

Come and join the team!

ADVERT

ROLE TITLE: Tutor of Outdoor Education

ADVERT TEXT: Monlife Outdoor Adventure are looking to recruit two enthusiastic people to join the dynamic team based at Gilwern Outdoor Adventure Centre.

The successful candidates will lead and assist in the delivery of our growing number of programmes including inclusive Outdoor Education, Residentials, Outreach and the Duke of Edinburgh Award throughout South Wales.

POST ID: LLLLOETUTG
LOCATION: Gilwern Outdoor Adventure Centre
GRADE: BAND F SCP 19-23 £27,852-£30,151
HOURS: 37hrs Per Week
TEMPORARY: No
DBS CHECK: Yes (Disclosure & Barring Service Check)
CLOSING DATE: 17:00 on 01/06/2023

Additional Information

Please note that we are not able to accept CV's

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: Outdoor Education Tutor

POST ID: LLLOETUTG

GRADE: BAND F SCP 19-23 £27,852-£30,151

HOURS: 37 Hrs Per Week

TEMPORARY: No

WORK PATTERN: Monday to Friday 9am to 5pm (occasional evenings/
overnight/weekends)

LOCATION: Gilwern Outdoor Adventure Centre, Ty Mawr Lane, Gilwern NP7 0EB
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:

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to the following DBS check:

Enhanced with Both Children/Adults Barred List Checks

RESPONSIBLE TO: Outdoor Centre Manager

WELSH LANGUAGE ASSESSMENT: Welsh language skills are desirable

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 four sites within Monmouthshire and offer adventurous outdoor activities from our Gilwern site we have seven other sites which incorporate our attractions, museums and also promote tourism information.

Monlife offer some of the most impressive buildings with historical interest and activities to engage all ages.

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 be 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:-

Monlife Outdoor Adventure aims to deliver high quality outdoor learning through residential and outreach programmes. This exciting opportunity lends itself to an enthusiastic and driven individual who will lead in the delivery of outdoor learning in an enjoyable, inventive and thrilling way for all of our audiences.

The Purpose of this Role:-

- To lead and assist in the planning and running of quality bespoke outdoor experiences to meet the service users requirements.
- To meet the agreed service standards and outcomes

Expectation and Outcomes of this Role:-

To represent Monmouthshire in a professional manner whilst providing a friendly and effective service in the operation of all activities associated with Monlife Outdoor Adventure at all times.

Your responsibilities are to:-

- To lead and contribute to the adventurous outdoor activity programmes.
- To advise and assist with the planning and content of courses to ensure that the course aims and outcomes are achieved.
- To ensure all work and conduct complies with the corporate aims and policies of the Service and Local Authority.
- Plan, prepare, lead, and evaluate activities.
- Maintain materials and resources to support activities.
- Ensure appropriate and continuous compliance with the health and safety requirements throughout the centre and whilst on activity at all times.
- Prepare the centre facilities to a high standard for all programming, residential visits, day visits, events and community or education provision.
- Contribute to the high cleaning standards around the centre
- Contribute to the well-being of all centre users by practising a high standard of customer care.
- Abide by the Council's policy and practices with regard to safeguarding and protection of children and vulnerable adults.
- To be able to work as an individual or as part of a team
- Undertake any other duties outlined by the Programme Coordinator, Duke of Edinburgh Award Coordinator and Centre Manager Compatible with the level and remit of this post.

Here's what we can provide you with:-

MonLife encompasses Leisure, Tourism, Sports Development, Youth, Outdoor Education, and Green Infrastructure, Museums, Attractions and more.

We can offer:

- A culture that promotes collaborative team working and fosters close links with our partners.
- A motivated and enthusiastic team driven to achieve the best results for the Council and its local communities.
- A laptop, mobile phone and the ability to work agilely, subject to the needs of the service.
- The opportunity to develop Welsh language skills.
- Support in development of National Governing Body Awards required for the role.
- Support in the development of additional skills beneficial to the wider Outdoor Adventure offer.
- Potential to work additional hours to meet the business needs.

What else you need to know.....Our Values:

Our purpose is underpinned by a clear sense of who we are as an organisation. We expect people who work with us to share a strong value set and expect that these are evident in the ways in which we work and engage with our communities.

Teamwork: We will work with you and our partners to support and inspire everyone to get involved. We will make the best of the ideas, and resources available to make sure we do the things that most positively impact our people and places.

Openness: We are open and honest. People have the chance to be involved and tell us what matters.

Flexibility: We are flexible, enabling delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

Fairness: We provide opportunities for people and communities to thrive. We will always try to treat everyone fairly and consistently.

Kindness: We will show kindness to all those we work with, putting the importance of relationships and the connections we have with one another at the heart of all interactions.

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:-

- Evidence of possessing a minimum of three of the following National Governing Body Awards:
 - MTA Mountain Leader –Summer
 - MTA Rock Climbing Instructor / Indoor Climbing Instructor
 - BC - An appropriate Water sports qualification to paddle under remote supervision on sheltered inland waters, or lead a novice group on moving water up to Grade 2
 - BCA Local Cave Leader
- Desirable Additional National Governing Body Awards:
 - GB Archery Instructor
 - British Cycling mountain bike leader level 2 or equivalent
 - Professional teaching qualification
 - Forest School Leader
 - Higher NGB Award such as CIC
 - Stand up Paddleboard
- Current driving license including D1
- Current outdoor first aid award certificate, (minimum of 2 day training)
- An ability to demonstrate knowledge of appropriate Health and Safety and Safeguarding principles in general and as they apply in an outdoor education setting.
- Practical and recent experience of delivering a wide range of outdoor education activities.
- An ability to work and lead in a variety of outdoor environments
- Previous experience working with a wide variety of people accessing outdoor environments.
- Evidence of experience working for other services which fit within the Monlife offer
- A commitment to their own personal development
- Flexibility of approach as a typical residential requires staffing cover 9am – 5pm Monday to Friday, however a flexible working pattern is required to meet the requirements of our programmes including evenings, overnight and weekends

- Welsh language skills are desirable. You may be required to learn or improve your existing skills through attending staff Welsh language training funded by the council.

**Should you require any further information regarding this post,
please contact: Stuart Lovell - Centre Manager Tel: 01873 735451**

Closing Date: 17:00 on 01/06/2023

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 Y RÔL: Tiwtor Addysg Awyr Agored

TESTUN YR HYSBYSEB: Mae Antur Awyr Agored Monlife yn awyddus i recriwtio dau berson brwdfrydig i ymuno â'r tîm deinamig yng Nghanolfan Antur Awyr Agored Gilwern.

Bydd yr ymgeiswyr llwyddiannus yn arwain ac yn helpu i gyflwyno ein nifer cynyddol o raglenni gan gynnwys Addysg Awyr Agored gynhwysol, Preswylfeydd, Allgymorth a Gwobr Dug Caeredin ledled De Cymru.

RHIF ADNABOD Y SWYDD: LLLOETUTG

LLEOLIAD: Canolfan Antur Awyr Agored Gilwern

GRADD: BAND F SCP 19-23 £27,852-£30,151

DROS DRO: Na

ORIAU: 37 awr yr wythnos

A oes angen Gwiriad Gwasanaeth Datgelu a Gwahardd? Oes

DYDDIAD CAU: 17:00 ar 01/06/2022

Gwybodaeth Ychwanegol

Gofynnir i chi nodi na allwn dderbyn CVau

I wneud cais am y swydd hon, cwblhewch y ffurflen gais ar-lein sydd i'w gweld ar y dudalen ganlynol:

<https://www.monmouthshire.gov.uk/cy/swyddi-chyflogaeth/>

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

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

Mae Cyngor Sir Fynwy -

- yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob adran o'r gymuned.
- yn gyflogwr Hyderus o ran Anabledd.
- yn gyflogwr sy'n gyfeillgar i'r Lluoedd Arfog.
- yn ystyriol o Awstisiaeth ac wedi ymrwymo i gael gwared ar y rhwystrau i gyflogaeth
- yn ymrwymedig i gefnogi pobl ifanc sy'n gadael ein gofal i fanteisio ar gyfleoedd newydd ac ennill profiad.

PROFFIL Y RÔL

TEITL Y RÔL: Tiwtor Addysg Awyr Agored

RHIF ADNABOD Y SWYDD: LLLOETUTG

GRADD: BAND F SCP 19-23 £27,852-£30,151

ORIAU: 37 Awr yr Wythnos

DROS DRO: Na

PATRYMAU GWAITH: Dydd Llun i ddydd Gwener 9am i 5pm (nosweithiau / dros nos / penwythnosau achlysurol)

LLEOLIAD: Canolfan Antur Awyr Agored Gilwern, Lôn Tŷ Mawr, Gilwern NP7 0EB, a allai newid yn y dyfodol os oes angen adleoli'r gwasanaeth. Ni thelir treuliau adleoli neu aflonyddwch os bydd hyn yn digwydd

GWIRIAD GWASANAETH DATGELU A GWAHARDD (GDG)

Mae penodiad i'r swydd hon wedi'i eithrio o'r Ddeddf Adsefydlu Troseddwyr ac mae'n destun y gwiriad GDG canlynol:

Gwiriad Manwl gyda Gwiriad Rhestr Wedi'i Wahardd o Blant/Oedolion

YN ATEBOL I'R: Rheolwr y Ganolfan Awyr Agored

ASESIAD Y GYMRAEG: Sgiliau yn y Gymraeg yn ddymunol

Pwy ydym ni?

Mae MonLife yn grŵp gwasanaeth sy'n darparu gweithgareddau hamdden, ieuentid ac awyr agored, cefn gwlad, twristiaeth, datblygu cyrchfannau, y celfyddydau, amgueddfeydd ac atyniadau.

Rydym yn darparu gwasanaethau hamdden o bedwar safle yn Sir Fynwy ac yn cynnig gweithgareddau awyr agored anturus o'n safle yng Ngilwern mae gennym saith safle arall sy'n ymgorffori ein hatyniadau, amgueddfeydd a hefyd hyrwyddo gwybodaeth twristiaeth.

Mae Monlife yn cynnig rhai o'r adeiladau mwyaf trawiadol gyda diddordeb hanesyddol a gweithgareddau i ymgysylltu â phob oedran.

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 fod 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.

Ein Pwrpas:-

Nod Antur Awyr Agored Monlife yw darparu dysgu awyr agored o ansawdd uchel drwy raglenni preswyl ac allgymorth. Mae'r cyfle cyffrous hwn yn addas ar gyfer unigolyn brwdfrydig a llawn cymhelliant a fydd yn arwain y gwaith o gyflwyno dysgu yn yr awyr agored mewn ffordd bleserus, dyfeisgar a gwfreiddiol i'n holl gynulleidfaoedd.

Pwrpas y Rôl hon:-

- Arwain a helpu i gynllunio a rhedeg profiadau awyr agored pwrpasol o safon i fodloni gofynion y defnyddwyr gwasanaeth.
- Bodloni'r safonau gwasanaeth a'r canlyniadau y cytunwyd arnynt.

Disgwyliadau a Chanlyniadau'r Rôl hon:-

Cynrychioli Sir Fynwy mewn modd proffesiynol tra'n darparu gwasanaeth cyfeillgar ac effeithiol wrth weithredu'r holl weithgareddau sy'n gysylltiedig ag Antur Awyr Agored Monlife bob amser.

Bydd eich cyfrifoldebau yn cynnwys:-

- Arwain a chyfrannu at y rhaglenni gweithgareddau awyr agored anturus.
- Cynghori a chynorthwyo gyda'r gwaith o gynllunio a chynnwys cyrsiau i sicrhau bod nodau a chanlyniadau'r cwrs yn cael eu cyflawni.
- Sicrhau bod yr holl waith ac ymddygiad yn cydymffurfio â nodau a pholisïau corfforaethol y Gwasanaeth a'r Awdurdod Lleol.
- Cynllunio, paratoi, arwain a gwerthuso gweithgareddau.
- Cynnal deunyddiau ac adnoddau i gefnogi gweithgareddau.
- Sicrhau cydymffurfiaeth briodol a pharhaus â'r gofynion iechyd a diogelwch ym mhob rhan o'r ganolfan a thra'u bod ar weithgarwch bob amser.
- Paratoi cyfleusterau'r ganolfan i safon uchel ar gyfer pob rhaglen, ymweliad preswyl, ymweliadau dydd, digwyddiadau a darpariaeth gymunedol neu addysg.
- Cyfrannu at y safonau glanhau uchel o amgylch y ganolfan.
- Cyfrannu at les holl ddefnyddwyr y ganolfan drwy ymarfer safon uchel o ofal cwsmeriaid.
- Cadw at bolisi ac arferion y Cyngor o ran diogelu ac amddiffyn plant ac oedolion sy'n agored i niwed.
- Gallu gweithio fel unigolyn neu fel rhan o dîm.

- Ymgymryd ag unrhyw ddyletswyddau eraill a amlinellir gan Gydlynnydd y Rhaglen, Cydlynnydd Gwobrau Dug Caeredin a Rheolwr y Ganolfan yn gydnaws â lefel a chylch gwaith y swydd hon.

Dyma beth y gallwn ei rhoi i chi:-

Mae MonLife yn cwmpasu Hamdden, Twristiaeth, Datblygu Chwaraeon, Ieuenctid, Addysg Awyr Agored, a Seilwaith Gwyrdd, Amgueddfeydd, Atyniadau a mwy.

Gallwn gynnig:

- Diwylliant sy'n hyrwyddo gweithio mewn tîm cydweithredol ac sy'n meithrin cysylltiadau agos â'n partneriaid.
- Tîm cryf eich cymhelliad a brwdfrydig dros sicrhau'r canlyniadau gorau i'r cyngor a'i gymunedau lleol.
- Gliniadur, ffôn symudol a'r gallu i weithio'n ystwyth, yn amodol ar anghenion y gwasanaeth.
- Cyfle i ddatblygu sgiliau iaith Gymraeg.
- Cymorth i ddatblygu Dyfarniadau Cyrff Llywodraethu Cenedlaethol sy'n ofynnol ar gyfer y rôl.
- Cymorth i ddatblygu sgiliau ychwanegol sy'n fuddiol i'r arlwy Antur Awyr Agored ehangach.
- Y potensial i weithio oriau ychwanegol i ddiwallu anghenion y busnes.

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

Gwaith Tîm:	Rydym yn anelu i weithio gyda'n gilydd i rannu ein llwyddiannau a methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.
Bod yn agored:	Rydym yn anelu at fod yn agored ac yn onest er mwyn datblygu perthynas ymddiriedus.
Hyblygrwydd:	Rydym yn anelu at fod yn hyblyg yn ein ffordd o feddwl a gweithredu er mwyn dod yn sefydliad effeithiol ac effeithlon.
Tegwch:	Rydym yn anelu at ddarparu dewis, cyfleoedd a phrofiadau teg a dod yn sefydliad a adeiladwyd ar gyd-barch.
Caredigrwydd:	Byddwn yn dangos caredigrwydd i bawb yr ydym yn gweithio gyda nhw, gan roi pwysigrwydd perthnasoedd a'r cysylltiadau sydd gennym â'n gilydd wrth wraidd pob rhyngweithio.

A bydd y rôl hon yn gweithio gyda Sir Fynwy i gyflawni'r rhain.

Yn ogystal:

Mae pob gweithiwr yn gyfrifol am gynnal eu hunain mewn modd sy'n cydymffurfio â Pholisi Cyfle Cyfartal Sir Fynwy, yn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae'r awdurdod yn gweithredu polisi Gweithle Di-fwg ac mae'n rhaid i bob cyflogai cydymffurfio â hyn.

Manyleb Person

Sut y byddwn yn gwybod os mai chi yw'r person cywir ar gyfer y swydd? Fel yr ymgeisydd llwyddiannus, byddwch wedi dangos eich bod â'r canlynol:-

- Tystiolaeth o feddu ar o leiaf dri o'r Dyfarniadau Cyrff Llywodraethu Cenedlaethol canlynol:
 - Arweinydd Mynydd MTA – Haf
 - Hyfforddwr Dringo Creigiau MTA / Hyfforddwr Dringo Dan Do
 - BC - Cymhwyster chwaraeon Dŵr priodol i badlo o dan oruchwyliaeth o bell ar ddyfroedd mewndirol cysgodol, neu arwain grŵp newydd ar symud dŵr i fyny i Radd 2
 - Arweinydd Ogof lleol y BCA
- Dyfarniadau Cyrff Llywodraethu Cenedlaethol Ychwanegol Dymunol:
 - Hyfforddwr Saethyddiaeth Prydain Fawr
 - Arweinydd beicio mynydd Beicio Prydain Iefel 2 neu gyfwerth
 - Cymhwyster addysgu proffesiynol
 - Arweinydd Ysgol Goedwig
 - Gwobr NGB Uwch fel CIC
 - Padlfyrddio
- Trwydded yrru gyfredol gan gynnwys D1
- Tystysgrif dyfarniad cymorth cyntaf awyr agored gyfredol, (o leiaf hyfforddiant 2 ddiwrnod)
- Y gallu i ddangos gwybodaeth am egwyddorion lechyd a Diogelwch a Diogelu priodol yn gyffredinol ac fel y maent yn berthnasol mewn lleoliad addysg awyr agored.
- Profiad ymarferol a diweddar o ddarparu ystod eang o weithgareddau addysg awyr agored.
- Y gallu i weithio ac arwain mewn amrywiaeth o amgylcheddau awyr agored.
- Profiad blaenorol o weithio gydag amrywiaeth eang o bobl sy'n defnyddio amgylcheddau awyr agored.
- Tystiolaeth o brofiad o weithio i wasanaethau eraill sy'n cyd-fynd â chynnig Monlife.
- Ymrwymiad i'w datblygiad personol eu hunain.
- Mae hyblygrwydd fel maes preswyl arferol yn gofyn am drefniadau staffio rhwng 9am a 5pm o ddydd Llun i ddydd Gwener, ond mae angen patrwm gweithio hyblyg i fodloni gofynion ein rhaglenni gan gynnwys gyda'r nos, dros nos ac ar benwythnosau

- Sgiliau yn y Gymraeg yn ddymunol. Efallai y bydd gofyn i chi ddysgu neu wella eich sgiliau presennol drwy fynychu hyfforddiant iaith Gymraeg i staff sy'n cael ei ariannu gan y Cyngor.

Os bydd angen rhagor o wybodaeth arnoch am y swydd hon,

cysylltwch â: Stuart Lovell - Rheolwr y Ganolfan Ffôn: 01873 735451

Dyddiad Cau: 17:00 ar 01/06/2023

FFRAMWAITH SGILIAU IAITH 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 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.

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 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.

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 sgysiau 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. ➤ Gall addasu cywair iaith i weddu i'r gynulleidfa. 	<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. ➤ Gallu ysgrifennu'n gymharol gywir wrth ddrafftio taflen wybodaeth fer neu boster yn Gymraeg fel bo'r angen.

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"> ➤ Yn gallu cynhyrchu gohebiaeth o bob math, adroddiadau, dogfennau a llenyddiaeth byr gyda chymorth cymhorthion cyfieithu Cymraeg ee. Cysgeir, 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.



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