

Come and join the team!

ADVERT

ROLE TITLE: Leisure Centre Manager.

ADVERT TEXT:

Do you have experience in leisure management with excellent leadership skills to drive forward projects, new business, to exceed revenue targets whilst delivering a high standard of customer service and retention? We are looking for passionate and determined manager's with a commitment to increasing participation in leisure, sports and fitness activities and to promote health and well-being across generations in our diverse communities.

POST ID: MONLIFE 13 MONLIFE12

LOCATION: Abergavenny or Caldicot Leisure Centres (or other venue as determined appropriate for service needs). In the event of a change in base no relocation or disturbance expenses will be paid.

GRADE: BAND J SCP 35 – SCP 39 £38,890 - £42,821.

HOURS: 37 Per Week.

TEMPORARY: No.

DBS CHECK: Yes (Disclosure & Barring Service Check).

CLOSING DATE: 12 noon on Friday 1st October

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:

<https://www.monmouthshire.gov.uk/jobs-employment/>

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.
- a disability confident committed employer.
- an Armed Forces friendly employer.
- Autism aware and committed to removing barriers to employment
- committed to supporting young people who leave our care to access new opportunities and gain experience.

ROLE PROFILE

- ROLE TITLE:** Leisure Centre Manager.
- POST ID:** MONLIFE13 MONLIFE12
- GRADE:** BAND J SCP 35 – SCP 39 £38,890 - £42,821.
- HOURS:** 37 Per Week.
- WORK PATTERN:** Full time 37 hours generally Monday to Friday.
May include presence on site during evening and weekends, in line with the needs of the service. Not suitable for job share.
- LOCATION:** Abergavenny or Caldicot Leisure Centre (or other venue as determined appropriate for service needs). In the event of a change in base no relocation or disturbance expenses will be paid.
- DISCLOSURE AND BARRING SERVICE (DBS) CHECK:** Yes. Enhanced with Child Barred List Check.
- RESPONSIBLE TO:** Leisure Services Manager.
- WELSH LANGUAGE ASSESSMENT:** Welsh language skills are desirable.

Who are we?

MonLife is a part of Monmouthshire County Council and delivers leisure, youth and community, outdoor adventures, green infrastructure and countryside, tourism, destination management, arts, museums, attractions and active travel. Its aim is to enrich people's lives through participation and activity. Building strong and vibrant places and communities in Monmouthshire.

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.

The Purpose of this Role:

To lead and manage operations across dual use leisure centres, projects and the workforce in the safe functioning of the swimming pool, fitness suite, group exercise classes, café and catering offer, and outdoor facilities, which includes use by the public, schools, staff and centre members and plus commercial lettings to external clubs and organisations. The role includes management of all associated staffing, administration, training and Health & Safety requirements. It involves collaborative working with other centre managers, MonLife managers and building relationships with other stakeholders including school leaders and head teachers.

Expectation and Outcomes of this Role:

To lead and take responsibility for the routine control and day-to-day running of the designated dual use leisure centre and their activities in line with Council policy, leisure centre Normal Operating procedures and Emergency Action plans and operational procedures. The role requires extensive input to the business planning and monitoring in line with the service business plans and council corporate plan.

Your responsibilities are to:

- Develop and maintain high standards of customer care for all users and to undertake liaison with user groups and individuals on “What Matters” in order to obtain feedback on the performance and responsiveness of the centre to the needs of their users.
- Promote, monitor and maintain positive staff relations and ensure the well-being and safeguarding priorities at the centre.
- Develop and maintain the highest levels of service, safety & security with particular reference to Risk Assessment & Method statements, Health & Safety and COSHH regulations.
- Oversee ongoing maintenance programmes and work via our Estates and Property Services and to respond to maintenance, H&S requirements, future developments within buildings, grounds and plant.
- Lead and coordinate assigned projects, centre related and across centres as applicable. Understand and advise on leisure centre performance business units and data.
- Work collaboratively and effectively with centre managers and with managers across MonLife on cross thematic working arrangements as appropriate.
- Maintaining site presentation and brand standards working closely with the Sales and Marketing Team.
- Co-ordinate staff patterns of work for full and part time contracted and casual staff within a budgetary framework, including implementation of agreed rotas.
- Recruit new staff and plan and monitor inductions and training for all centre-based staff. Supporting staff development and continual professional development.
- Oversee the Duty Officers and the management of their individual areas of responsibilities, contributing to the overall performance of the centre.
- Ensure that MonLife continuous performance management arrangements are applied to the workforce are adhered to and is effective.
- Carry out regular day-to-day liaison with the school leaders, head teachers and school operational staff to monitor the use of the centres facilities and grounds.
- Manage the general administration of the centres, including record keeping, accident and sickness monitoring and reporting, authorise, and oversee the ordering of supplies and equipment and contracts.

- Manage budgets and work with the Leisure Service Manager and service accountant to identify risks and to take appropriate measures, ensure key tasks are monitored and carried out in line with MCC Policy and financial regulations.
- Act as Care Centre Manager for Emergency Planning purposes and be a Premises Licence Holder.
- Work and behave at all times in accordance with the values of MonLife and the Code of Conduct for Monmouthshire County Council.
- To undertake any other duty as may be required by Monmouthshire that is compatible with the level and remit of this post.

Here's what we can provide you with:

MonLife encompasses: Leisure, Youth & Community Team, Outdoor Adventure, Green Infrastructure & Countryside, Tourism, Destination Management, Arts, Museums, Attractions and Active Travel. We can offer a culture that promotes collaborative team working and fosters close links with our partners. A motivated and enthusiastic service driven to achieve the best results for the Council and its local communities. Digital tools appropriate to the post, and the ability to work agilely, inline with 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:

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

	Essential	Desirable
Experience	<p>Medium to large leisure facility and resources management at middle management level. (A&I)</p> <p>Leading a team and resolving staff management issues. (A&I)</p> <p>Managing budgets effectively. (I)</p> <p>Implementation of leisure related projects. (A&I)</p>	<p>Experience of working in a Local Government Setting. (A&I)</p> <p>Managing and implementing change & innovation in a medium to large organisation. (A&I)</p> <p>Experience of managing a dual use swimming pool and dry side leisure facility. (A&I)</p> <p>Experience in utilisation of a variety of digital systems and programmes that support effective business, system and data management. (A&I)</p>
Education & Qualifications	<p>Possession of a relevant professional qualification, leisure management, sports development or related area or highly relevant equivalent working experience. (A&I)</p> <p>First Aid at Work. (A)</p> <p>Pool Plant Operators Certificate. (A)</p>	<p>Educated to degree or degree level. (A&I)</p> <p>RLSS NPLQ qualification. (A)</p>
Knowledge, Skills & Competencies	<p>Extensive knowledge of the role specific legislation, statutory duties, financial and audit regulations, codes and practices, health and safety and conditions of contracts. (A&I)</p> <p>Demonstrate strong leadership qualities and good business acumen to maximise profitability of the centre. (A&I)</p> <p>Hold a strong customer focus</p>	<p>Experience of maintaining brand standards and initiating marketing initiatives, such as campaigns, promotions and retention schemes. (A&I)</p> <p>Experience of managing in a health and fitness, swimming, sport or catering facility. (A&I)</p> <p>Managing or supervising multidisciplinary teams. (A&I)</p>



	<p>and commitment to delivering high quality services to achieve results. (I)</p> <p>Competent in a range of digital office tools, with a commitment and enthusiasm to use industry related customer database and digital booking and sales systems. (I)</p> <p>Good communication skills relating to wide range of stakeholders. (I)</p> <p>Excellent communication skills. (A&I)</p> <p>Ability to embrace change and contribute to identifying and implementing new ways of working to improve service delivery. (I)</p> <p>Collaborative working and problem-solving style to model effective engagement with stakeholders. (I)</p>	
Personal Attributes	<p>Commitment to Safeguarding policy and procedures. including undertaking appropriate safeguarding training. (A&I)</p> <p>Commitment to working with and supporting volunteers. (I)</p> <p>Commitment to equal opportunities policy, including undertaking appropriate equality awareness training. (I)</p> <p>Able to perform well under pressure and without direct supervision. (I)</p> <p>An ability to be self-disciplined and set priorities, manage progress and work within competing deadlines. (A&I)</p>	<p>Evidence of continuing professional development. (A&I)</p>

<p>Other</p>	<p>The ability to travel in and around Monmouthshire as required by the post. (A&I)</p> <p>Willing to work flexibly to support objectives of the role such as attendance at evening meetings/ weekend working and events. (I)</p>	<p>Welsh Language skills. (A&I)</p>
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A = Application form (including shortlisting) E = Exercise P=Presentation I = Interview

Should you require any further information regarding this post, please contact: Nicholas John, Leisure Services Manager Tel: 07768055408

Closing Date: 12 Noon on Friday 1st October

WELSH LANGUAGE SKILLS FRAMEWORK

LEVEL 1			
<p><i>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.</i></p>			
UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ 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, 	<ul style="list-style-type: none"> ➤ 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. 	<ul style="list-style-type: none"> ➤ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms 	<ul style="list-style-type: none"> ➤ Can open and close an e-mail or letter ➤ Can write personal names, place names, job titles ➤ Can write a simple message to a colleague on paper or e-mail, e.g. such and such has called.
LEVEL 2			
<p><i>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.</i></p>			
UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ 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 	<ul style="list-style-type: none"> ➤ 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. 	<ul style="list-style-type: none"> ➤ 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 	<ul style="list-style-type: none"> ➤ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting ➤ Can write a short letter or e-mail to arrange an appointment
LEVEL 3			
<p><i>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.</i></p>			

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ 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. 	<ul style="list-style-type: none"> ➤ 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. 	<ul style="list-style-type: none"> ➤ Can understand most e-mail messages or letters concerning day to day work. ➤ Can guess the meaning of a word based on context if the subject is familiar. ➤ Can read a simple, straightforward article in a newspaper or magazine types of written material. 	<ul style="list-style-type: none"> ➤ 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. ➤ Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.

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 can 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"> ➤ Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar. 	<ul style="list-style-type: none"> ➤ 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. 	<ul style="list-style-type: none"> ➤ Can read most correspondence and scan long texts to find details. ➤ Can understand most newspaper articles and reports with the aid of a dictionary. ➤ Can understand texts, unless written in a very formal or colloquial form. 	<ul style="list-style-type: none"> ➤ Can produce correspondence of all types, short reports, documents and literature with support of Welsh language translation aids eg. Cysgeir, cysill.

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



Dewch i ymuno â'r tîm!

HYSBYSEB

TEITL SWYDD: Rheolwr Canolfan Hamdden.

GEIRIAD HYSBYSEB:

A oes gennych brofiad o reoli hamdden gyda sgiliau arweinyddiaeth rhagorol i hybu prosiectau, busnes newydd, i ragori ar dargedau refeniw tra'n cyflwyno safon uchel o wasanaeth a chadw cwsmeriaid? Rydym yn edrych am reolwr angerddol a phenderfynol gydag ymrwymiad i gynyddu cyfranogiad mewn hamdden, chwaraeon a gweithgareddau ffitrwydd a hyrwyddo iechyd a llesiant ar draws cenedlaethau yn ein cymunedau amrywiol.

CYFEIRNOD SWYDD: MONLIFE13 MONLIFE12

LLEOLIAD: Canolfannau Hamdden y Fenni neu Gil-y-coed (neu safle arall a benderfynir yn addas ar gyfer anghenion gwasanaeth). Os bydd newid yn y prif weithle, ni thelir unrhyw dreuliau adleoli neu ymyriad.

GRADD: BAND J SCP 35 – SCP 39 £38,890 - £42,821.

ORIAU: 37 yr wythnos

DROS DRO: Na.

GWIRIAD DBS: Oes (Gwiriad Gwasanaeth Datgelu a Gwahardd).

DYDDIAD CAU: 12 canol-dydd ddydd Gwener 1 Hydref

Gwybodaeth Ychwanegol

Gofynnir i chi nodi na allwn dderbyn CV

Er mwyn gwneud cais am y rôl hon, cwblhewch y ffurflen gais ar-lein sydd ar gael ar y dudalen ganlynol:

<https://www.monmouthshire.gov.uk/jobs-employment/>

Mae modd cyflwyno ceisiadau yn y Gymraeg, ac ni fydd cais a gyflwynir yn y Gymraeg yn cael ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg,

Mae modd rhannu'r holl swyddi os na nodir fel arall.

Mae Cyngor Sir Fynwy yn:-

- gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob rhan o'r gymuned .
- cyflogwr sydd wedi ymrwymo i fod yn hyderus o ran anabledd
- cyflogwr sydd yn gyfeillgar i'r Lluoedd Arfog
- ymwybodol o Awtistiaeth ac wedi ymrwymo i ddileu unrhyw rwystrau at gyflogaeth
- ymrwymo i gefnogi pobl ifanc sydd yn gadael ein gofal i gael cyfleoedd newydd a phrofiad.

PROFFIL Y SWYDD

TEITL SWYDD: Rheolwr Canolfan Hamdden.

CYFEIRNOD SWYDD: MONLIFE13 MONLIFE12

GRADD: BAND J SCP 35 – SCP 39 £38,890 - £42,821.

ORIAU: 37 yr wythnos

PATRWM GWAITH: Llawn-amser 38 awr, fel arfer dydd Llun i ddydd Gwener
Gall gynnwys presenoldeb ar y safle gyda'r nos ac ar
benwythnosau, yn unol ag anghenion y gwasanaeth. Dim yn
addas ar gyfer rhannu swydd.

LLEOLIAD: Canolfannau Hamdden y Fenni neu Gil-y-coed (neu safle arall a
benderfynir yn addas ar gyfer anghenion gwasanaeth). Os bydd
newid yn y prif weithle, ni thelir unrhyw dreuliau adleoli neu
ymyriad.

GWIRIAD DATGELU A GWAHARDD (DBS): Oes. Estynedig gyda Gwiriad Rhestr
Gwahardd Rhag Gweithio gyda Phlant.

CYFRIFOL I: Rheolwr Gwasanaethau Addas

ASESIAD SGILIAU YN Y GYMRAEG: Byddai sgiliau yn y Gymraeg yn ddymunol.

Pwy ydym ni?

Mae MonLife yn rhan o Gyngor Sir Fynwy ac mae'n darparu gwasanaethau hamdden, ieuencid a chymunedol, antur awyr agored, seilwaith gwyrdd a chefn gwlad, twristiaeth, rheoli cyrchfannau, celfyddydau, amgueddfeydd, atyniadau a theithio llesol. Ei nod yw cefnogi bywydau pobl drwy gyfranogiad a gweithgaredd. Adeiladu lleoedd a chymunedau cryf a bywiog yn Sir Fynwy.

DIOGELU:

Mae Diogelu ac Amddiffyn Plant ac Oedolion yn flaenoriaethau allweddol i'r Cyngor. Ein nod yw cefnogi plant ac oedolion sydd mewn risg i fod mor ddiogel ag y gallant ac i gyflawni eu potensial. Mae holl weithwyr a gwirfoddolwyr y Cyngor yn gyfrifol am chwarae ey rhan yng ngwaith lles, diogelu ac amddiffyn plant ac oedolion sydd mewn risg. 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.

Diben y Swydd:

Arwain a rheoli gweithrediadau ar draws canolfannau hamdden defnydd deul, prosiectau a'r gweithlu gyda gweithrediad diogel y pwll nofio, ystafelloedd ffitrwydd, dosbarthiadau ymarfer grŵp, cynnig coffe ac arlwy, a chyfleusterau awyr agored, sy'n cynnwys defnydd gan y cyhoedd, ysgolion, staff ac aelodau'r ganolfan ynghyd â gosod clybiau a sefydliadau allanol. Mae'r rôl yn cynnwys rheoli yr holl ofynion staffio, gweinyddiaeth, hyfforddiant ac lechyd a Diogelwch cysylltiedig. Mae'n golygu cydweithio gyda rheolwyr canolfannau eraill, rheolwyr MonLife a meithrin perthynas gyda rhanddeiliaid eraill yn cynnwys arweinwyr ysgol a phenaethiaid ysgol.

Disgwyliad a Deilliannau'r Swydd:

Arwain a chymryd cyfrifoldeb am reolaeth arferol a rhedeg dydd-i-ddydd y ganolfan hamdden defnydd deul ddynodedig a'u gweithgareddau yn unol â pholisi'r Cyngor, gweithdrefnau gweithredu arferol canolfannau hamdden a chynlluniau gweithredu argyfwng a gweithdrefnau gweithredol. Mae'r rôl angen mewnbwn allanol i gynllunio busnes a monitro yn unol gyda chynlluniau busnes y gwasanaeth a chynllun corfforaethol y cyngor.

Eich cyfrifoldebau yw:

- Datblygu a chynnal safonau uchel o ofal cwsmeriaid ar gyfer pob defnyddiwr a chydlynu gyda grwpiau defnyddwyr ac unigolion ar "Yr Hyn sy'n Bwysig" er mwyn cael adborth ar berfformiad ac ymatebolrwydd y ganolfan i anghenion eu defnyddwyr.
- Hyrwyddo, monitro a chynnal cysylltiadau cadarnhaol gyda staff a sicrhau lle canolog i flaenoriaethau llesiant a diogelu.
- Datblygu a chynnal y lefelau uchaf o wasanaeth a diogelwch gyda chyfeiriad neilltuol at Aseiad Risg a Datganiadau Dull, Iechyd a Diogelwch a rheoliadau COSHH.
- Goruchwylio rhaglenni cynnal a chadw cyfredol a gweithio drwy ein Gwasanaethau Stadau ac Eiddo ac ymateb i gynnal a chadw, gofynion iechyd a diogelwch, datblygiadau'r dyfodol o fewn adeiladau, safleoedd a chyfarpar.
- Arwain a chydlynu prosiectau dynodedig, cysylltiedig â chanolfan ac ar draws canolfannau fel sy'n berthnasol. Deall a chynghori ar unedau busnes a data perfformiad canolfannau hamdden.
- Gweithio ar y cyd ac yn effeithlon gyda rheolwyr canolfannau a gyda rheolwyr ar draws MonLife ar drefniadau gwaith troswaol fel sy'n briodol.
- Cynnal cyflwyniad safle a safonau brand gan weithio'n agos gyda'r Tîm Gwerthiant a Marchnata.
- Cydlynu patrymau staff o waith ar gyfer staff llawn-amser a rhan-amser ar gontract ac achlysurol o fewn fframwaith cyllideb, yn cynnwys gweithredu rotas a gytunwyd.
- Recriwtio staff newydd a chynllunio a monitro cynefino a hyfforddiant ar gyfer yr holl staff seiliedig mewn canolfan. Cefnogi datblygiad staff a datblygiad proffesiynol parhaus.
- Goruchwylio'r Swyddogion Dyletswydd a rheoli eu meysydd unigol o gyfrifoldebau, gan gyfrannu at berfformiad cyffredinol y ganolfan.
- Sicrhau y caiff trefniadau rheoli perfformiad parhaus MonLife eu gweithredu i'r gweithlu ac y cydymffurfir ag ef a'i fod yn effeithlon.
- Cynnal cyswllt dydd-i-ddydd rheolaidd gydag arweinwyr, penaethiaid a staff gweithredol ysgolion i fonitro'r defnydd o gyfleusterau a thiroedd canolfannau.
- Rheoli gweinyddiaeth gyffredinol y canolfannau, yn cynnwys cadw cofnodion, monitro ac adrodd damweiniau a salwch, awdurdodi, a goruchwylio archebu cyflenwadau, offer a chontractau.

- Rheoli cyllidebau a gweithio gyda'r Rheolwr Gwasanaeth Hamdden a chyfrifydd gwasanaeth i ddynodi risgiau a chymryd y mesurau priodol, sicrhau y caiff tasgau allweddol eu monitro a'u cynnal yn unol â pholisi a rheoliadau ariannol Cyngor Sir Fynwy.
- Gweithredu fel Rheolwr Canolfan Gofal ar gyfer dibenion cynllunio argyfwng a bod yn Ddeiliad Trwydded Safle.
- Gweithio ac ymddwyn bob amser yn unol â gwerthoedd MonLife a'r Cod Ymddygiad ar gyfer Cyngor Sir Fynwy.
- Ymgymryd ag unrhyw ddyletswyddau arall fel sydd angen gan Sir Fynwy sy'n gydnaws gyda lefel a chylch gorchwyl y swydd.

Dyma'r hyn y gallwn ei ddarparu i chi:

Mae MonLife yn cwmpasu: Tîm Hamdden, Ieuenctid a Chymunedol, Antur Awyr Agored, Seilwaith Gwyrdd a Chefn Gwlad, Twristiaeth Rheoli Cyrchfannau, Celfyddydau, Amgueddfeydd, Atyniadau a Theithio Llesol. Gallwn gynnig diwylliant sy'n hyrwyddo cydweithio tîm ac yn meithrin cysylltiadau agos gyda'n partneriaid. Gwasanaeth cymhelliant uchel a brwdfrydig a yrrir i gyflawni'r canlyniadau gorau ar gyfer y Cyngor a'i gymunedau lleol. Dulliau digidol addas i'r swydd, a'r gallu i weithio'n ystwyth, yn unol ag 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 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.

Mae Cyngor Sir Fynwy yn gweithredu polisi Dim Ymysgu 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:-

	Hanfodol	Dymunol
Profiad	<p>Rheoli safle hamdden canolig i fawr a rheoli adnoddau ar lefel rheolwr canol (FfG&C)</p> <p>Arwain tîm a datrys materion rheoli staff. (FfG&C)</p> <p>Rheoli cyllidebau yn effeithlon. (C)</p> <p>Gweithredu prosiectau cysylltiedig â hamdden. (FfG&C)</p>	<p>Profiad o weithio mewn lleoliad llywodraeth leol (FfG&C)</p> <p>Rheoli a gweithredu newid ac arloesedd mewn sefydliad canolig i fawr(FfG&C)</p> <p>Profiad o reoli pwll nofio defnydd deuol a chyfleuster hamdden ochr sych. (FfG&C)</p> <p>Profiad o ddefnyddio amrywiaeth o systemau digidol a rhaglenni sy'n cefnogi rheoli busnes, systemau a data effeithlon. (FfG&C)</p>
Addysg a Chymwysterau	<p>Meddu ar gymhwyster proffesiynol perthnasol, rheoli hamdden, datblygu chwaraeon neu faes cysylltiedig neu brofiad gwaith cyfwerth perthnasol iawn. (FfG&C)</p> <p>Cymorth Cyntaf yn y Gwaith. (FfG)</p> <p>Tystysgrif Gweithredwyr Cyfarpar Pwll. (FfG)</p>	<p>Addysg gradd neu lefel gradd (FfG&C)</p> <p>Cymhwyster NPLQ RLSS. (FfG)</p>
Gwybodaeth, Sgiliau a Chymwyseddau	<p>Profiad helaeth o ddeddfwriaeth penodol i'r swydd, dyletswyddau statudol, rheoliadau ariannol ac archwilio, codau ac arferion, iechyd a diogelwch ac amodau contractau. (FfG&C)</p> <p>Arddangos nodweddion arweinyddiaeth cryf a dawn busnes da i gynyddu proffidioldeb y ganolfan i'r eithaf. (FfG&C)</p> <p>Ffocws cryf ar gwsmeriaid ac ymrwymiad i ddarparu gwasanaethau ansawdd uchel i sicrhau canlyniadau. (C)</p>	<p>Profiad o gynnal safonau brand a chychwyn cynlluniau marchnata, tebyg i ymgyrchoedd, hyrwyddiadau a chynlluniau cadw. (FfG&C)</p> <p>Profiad o reoli mewn safle iechyd a ffitrwydd, nofio, chwaraeon neu arlwyo. (FfG&C)</p> <p>Rheoli neu oruchwylio timau amlddisgyblaeth. (FfG&C)</p>



	<p>Cymwys mewn ystod o ddulliau swyddfa digidol, gydag ymrwymiad a brwdfrydedd i ddefnyddio cronfeydd data cwsmeriaid cysylltiedig â'r diwydiant ac archebu digidol a systemau gwerthiant. (C)</p> <p>Sgiliau cyfathrebu da yn gysylltiedig ag ystod eang o randdeiliaid. (C)</p> <p>Sgiliau cyfathrebu ardderchog. (FfG&C)</p> <p>Gallu i groesawu newid a chyfrannu at ddynodi a gweithredu ffyrdd newydd o wasanaeth i wella darpariaeth gwasanaeth. (C)</p> <p>Cydweithio ac arddull datrys problemau i fodelu ymgysylltu effeithlon gyda rhanddeiliaid. (C)</p>	
Nodweddion Personol	<p>Ymrwymiad i bolisi a gweithdrefnau Diogelu, yn cynnwys hyfforddiant diogelu priodol. (FfG&C)</p> <p>Ymrwymiad i weithio gyda a chefnogi gwirfoddolwyr.(C)</p> <p>Ymrwymiad i bolisi cyfle cyfartal, yn cynnwys dilyn hyfforddiant ymwybyddiaeth cydraddoldeb priodol. (C)</p> <p>Gallu i berfformio'n dda dan bwysau a heb oruchwyliaeth uniongyrchol. (C)</p> <p>Gallu i fod yn hunanddisgybledig a gosod blaenoriaethau, rheoli cynnydd a gweithio o fewn amserlenni sy'n cystadlu. (FfG&C)</p>	<p>Tystiolaeth o ddatblygiad proffesiynol parhaus. (FfG&C)</p>



Arall	Y gallu i deithio i ac o amgylch Sir Fynwy fel sydd angen gan y swydd. (FfG&C) Parod i weithio'n hyblyg i gefnogi amcanon y swydd megis mynychu cyfarfodydd min nos/gweithio gyda'r nos a digwyddiadau. (C)	Sgiliau yn y Gymreig. (FfG&C)
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FfG = Ffurflen gais (yn cynnwys llunio rhestr fer) C = Cyfweiliad

Os ydych angen mwy o wybodaeth am y swydd hon, cysylltwch â: Nicholas John, Rheolwr Gwasanaethau Hamdden Ffôn: 07768055408

Dyddiad Cau: 12 canol-dydd ddydd Gwener 1 Hydref

FFRAMWAITH SGILIAU YN Y GYMRAEG

LEFEL 1

Gall ddeall ymadroddion sylfaenol bob dydd os yw'r siaradwr yn siarad yn araf ac yn glir ac yn fodlon helpu. Gall gyflwyno ei hunan ac eraill a gall ofyn ac ateb cwestiynau am wybodaeth sylfaenol e.e. unigolyn yn gofyn am weld rhywun, ble mae cyfarfod xxx, toiled ac yn y blaen. Gall drosglwyddo galwadau ffôn, cyfleu neges fer neu wneud cais syml e.e. drwy e-bost.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddeall cwestiynau syml: lle mae cyfarfod xxx, pwy yw'r person y dymunant ei weld. Gall ddeall i bwy i drosglwyddo galwad ffôn ac yn y blaen. 	<ul style="list-style-type: none"> ➤ Gall ynganu enwau lleoedd ac enwau personol yn gywir. ➤ Gall gyfarch unigolion wyneb yn wyneb neu dros y ffôn. ➤ Gall agor a chau sgwrs neu agor a chau cyfarfod. 	<ul style="list-style-type: none"> ➤ Gall ddarllen brawddeg fer, e.e. arwyddion syml, cyfarwyddiadau syml, eitemau agenda, gwybodaeth syml ar ffurflenni. 	<ul style="list-style-type: none"> ➤ Gall agor a chau neges e-bost neu lythyr. ➤ Gall ysgrifennu enwau personol, enwau lleoedd, teitlau swyddi. ➤ Gall ysgrifennu neges syml i gydweithiwr ar bapur neu e-bost e.e. mae hwn a hon wedi galw.

LEFEL 2

Gall ddeall brawddegau pan mae pobl yn siarad am sefyllfaoedd bob dydd, e.e. gwybodaeth bersonol a theuluol syml. Gall gynnal sgwrs sylfaenol gyda rhywun i gael neu gyfnewid gwybodaeth syml, e.e. trafod sut mae person yn teimlo; rhywbeth a ddigwyddodd; cynllun syml ar gyfer y dyfodol. Gall ysgrifennu a deall negeseuon mewn llythyrau neu negeseuon e-bost yn disgrifio materion cyfarwydd ac ysgrifennu mewn brawddegau byr.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddeall pan mae pobl yn siarad yn araf am sefyllfaoedd bob dydd e.e. rhoi gwybodaeth bersonol, siarad am beth fuont yn ei wneud, yr hyn yr hoffent ei wneud, sut y teimlant yn gyffredinol ➤ Gall ddeall pan mae pobl yn gofyn iddynt wneud rhywbeth 	<ul style="list-style-type: none"> ➤ Gall gyfathrebu gwybodaeth syml neu ofyn cwestiynau cyffredin, e.e. cael gwybodaeth gan unigolion. ➤ Gall ddefnyddio'r Gymraeg i gyrraedd a dangos empathi gydag unigolyn ond dim i gynnal yr holl sgwrs neu sesiwn yn y Gymraeg. ➤ Gall gynnal sgwrs fer gydag unigolyn neu gyfnewid gwybodaeth cymharol syml. ➤ Gall gyfrannu at gyfarfod ond bydd angen troi i'r Saesneg ar gyfer termau arbenigol. 	<ul style="list-style-type: none"> ➤ Gall ddarllen negeseuon byr a rhai llythyrau neu negeseuon e-bost, e.e. rhai sy'n gwneud cais neu'n gofyn am gyfleu neges 	<ul style="list-style-type: none"> ➤ Gall ysgrifennu neges fer at gydweithiwr yn gofyn cwestiwn, yn diolch iddo/iddi, esbonio rhywbeth e.e. amser a lle cyfarfod ➤ Gall ysgrifennu llythyr neu neges e-bost byr i drefnu apwyntiad

LEFEL 3

Gall ddeall y prif bwyntiau pan mae unigolyn neu gydweithiwr yn siarad am bynciau cyfarwydd e.e. yn ystod sgwrs neu gyfarfod grŵp bach. Gall gynnal sgyrsiau estynedig gyda siaradwyr rhugl am bynciau cyfarwydd yn ymwneud â gwaith bob dydd. Gall ddisgrifio profiadau a digwyddiadau a rhoi esboniadau am a rhesymau cryno am farnau a chynlluniau. Gall ddarllen erthyglau, llythyrau neu negeseuon e-bost am bynciau cyffredinol. Gall ysgrifennu llythyrau neu negeseuon e-bost am y rhan fwyaf o bynciau, e.e. yn gofyn am rywbeth; rhoi gwybodaeth; gwahodd rhywun neu drefnu digwyddiad.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddeall unigolion a chydweithwyr wrth gyfnewid gwybodaeth neu drafod cynlluniau, os yw'r pwnc yn gyfarwydd. ➤ Gall ddeall trafodaeth mewn cyfarfod os yw'r pwnc yn gyfarwydd. ➤ Gall ddeall unigolion a chydweithwyr mewn sefyllfa gyfarwydd neu mewn sgwrs bob dydd. 	<ul style="list-style-type: none"> ➤ Gall gymryd rhan yn y rhan fwyaf o sgyrsiau gyda chydweithwyr am waith a chynlluniau os nad yw'r eirfa yn rhy dechnegol. ➤ Gall gynnal sgwrs gydag unigolyn neu gyfnewid gwybodaeth cymharol syml. ➤ Gall gyfrannu at gyfarfod ond gall fod angen troi i'r Saesneg am dermau arbenigol. 	<ul style="list-style-type: none"> ➤ Gall ddeall y rhan fwyaf o negeseuon e-bost neu lythyrau'n ymwneud â gwaith dydd i ddydd. ➤ Gall ddyfalu ystyr gair yn seiliedig ar gyddestun os yw'r pwnc yn gyfarwydd. ➤ Gall ddarllen erthygl syml a rhwydd mewn papurau newydd neu fathau o ddeunydd ysgrifenedig mewn cylchgrawn. 	<ul style="list-style-type: none"> ➤ Gall ysgrifennu llythyr neu neges e-bost at unigolyn neu gydweithiwr am y rhan fwyaf o bynciau er mwyn gofyn am rywbeth; rhoi esboniad; disgrifio profiad neu sefyllfa; gwahodd pobl neu drefnu digwyddiad.



➤ Gall addasu cywair iaith i weddu i'r gynulleidfa.

LEFEL 4

Gall fel arfer ddilyn y rhan fwyaf o sgysiau neu drafodaethau, hyd yn oed ar bynciau anghyfarwydd. Gall siarad yn hyderus gyda siaradwyr rhugl am bynciau cyfarwydd yn ymwneud â gwaith, a mynegi barn, cymryd rhan mewn trafodaeth a siarad yn helaeth am bynciau cyffredinol e.e. mewn cyfarfodydd neu sefyllfaoedd un-i-un gydag unigolion. Gall ddeall y rhan fwyaf o ohebiaeth, erthyglau papur newydd ac adroddiadau a fwriedir ar gyfer siaradwyr rhugl gyda chymorth adnoddau Cymraeg a gall fwrw golwg dros destunau hir i ganfod manylion. Gall lenwi ffurflenni ac ysgrifennu adroddiadau'n ymwneud â gwaith ac ymateb yn gywir.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddilyn y rhan fwyaf o sgysiau a thrafodaethau gydag unigolion neu gydweithwyr hyd yn oed os yw'r deunydd pwnc yn anghyfarwydd. 	<ul style="list-style-type: none"> ➤ Gall gyfrannu'n effeithlon at gyfarfodydd mewnol ac allanol mewn cyd-destun gwaith. ➤ Gall sgwrsio'n gysurus gydag unigolion a chyfnewid gwybodaeth fel sydd angen. ➤ Gall ddadlau dros ac yn erbyn achos penodol. ➤ Gall gadeirio cyfarfodydd ac ateb cwestiynau o'r gadair yn hyderus. 	<ul style="list-style-type: none"> ➤ Gall ddarllen y rhan fwyaf ohebiaeth a bwrw golwg ar destunau hir i ganfod manylion. ➤ Gall ddeall y rhan fwyaf o erthyglau ac adroddiadau papur newydd gyda chymorth geiriadur. ➤ Gall ddeall testunau, os na ysgrifennwyd mewn dull ffurfiol iawn neu dafodieithol. 	<ul style="list-style-type: none"> ➤ Gall gynhyrchu gohebiaeth o bob math, adroddiadau byr, dogfennau a llenyddiaeth gyda chymorth offer cyfieithu Cymraeg e.e. Cysgair, Cysill.

LEFEL 5

Gall ddeall popeth a gaiff ei ddweud. Gall siarad yn helaeth am faterion cymhleth, gan gyflwyno gwybodaeth anodd a gall hwyluso a chrynhoi trafodaethau estynedig neu gymhleth. Gall grynhoi gwybodaeth o wahanol ffynonellau (yn llafar ac yn ysgrifenedig) a'i chyflwyno mewn modd cydlynus. Gall fynegi ei hunan yn fyrfyr, rhugl ac yn fanwl, gan addasu'r iaith i weddu i'r gynulleidfa.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddilyn pob sgwrs a thrafodaeth gydag unigolion neu gydweithwyr. ➤ Gall ddeall amwysedd a naws iaith. 	<ul style="list-style-type: none"> ➤ Gall fynegi ei hunan yn fanwl, hyd yn oed wrth drafod materion cymhleth ➤ Gall addasu arddull a chywair yr iaith i weddu i'r gynulleidfa. 	<ul style="list-style-type: none"> ➤ Gall ddarllen a deall bron bob testun ysgrifenedig heb anhawster, gan ddefnyddio geiriadur yn achlysurol. ➤ Gall ddarllen testunau hir i ganfod manylion perthnasol a gall ddeall y rhan fwyaf o fathau o ddeunydd ysgrifenedig. 	<ul style="list-style-type: none"> ➤ Gall ysgrifennu adroddiadau mewn arddull glir addas i'r darlennydd gyda chefnogaeth offer cymorth iaith electronig. ➤ Gall ysgrifennu Cymraeg ffurfiol neu anffurfiol yn ôl yr angen. ➤ Gall ysgrifennu ystod o ddogfennau yn gywir ac yn hyderus.