



Come and join the team!

ADVERT

ROLE TITLE: Flying Start Dads Advisor

POST ID: LSS027

LOCATION: Acorn Centre, Abergavenny and agile throughout Monmouthshire

GRADE: E SCP 14-18 (£23,484 to £25419)

HOURS: 37 hours

TEMPORARY OR PERMANENT: Temporary initially until 31st March 2023

DBS: Enhanced

CLOSING DATE: 12pm Wednesday 13th April 2022

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 section of the community
- a disability confident committed employer
- an Armed Forces friendly employer
- autism aware and committed to removing barriers to employment
- committed to supported young people who leave our care to access new opportunities and gain experience



ROLE TITLE: Flying Start Dads Advisor

POST ID: LSS027

GRADE: E SCP 14-18 (£23,484 to £25419)

HOURS: 37 hours

WORK PATTERN: Flexible in order to engage fully with fathers across Monmouthshire

LOCATION: Acorn Centre, Abergavenny and working across Monmouthshire

DISCLOSURE AND BARRING SERVICE (DBS) CHECK: Enhanced

RESPONSIBLE TO: Flying Start Manager

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.

Our Purpose: - The early years are widely known to be the most importance years of life. Our purpose is to ensure that Monmouthshire's youngest citizens are healthy, thriving and reaching their full potential, and that their parents are capable and coping.

The Purpose of this Role: - We require a dynamic individual who will strive to ensure that fathers are capable and able to cope with the challenges that being a Dad can bring. We want to ensure that all fathers are supported in their role, ensuring that they have the necessary tools to support their child's health, wellbeing and development. How can we do this? By recruiting someone who will engage with fathers, taking them on the often bumpy journey of fatherhood and supporting them to be the best male role model they can for their children. Actively helping fathers to engage in their child's early education is crucial if our children are going to reach their full potential whilst being mindful that some fathers may be more difficult to engage.

Our long term aim is for today's little people, boys and girls, to become the best parents they can in the future and you could play a leading role in this work.

Expectation and Outcomes of this Role: -

- To support the delivery of Monmouthshire's 0 to 7 programmes including Flying Start, Families First and Early Years services in Monmouthshire
- To fact find. What's it like to be a Dad in Monmouthshire now? What matters to Dads at the moment?

- To highlight how important fathers are, within the community and to other professionals including midwives, health visitors, social workers and education staff
- To find creative ways to engage with fathers during those busy bump, baby, toddlerhood and early childhood days
- To monitor and evaluate engagement and subsequent interventions
- To actively seek out additional support that may be available locally and supporting Dads to negotiate the sometimes complicated routes into this support
- To support Dads by delivering parenting programmes including Out of Court Parenting Support programme in Monmouthshire
- To ensure that the fathers voices are heard as services are reviewed and planned
- To support Dads to raise aspirations for themselves and their families, celebrating the little successes on the way and reflecting when things don't always go to plan

Your responsibilities are to: -

- Work as part of a multi-agency team across Monmouthshire
- To promote the role and it's aims to parents and professionals
- To provide support, advice and guidance to Dads with children aged 0 to 7 years of age
- To liaise with the wider early years team to ensure that referrals are acted upon quickly
- To keep accurate and detailed records in line with GDPR
- To maintain a high level of confidentiality
- To communicate regularly by WhatsApp, social media, telephone and email alongside face to face and group work
- To identify and book venues when required to facilitate groups
- To work closely with voluntary sector organisations
- To regularly attend relevant meetings including referrals
- To work within the community, building links with and empowering fathers
- To work with Dads to identify what matters to them and their families
- To enable Dads to be the best Dad they can

Here's what we can provide you with: -

- An opportunity to work as part of a busy and motivated team of early years professionals in an organisation that supports innovation and creativity
- A variety of training opportunities including evidence based parenting programmes and safeguarding, in fact, training will be available in any area that you find relevant to your role and your individual development needs
- A supportive working environment with access to high quality venues and resources
- The opportunity to work across the local authority in both rural areas and busy towns

- An opportunity to play a pivotal role in the development of a support service specifically for Dads
- Opportunities to network with people in similar roles, across Wales and beyond

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

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: -

REQUIREMENTS	WEIGHTING HIGH/MEDIUM/LOW	HOW TESTED
1. EDUCATION/ QUALIFICATIONS/KNOWLEDGE		
<ul style="list-style-type: none"> • A relevant level 3 qualification (e.g. Health and Social Care, CCLD) 	Desirable	Application
<ul style="list-style-type: none"> • Educated to GCSE level 	Desirable	Application
<ul style="list-style-type: none"> • Trained in Motivational Interviewing or similar 	Desirable	Application
<ul style="list-style-type: none"> • An understanding of safeguarding both adults and children 	Essential	Interview
<ul style="list-style-type: none"> • Experience of direct work with young children, this can be professional or personal 	Essential	Application/Interview
<ul style="list-style-type: none"> • To have an understanding of the long term impact of adverse childhood experiences (ACES) 	Desirable	Interview
<ul style="list-style-type: none"> • To have the knowledge and understanding that all families are different 	Essential	Interview
2. EXPERIENCE		
<ul style="list-style-type: none"> • Experience of supporting families at home and within community settings 	Desirable	Application/Interview
<ul style="list-style-type: none"> • Experience of supporting adults to access services around them including basic skills or further education, and other education and employment support services 	Desirable	Application/Interview
<ul style="list-style-type: none"> • Experience of delivering parenting programmes and bespoke support packages with the aim of supporting fathers to play an important role in their children's lives 	Desirable	Application/Interview
<ul style="list-style-type: none"> • Experience of keeping detailed records 	Desirable	Application

<ul style="list-style-type: none"> • Experience of multi-agency work in the family support or education arena 	Desirable	Application/Interview
3. COMMUNICATION/ INTERPERSONAL SKILLS		
<ul style="list-style-type: none"> • A positive, friendly and non-judgemental attitude 	Essential	Interview
<ul style="list-style-type: none"> • Excellent communication skills both verbal, digital and written 	Essential	Interview
<ul style="list-style-type: none"> • Able to communicate openly and confidently with parents and professionals alike 	Essential	Interview
<ul style="list-style-type: none"> • A “have a go” attitude 	Essential	Interview
4. APTITUDE AND SKILLS		
<ul style="list-style-type: none"> • To be confident working alone and as part of a team 	Essential	Application
<ul style="list-style-type: none"> • To have the patience to slowly build relationships with harder to engage fathers 	Essential	Interview
<ul style="list-style-type: none"> • To be skilled at managing groups including parenting programmes or social activities 	Essential	Application/Interview
<ul style="list-style-type: none"> • To be confident in managing crisis situations 	Essential	Interview
<ul style="list-style-type: none"> • To have excellent organisation abilities, manage conflicting priorities and meeting deadlines 	Essential	Application/Interview
<ul style="list-style-type: none"> • To be skilled at having honest and open conversations in a non-threatening way 	Essential	Interview
<ul style="list-style-type: none"> • To have a good sense of humour, an approachable manner and possess the qualities required to become a trusted part of the community 	Essential	Interview
<ul style="list-style-type: none"> • Proficient in the use of Microsoft Office packages 	Essential	Application/Interview
<ul style="list-style-type: none"> • A commitment to professional development 	Essential	Application

<ul style="list-style-type: none"> • The ability to engage with babies and very young children in order to act as a positive role model for fathers • To enjoy the company of young children and able to engage fathers in the basics of baby and child care, play and hopefully be happy to join in with a sing song or storytime. 	Essential	Interview
	Essential	Interview
5. EQUAL OPPORTUNITIES		
<ul style="list-style-type: none"> • Willing to abide by the Council's Equal Opportunities Policy including undertaking appropriate equality awareness training 	Essential	
6. SPECIAL CIRCUMSTANCES		
<ul style="list-style-type: none"> • Appointment to this post will be subject to an Enhanced Disclosure Check with the Criminal Records Bureau • Access to a car for work purposes 		

Should you require any further information regarding this post, please contact:

Beth Watkins, Flying Start Manager – bethwatkins@monmouthshire.gov.uk

07884115022

Closing Date: 12pm 13th April 2022

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
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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"> ➤ 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 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
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<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.
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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 RÔL: Cynghorydd Tadau Dechrau'n Deg

RHIF ADNABOD Y SWYDD:

LLEOLIAD: Canolfan Y Fesen, Y Fenni ac yn Ystwyth ledled Sir Fynwy

GRADD: E SCP 14-18 (£23,484 to £25419)

ORIAU: 37 o oriau

DROS DRO NEU BARHAOL: Dros dro ar y cychwyn tan 31^{ain} Mawrth 2023

DBS: Datgeliad Manylach

DYDDIAD CAU: 12pm Dydd Mercher 13eg Ebrill 2022

Gwybodaeth Ychwanegol

A fyddech gystal â nodi na allwn dderbyn CV

I ymgeisio am y swydd hon a fyddech gystal â chwblhau'r ffurflen gais ar-lein y gellir ei gweld ar y dudalen ganlynol:

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

Gellid cyflwyno ceisiadau yn y Gymraeg, ac ni chaiff cais a gyflwynir yn y Gymraeg ei drin yn llai ffafriol na chais a gyflwynir yn y Saesneg.

Mae pob swydd yn agored i'w rhannu oni nodir yn wahanol.

Mae Cyngor Sir Fynwy:

- yn gyflogwr cyfle cyfartal ac mae'n croesawu ceisiadau o bob ran o'r gymuned
- yn gyflogwr sydd wedi ymrwymo i fod yn hyderus ynghylch Awtistiaeth
- yn gyflogwr cyfeillgar i'r Lluoedd Arfog
- yn ymwybodol o Awtistiaeth ac yn ymrwymedig i symud rhwystrau i gyflogaeth
- wedi ymrwymo i gefnogi pobl ifanc sy'n gadael ein gofal i gael mynediad i gyfleoedd newydd a magu profiad



GWIRIAD GWASANAETH DATGELU A GWAHARDD (DBS): Gwiriad Manylach

YN ATEBOL I: Rheolwr Dechrau'n Deg

ASESIAD IAITH GYMRAEG: Sgiliau Cymraeg yn ddymunol

DIOGELU: Mae Diogelu 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 eu rhan yn lles, diogelwch ac amddiffyn plant ac oedolion sydd mewn perygl. Bydd yr holl weithwyr a'r gwirfoddolwyr yn cael eu hyfforddi i'r lefel briodol o ddiogelu ac mae ganddynt ddyletswydd i gyflawni eu cyfrifoldebau personol am ddiogelu.

Ein Pwrpas: - Mae'n hysbys yn gyffredinol mai'r blynyddoedd cynnar yw'r blynyddoedd pwysicaf mewn bywyd. Ein pwrpas yw sicrhau bod dinasyddion ieuengaf Sir Fynwy yn iach, yn ffynnu ac yn cyrraedd eu llawn botensial, a bod eu rhieni yn abl ac yn ymdopi.

Pwrpas y Rôl hon: - Mae arnom angen unigolyn deinamig a fydd yn ymdrechu i sicrhau bod tadau yn abl ac yn gallu ymdopi â'r heriau a ddaw yn sgil bod yn Dad. Rydym am sicrhau bod pob tad yn cael ei gefnogi yn ei rôl, gan sicrhau bod ganddynt yr offer angenrheidiol i gefnogi ieuchyd, lles a datblygiad eu plentyn. Sut allwn ni wneud hyn? Drwy recriwtio rhywun a fydd yn ymgysylltu â thadau, gan fynd â nhw ar y daith, sy'n aml yn anwastad, o fod yn dad, a'u cefnogi i fod yr esiamp wrywaidd orau posibl ar gyfer eu plant. Mae mynd ati i helpu tadau i ymgysylltu ag addysg gynnar eu plentyn yn hanfodol os yw ein plant yn mynd i gyrraedd eu llawn botensial tra rydym yn cofio y gallai fod yn anos ymgysylltu â rhai tadau.

Ein nod hirdymor yw i bobl fach heddiw, yn fechgyn a merched, ddod y rhieni gorau y gallant yn y dyfodol a gallech chi chwarae rhan flaenllaw yn y gwaith hwn.

Disgwyliadau a Chanlyniadau'r Rôl: -

- Cefnogi i ddarparu rhaglenni 0 i 7 Sir Fynwy, gan gynnwys gwasanaethau Dechrau'n Deg, Teuluoedd yn Gyntaf a'r Blynyddoedd Cynnar yn Sir Fynwy
- Darganfod ffeithiau. Sut mae'n teimlo i fod yn Dad yn Sir Fynwy nawr? Beth sydd o bwys i Dadau ar hyn o bryd?
- Amlygu pa mor bwysig yw tadau, o fewn y gymuned ac i weithwyr proffesiynol eraill, gan gynnwys bydrwagedd, ymwelwyr ieuchyd, gweithwyr cymdeithasol a staff addysg
- Dod o hyd i ffyrdd creadigol i ymgysylltu gyda thadau yn ystod adegau prysur babandod a phlentyndod
- Monitro a gwerthuso ymgysylltiad ac ymyriadau dilynol
- Mynd ati i geisio cymorth ychwanegol a allai fod ar gael yn lleol a chefnogi Tadau i drafod y llwybrau i'r gefnogaeth hon sydd weithiau'n gymhleth

- Cefnogi Tadau drwy gyflwyno rhaglenni rhianta gan gynnwys rhaglen Cymorth Rhianta ar gyfer Datrysiadau y Tu Allan i'r Llys yn Sir Fynwy
- Sicrhau bod lleisiau Tadau'n cael eu clywed fel mae gwasanaethau'n cael eu hadolygu a'u cynllunio
- Cefnogi Tadau i godi dyheadau ar gyfer eu hunain a'u teuluoedd, gan ddathlu'r llwyddiannau bychain ar y ffordd ac adlewyrchu pan nad yw pethau bob amser yn mynd yn ôl y disgwyl

Eich cyfrifoldebau fydd: -

- Gweithio fel rhan o dîm amlasiantaethol ar draws Sir Fynwy
- Hyrwyddo'r rôl a'i hamcanion i rieni ac i weithwyr proffesiynol
- Rhoi cefnogaeth, cyngor ac arweiniad i Dadau gyda phlant 0 i 7 oed
- Cydgysylltu â'r tîm blynyddoedd cynnar i sicrhau y gweithredir ar atgyfeiriadau yn gyflym
- Cadw cofnodion cywir a manwl yn unol â GDPR
- Cynnal lefel uchel o gyfrinachedd
- Cyfathrebu'n rheolaidd drwy WhatsApp, y cyfryngau cymdeithasol, dros y ffôn ac e-bost ochr yn ochr â chwrdd wyneb yn wyneb a gwaith grŵp
- Nodi ac archebu lleoliadau pan fo'n ofynnol i hwyluso grwpiau
- Gweithio'n glos gyda sefydliadau'r sector gwirfoddol
- Mynychu cyfarfodydd perthnasol, gan gynnwys atgyfeiriadau, yn rheolaidd
- Gweithio o fewn y gymuned, gan adeiladu cysylltiadau gyda thadau a'u galluogi
- Gweithio gyda Thadau i nodi beth sydd o bwys iddyn nhw a'u teuluoedd
- Galluogi Tadau i fod y Tad gorau y gallant

Dyma beth allwn ni ei ddarparu ar eich cyfer: -

- Cyfle i weithio fel rhan o dîm prysur a llawn cymhelliant o weithwyr proffesiynol y blynyddoedd cynnar mewn sefydliad sy'n cefnogi arloesedd a chreadigrwydd
- Amrywiaeth o gyfleoedd hyfforddi gan gynnwys rhaglenni rhianta sy'n seiliedig ar dystiolaeth a diogelu, a dweud y gwir, bydd hyfforddiant ar gael mewn unrhyw faes sy'n berthnasol i'ch rôl a'ch anghenion datblygu
- Amgylchedd gwaith cefnogol gyda mynediad i lefydd ac adnoddau o ansawdd uchel
- Cyfle i weithio ar draws yr awdurdod lleol mewn ardaloedd gwledig a threfi prysur
- Cyfle i chwarae rôl allweddol yn natblygiad gwasanaeth cefnogi yn benodol ar gyfer Tadau
- Cyfleoedd i rwydweithio gyda phobl mewn rolau tebyg ar draws Cymru a thu hwnt

Beth arall sydd angen i chi wybod...Gwerthoedd Sir Fynwy yw:-

Tryloywder: Rydym am geisio bod yn agored a gonest er mwyn datblygu perthynas lle mae pobl yn medru ymddiried yn ei gilydd.

Tegwch: Rydym am geisio cynnig dewis teg, cyfleoedd a phrofiad ac i ddod yn fudiad lle 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.

Yn ychwanegol:

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 gydymffurfio â hyn.



Manyleb Person

Sut byddwn ni'n gwybod ai chi yw'r person iawn ar gyfer y rôl? Fel yr ymgeisydd llwyddiannus byddwch wedi dangos:-

GOFYNION	PWYSOLI UCHEL/CANOLIG/ISEL	SUT PROFWYD
1. ADDYSG/ CYMWYSTERAU/GWYBODAETH		
<ul style="list-style-type: none">• Cymhwyster Lefel 3 perthnasol (e.e. Iechyd a Gofal Cymdeithasol, CCLD)• Addysg hyd at lefel TGAU• Wedi hyfforddi mewn Cyfweld Ysgogiadol neu debyg• Dealltwriaeth o ddiogelu oedolion a phlant• Profiad o waith uniongyrchol gyda phlant ifanc, gall hyn fod yn broffesiynol neu fel arall• Meddu ar ddealltwriaeth o effaith hirdymor profiadau niweidiol plentyndod (ACES)• Meddu ar y wybodaeth a'r ddealltwriaeth bod pob teulu yn wahanol	Dymunol Hanfodol Dymunol Hanfodol Hanfodol Dymunol Hanfodol	Cais Cais Cais Cyfweliad Cais/Cyfweliad Cyfweliad Cyfweliad
2. PROFIAD		
<ul style="list-style-type: none">• Profiad o gefnogi teuluoedd gartref ac o fewn lleoliadau cymunedol• Profiad o gefnogi oedolion i gael mynediad i wasanaethau o'u cwmpas gan gynnwys sgiliau sylfaenol neu addysg bellach, a gwasanaethau cymorth addysg a chyflogaeth eraill• Profiad o gyflenwi rhaglenni rhianta a phecynnau cymorth pwrpasol gyda'r nod o gefnogi tadau i chwarae rôl bwysig ym mywydau eu plant	Dymunol Dymunol Dymunol	Cais/Cyfweliad Cais/Cyfweliad Cais/Cyfweliad

<ul style="list-style-type: none"> • Profiad o gadw cofnodion manwl • Profiad o waith amlasiantaethol yn y maes cymorth ac addysg i deuluoedd 	<p>Hanfodol</p> <p>Dymunol</p>	<p>Cais</p> <p>Cais/Cyfweliad</p>
<p>3. SGILIAU CYFATHREBU/RHYNGBERSONOL</p>		
<ul style="list-style-type: none"> • Agwedd gadarnhaol, gyfeillgar ac anfeirniadol • Sgiliau cyfathrebu rhagorol ar lafar, yn ddigidol ac yn ysgrifenedig • Yn gallu cyfathrebu'n agored ac yn hyderus gyda rhieni a gweithwyr proffesiynol fel y'i gilydd • Agwedd "rhowch gynnig arni" 	<p>Hanfodol</p> <p>Hanfodol</p> <p>Hanfodol</p> <p>Hanfodol</p>	<p>Cyfweliad</p> <p>Cyfweliad</p> <p>Cyfweliad</p>
<p>4. DONIAU A SGILIAU</p>		
<ul style="list-style-type: none"> • Bod yn hyderus yn gweithio ar eich pen eich hun neu fel rhan o dîm • Meddu'r amynedd i adeiladu perthnasoedd yn araf gyda thadau sy'n anoddach ymgysylltu â nhw • Meddu'r sgil i reoli grwpiau gan gynnwys rhaglenni rhianta a gweithgareddau cymdeithasol • Bod yn hyderus wrth reoli sefyllfaoedd o argyfwng • Meddu ar alluoedd trefnu rhagorol, rheoli blaenoriaethau sy'n gwrthdaro a chwrdd â therfynau amser • Bod yn fedrus wrth gael sgyrsiau gonest ac agored mewn ffordd anfygythiol • Bod â synnwyr digrifwch da, dull hawdd mynd ato ac yn meddu ar y rhinweddau sy'n ofynnol i ddod yn rhan o'r gymuned y gellir ymddiried ynddi • Yn hyfedr yn y defnydd o becynnau Microsoft Office 	<p>Hanfodol</p> <p>Hanfodol</p> <p>Hanfodol</p> <p>Hanfodol</p> <p>Hanfodol</p> <p>Hanfodol</p> <p>Hanfodol</p> <p>Hanfodol</p> <p>Hanfodol</p> <p>Hanfodol</p> <p>Hanfodol</p>	<p>Cais</p> <p>Cyfweliad</p> <p>Cais/Cyfweliad</p> <p>Cyfweliad</p> <p>Cais/Cyfweliad</p> <p>Cyfweliad</p> <p>Cyfweliad</p> <p>Cais/Cyfweliad</p>

<ul style="list-style-type: none"> • Ymrwymiad i ddatblygiad proffesiynol • Y gallu i ymgysylltu gyda babanod a phlant ifanc iawn er mwyn gweithredu fel esiampI gadarnhaol i dadau • Mwynhau cwmni plant ifanc a'r gallu i ennyn diddordeb tadau yn hanfodion gofal babanod a phlant, chwarae, a gobeithio, bod yn hapus i ymuno mewn cân neu amser stori 		Cais Cyfweliad Cyfweliad
5. CYFLE CYFARTAL		
<ul style="list-style-type: none"> • Yn barod i gadw at Bolisi Cyfle Cyfartal y Cyngor gan gynnwys ymgymryd â hyfforddiant ymwybyddiaeth cydraddoldeb priodol 	Hanfodol	
6. AMGYLCHIADAU ARBENNIG		
<ul style="list-style-type: none"> • Bydd penodiad i'r swydd hon yn amodol ar Wiriad Datgeliad Manwl gyda'r Swyddfa Cofnodion Troseddol • Mynediad i gar at ddibenion gwaith 		

Petaech chi angen unrhyw wybodaeth bellach ynghylch y swydd hon, a fyddech gystal â chysylltu â:

Beth Watkins, Rheolwr Dechrau'n Deg – bethwatkins@monmouthshire.gov.uk

07884115022

Dyddiad Cau: 12pm Dydd Mercher 13eg Ebrill 2022

FFRAMWAITH SGILIAU YN Y GYMRAEG

LEFEL 1			
<p><i>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.</i></p>			
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			
<p><i>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 ddiwyddodd; 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.</i></p>			
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			
<p><i>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 sgwrsiau 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.</i></p>			
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 sgwrsiau 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 rhydd 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 fyrfyfyr, 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.