awr yr wythnos. Mae hyn yn medru cynnwys oriau anghonfensiynol drwy weithio gyda'r hwyr ac ar benwythnosau, yn enwedig yn ystod y tymhorau prysur ar gyfer ymwelwyr.

## GWIRIAD GAN Y GWASANAETH DATGELU A GWAHARDD:

Nid oes angen gwiriad gan y GDG ar gyfer y rôl.

**DYDDIAD CAU:** 16/07/2021

### Additional Information

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## PROFFIL Y RÔL

**TEITL Y RÔL:** Parcmon, Parc Gwledig a Chastell Cil-y-coed a'r Hen Orsaf, Tyndyrn x 2 swydd

**RHIF ADNABOD Y SWYDD:** ETLCEV06

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**LLEOLIAD:** Parc Gwledig a Chastell Cil-y-coed ond nodwch y gall hyn newid yn y dyfodol os oes angen newid lleoliad y gwasanaeth. Ni fydd treuliau adleoli yn cael eu talu os yw hyn yn digwydd.

## **GWIRIAD GAN Y GWASANAETH DATGELU A GWAHARDD:**

Nid oes angen gwiriad gan y GDG ar gyfer y rôl.

**YN ATEBOL I:** Cydlynnydd Safle, Castell Cil-y-coed

## **ASESIAD O'R IAITH GYMRAEG:**

Sgiliau yn y 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.

## **MONLIFE....Pwy ydym ni?**

Mae MonLife yn grŵp gwasanaeth sydd yn darparu gweithgareddau hamdden, ieuencid ac awyr agored, cefn gwlad, twristiaeth, datblygu cyrchfannau, celfyddydau, amgueddfeydd ac atyniadau. Rydym yn darparu gwasanaethau hamdden o 4 safle o fewn Sir Fynwy ac yn cynnig gweithgareddau awyr agored ar 1 safle. Mae 7 safle gennym sydd yn cynnig ein hatyniadau, gan gynnwys Castell Cil-y-coed; yr Hen Orsaf, Tyndyrn ac amgueddfeydd ac rydym hefyd yn hyrwyddo gwybodaeth i dwristiaid ac yn cynnig rhai adeiladau o'r hanesyddol sydd o ddiddordeb ynghyd â gweithgareddau er mwyn ymgysylltu pobl o bob oedran. Mae gwasanaethau Cefn Gwlad yn goruchwyllo rhwydwaith cefn gwlad eang a safleoedd er mwyn cynnig profiadau awyr agored i gymunedau ac ymwelwyr fel ei gilydd.

## **Pwrpas y Rôl hon:-**

Prif rôl y parcmon fydd cynorthwyo'r Cydlynnydd Safle i:

- cadw a gwella harddwch naturiol, bywyd gwyllt ac etifeddiaeth ddiwylliannol Castell a Pharc Gwledig Cil-y-coed drwy wneud gwaith cynnal a chadw, monitro a rheoli'r parc gwledig, y pwll a'r mannau sydd ar agor i'r cyhoedd.
- cadw a gwella harddwch naturiol, bywyd gwyllt ac etifeddiaeth ddiwylliannol yr Hen Orsaf, Tyndyrn, drwy wneud gwaith cynnal a chadw, monitro a rheoli'r safle 10 erw.

## **Bydd eich cyfrifoldebau yn cynnwys:-**

- Ymgymryd â thasgau cynnal a chadw'r safle o ddydd i ddydd, gan gynnwys casglu sbwriel, glanhau'r toiledau a chynnal y cyfleusterau, cynnal gwiriadau achlysurol fel sydd angen ayyb;
- Cynorthwyo gyda gwaith cynnal a chadw'r safle a'r tiroedd o gwmpas drwy gydol y tymhorau gan weithio'n agos gyda chydweithwyr Cefn Gwlad, tra'n cynnal ac weithiau'n creu cynefinoedd i annog a diogelu bywyd gwyllt; yn

sicrhau bod llwybrau cerdded i'r cyhoedd yn ddiogel a bod gwiriadau dyddiol yn cael eu cynnal;

- Yn sicrhau bod cynefinoedd mewn cyflwr da, er enghraifft, torri'r glaswellt, plannu coed a rheoli mynediad at y mannau cyhoeddus;
- Yn cynorthwyo'r Cydlynnydd Safle i reoli'r safle gan gynnwys datgloi/cloi'r rhwystrau cerbydau, gan lanhau os oes angen a chynorthwyo i baratoi cyn, yn ystod ac ar ôl digwyddiadau;
- Arolygu'r safle, cyfleusterau i ymwelwyr ac adeiladau ar niwed/fandaliaeth anghenion atgyweirio ar gyfer y cyfleusterau ymweld, adeiladau ayyb a rhoi gwybod am unrhyw niwed i'r Cydlynnydd Safle a/neu Wasanaethau Eiddo a chynnal atgyweiriadau os yn bosib;
- Yn gyfrifol am lechyd a Diogelwch a lles personol eich hun a staff, gwirfoddolwyr a'r cyhoedd mewn safleoedd penodol;
- Yn defnyddio ac yn cynnal peiriannau a theclynnau yn briodol. Yn cynnal gwiriadau dyddiol, yn cadw cofnodion cywrain ac amserol.
- Yn ddeiliad allwedd cofrestredig ar gyfer yr adeilad ac yn medru mynd i'r adeilad yn ystod argyfyngau brys neu os yw'r larwm yn canu;
- Cynorthwyo i sicrhau cydymffurfiaeth gydag is-ddeddfau ac yn darparu ymateb cyfeillgar a defnyddiol i aelodau o'r cyhoedd;
- Yn darparu cymorth hyblyg ar gyfer diwrnodau gweithgareddau a diwrnodau, gwersylla ayyb;
- Yn cefnogi ac yn gweithredu egwyddorion a phractis cyfle cyfartal sydd wedi eu hamlinellu ym Mholisi Cyfle Cyfartal y Cyngor;
- Ymgymryd â'r dyletswyddau a'r cyfrifoldebau sydd eu hangen o dan Ddeddf Diogelu Data 2018, ac yn enwedig, bydd angen cymryd gofal rhesymol nad ydym yn colli neu ddatgelu unrhyw ddata personol;
- Cynnal a chydymffurfio gyda darpariaethau statudol Rheoliadau lechyd a Diogelwch yn y Gweithle 1999, prosesau Diogelu Cymru 2020 ac unrhyw bolisiau perthnasol gan y Cyngor sydd yn ymwneud gyda Diogelu ac lechyd a Diogelwch;
- Byddwch fel arfer yn gweithio tua 37 awr yr wythnos. Mae hyn yn medru cynnwys gweithio oriau anghonfensiynol gyda'r hwyr ac ar benwythnosau, yn enwedig yn ystod y tymhorau prysur ar gyfer ymwelwyr.
- Mae'r gwaith hwn yn faich corfforol a bydd angen gweithio yn yr awyr agored am gyfnodau hir o'r diwrnod. Mae hyn yn golygu y bydd rhaid i chi addasu i weithio ym mhob math o amodau tywydd.
- Gan fod y Castell yn safle hanesyddol, mae mynediad yn anodd i'r sawl sydd â symudedd cyfyngedig. Mae symudedd corfforol da felly yn angenrheidiol ar gyfer y rôl.

**Dyma'r hyn y mae modd i ni ddarparu i chi:** Rydym wedi ein lleoli mewn cymuned wledig hyfryd, ac er ein bod yn awdurdod bach, rydym yn hynod uchelgeisiol.

Wrth edrych yn fanylach ar MonLife, byddwch yn gweld bod yna rwydwaith o dimau sydd yn perfformio ar lefel uchel ac wedi ymrwymo i ddarparu gwasanaethau safon uchel sydd yn greadigol, yn arloesol, yn fodlon cymryd risgiau er mwyn rhoi cynnig ar bethau newydd ac yn gosod anghenion iechyd a lles ein cymunedau wrth galon yr hyn

yr ydym yn darparu. Mae aelodau o'n tîm yn mwynhau awyrgylch sefydlog sydd yn cynnig gofod i feddwl a'n hyrwyddo dull arloesol tuag at eich meddwl, corff ac enaid.

Mae hyn yn cael ei gyfuno gyda rhestr helaeth o fanteision ac ymrwymiad i ddatblygiad parhaus pob un aelod o'r gwasanaeth, sydd yn gwneud Sir Fynwy yn lle gwych i weithio ynddo.

### **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.

## 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:-**

### **Y Gymraeg yn Ddymunol**

Gall fod angen i chi ddysgu neu wella eich sgiliau presennol drwy fynychu hyfforddiant Cymraeg i staff a gyllidir gan y Cyngor. Gweithredir hyn os yw'r angen yn codi am sgiliau yn y Gymraeg ar gyfer y swydd.

### **At hyn:**

Mae'r holl weithwyr yn gyfrifol am sicrhau eu bod yn gweithredu bob amser mewn ffordd sy'n gydnaws â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd o gyfrifoldeb ac fel rhan o'u hymddygiad cyffredinol.

<b>Gofynion</b>	<b>Hanfodol / Dymunol</b>	<b>Dull Asesu</b>
<b>Addysg a Chymwysterau Proffesiynol:</b> Graddau da mewn pynciau craidd gan gynnwys TGCh;	Hanfodol	Ffurflen Gais a Chyfweliad
Cymhwyster ym maes cefn gwlad a/neu'r amgylchedd	Dymunol	Ffurflen Gais a Chyfweliad
Cymhwyster QTRA	Dymunol	Ffurflen Gais a Chyfweliad
<b>Profiad:</b> Yn arddangos profiad a gwybodaeth flaenorol o'r gallu i ymgymryd ag ystod o dasgau mewn parc gwledig neu'r amgylchedd	Hanfodol	Ffurflen Gais a Chyfweliad
Profiad o ddelio gydag ystod o bobl mewn safleoedd cefn gwlad	Dymunol	Ffurflen Gais a Chyfweliad
Profiad o ddefnyddio teclynnau bach ac yn ymwybodol o arferion iechyd a diogelwch a chynnal a chadw sy'n berthnasol i'r teclynnau;	Hanfodol	Ffurflen Gais a Chyfweliad
Profiad o yrru cerbydau mawr fel tractor a threilar.	Hanfodol	Ffurflen Gais a Chyfweliad

<p><b>Gwybodaeth, Sgiliau a Chymwyseddau:</b></p> <p>Agwedd gydwybodol tuag at sbwriel a glendid y safleoedd;</p> <p>Ymwybyddiaeth ymarferol o faterion iechyd a diogelwch sydd yn ymwneud gyda chynnal a chadw cerbydau. Cyfarpar a'n sicrhau bod ymwelwyr yn ddiogel;</p> <p>Sgiliau cyfathrebu effeithiol ac effeithlon, a'r gallu i weithio gyda phobl o ystod o ddisgyblaethau, yn enwedig y cyhoedd.</p> <p>Yn medru defnyddio rhaglenni a meddalwedd Microsoft Office.</p>	<p>Hanfodol</p> <p>Hanfodol</p> <p>Hanfodol</p> <p>Dymunol</p>	<p>Ffurflen Gais a Chyfweliad</p> <p>Cyfweliad</p> <p>Cyfweliad</p> <p>Ffurflen Gais a Chyfweliad</p>
<p><b>Rhinweddau Personol:</b></p> <p>Y gallu i weithio'n effeithiol a'n blaenoriaethu ac yn rheoli eich llwyth gwaith;</p> <p>Ymroddiad i weithio fel rhan o dîm.</p>	<p>Hanfodol</p> <p>Hanfodol</p>	<p>Ffurflen Gais a Chyfweliad</p> <p>Ffurflen Gais a Chyfweliad</p>
<p><b>Arall:</b></p> <p>Yn medru symud yn annibynnol o fewn ardal ddaearyddol ac yn meddu ar drwyddedau gyrru perthnasol ar gyfer cerbydau gan gynnwys tractor/treilar.</p> <p>Sgiliau Iaith Gymraeg</p>	<p>Hanfodol</p> <p>Dymunol</p>	<p>Ffurflen Gais a Chyfweliad</p> <p>Ffurflen Gais a Chyfweliad</p>

**Os ydych angen unrhyw wybodaeth bellach am y rôl hon, cysylltwch os gwelwch yn dda gyda: Gareth Llewellyn - 07817 825102.**

**Dyddiad Cau: 16/07/2021**