



Cyngor Gwasanaethau Gwirfoddol Sir
Ddinbych
Creu Cymunedau Cryf trwy Weithredu
Gwirfoddol

Denbighshire Voluntary Services Council
Building Resilient Communities through
Voluntary Action



Cefnogi Trydydd
Sector **Cymru**
Third Sector
Support **Wales**

JOB DESCRIPTION

JOB TITLE	Sector Development Officer
SALARY	National Joint Council for Local Government Services Scale 24 £22,401 per annum plus 8% pension contribution – subject to Job Evaluation
HOURS	37 Hours
DURATION	Subject to annual funding review
EMPLOYER	NEWVOL – DENBIGSHIRE VOLUNTARY SERVICES COUNCIL (DVSC)
REPORTING TO	Operations Lead
RESPONSIBLE FOR	Volunteers
LOCATION	Ruthin

1. AIM

The core aim of this post is to be the lead responsible for DVSC's Sector Support Service and Sector Development. This means providing a first class information and advice service to DVSC members and the third sector in Denbighshire providing information to Third Sector groups on matters of interest to them and for developing the Third Sector in Denbighshire.

To provide excellent support to the third sector and DVSC members with the aim of enhancing the development and effectiveness of voluntary and community action in key fields of activity (information, governance, funding, training).

To work as a key member of the DVSC team to ensure individual and sector development KPIs are met in line with DVSC's strategic plan, annual business plan, and service level agreements with DVSC funders, preparing, and monitoring KPIs, performance, and resources efficiently alongside fundraising responsibilities.

2. MAIN TASKS

2.1 To provide customer focussed Sector Support delivering key information, and advice on a range of issues, developing DVSC products and services, including but not limited to providing information and advice, governance guidance, training, funding advice, bid preparation.

2.2 To support the operations Lead and Marketing & Engagement Officer to develop and extend the reach of the Sector Support service through the provision of the corporate website, bulletins, social media, funding and advice surgeries

2.3 This role will involve lead to cross team working and coordination to ensure excellent delivery of Third Sector Support Wales (TSSW) priorities



Membership & Information services

2.3 To participate in TSSW's practitioners networks to ensure that relevant intelligence and best practice is shared internally and externally with DVSC stakeholders

2.4 To generate and share relevant content from partners promoting DVSC's Sector Support offer, producing a Sector Support bulletin and regularly contributing content for DVSC's website, partner websites and DVSC publications

2.5 To encourage and assist organisations to operate efficiently by completing an organisational health check and through providing up to date DVSC Information sheets, and providing face to face advice and guidance through events and one to one meetings on request

Funding advice

2.6 To provide a coherent funding advice service to DVSC members and stakeholders which includes promoting TSSW's Funding Wales portal, providing information and advice about sources of funding and promoting DVSC's small grant opportunities

2.7 To develop an annual programme of funding and engagement events to promote Sector Support activity and provide good governance

2.8 To spot funding opportunities and develop project proposals and fundraising bids which will develop the strategic capacity of DVSC and generate revenue gains for DVSC's core services, whilst simultaneously creating partnership and delivery opportunities for DVSC members and third sector partners

2.9 To work with the Operations Lead to convert the grant enquiries into support for good governance and maximise the opportunities

2.10 To work with the Operations Lead to maintain and promote DVSC's PQASSO Level 1 (now recognised as 'Trusted Charity') working closely with North Wales CVCs where possible as part of sector development and upskilling

Learning & Development

2.11 To identify and meet the Learning & development needs of DVSC members through regular consultations about training needs and opportunities, including the use of online surveys, feedback forms, and face to face information gathering

2.12 To develop, manage and coordinate a comprehensive learning offer for external stakeholders delivered in collaboration with other DVSC members of staff and DVSC strategic partners including but not limited to North Wales CVCs and other third sector organisations

Administration, and reporting

2.13 To record relevant information on the CRM and to produce performance reports on DVSC's Sector Support KPIs as requested



2.14 To represent DVSC at local, regional and national networks and meetings with regard to specific areas within the post holder's brief and any other aspect of the work of DVSC as agreed and directed by the Chief Executive

2.15 To ensure that all activities relate to and comply with DVSC's policies and procedures, with particular emphasis on equal opportunities, data protection and health and safety procedures for DVSC office, events and outreach activity;

2.16 To undertake any other duties consistent with the effective operation of DVSC's Sector Support services and corporate activity as directed by the Chief Executive including deputising as and when required

3. PERSON SPECIFICATION

	Essential	Desirable
Sector Development Officer		
QUALIFICATIONS		
Good level of general education, preferably up to degree level.	✓	
KNOWLEDGE & EXPERIENCE		
Knowledge and experience of European programmes		✓
Knowledge of available funding sources for third sector organisations.		✓
Experience of working with Third Sector organisations at a local level and understanding of community development and social exclusion issues.	✓	
Experience of working in a small collaborative team environment		✓
Experience of organising and running meetings and events	✓	
Experience of customer service and customer management	✓	
Knowledge and experience of developing and delivering training programmes or activities	✓	
Experience of working with colleagues in the statutory sector and an understanding of statutory sector links to the third sector and how they operate.		✓
Knowledge of the voluntary sector and issues that affect it in Denbighshire and in Wales		✓
Knowledge and experience of working with volunteers, offering advice on governance issues.	✓	
Knowledge of equal opportunities and willingness to work with people from a diverse range of backgrounds	✓	
Knowledge and application of 'Data Protection' policies and procedures	✓	
SKILLS/ABILITIES		
Ability to conduct both formal and informal meetings, and to participate actively	✓	
Project management and networking skills	✓	
Practical skills in asset based community development and community engagement techniques		✓



Understanding of and commitment to Participation Cymru's Principles of Public Engagement and Volunteering Wales' Code of Practice	✓	
Ability to produce written reports and accessible user friendly articles	✓	
Ability to develop, and manage content for multiple channels including the website, and social media		✓
Ability to work on own initiative with minimal supervision but also as part of a team	✓	
Ability to work under pressure, to deadlines, and to targets	✓	
Effective communication and presentation skills , both oral and written	✓	
Good negotiating skills	✓	
Computer Literacy including familiarity with Windows based/Office packages/Excel/Accounting and project management software	✓	
Proven interpersonal skills working with a range of organisations at different levels	✓	
Ability to work flexibly cross projects, facilitating and supporting project and partnership working	✓	
Ability to demonstrate excellent customer support and stakeholder management skills	✓	
Ability to initiate work and provide a constructive, problem solving approach to tasks	✓	
PERSONAL		
Show a commitment to working towards the DVSC Mission, aims and values and within established policies and procedures.	✓	
Commitment to lifelong learning and continuous professional development	✓	
Have a willingness to attend out of hours meetings and to travel to meetings if required	✓	
Empathy with the Welsh language and culture	✓	
Ability to speak Welsh or a willingness to learn Welsh		✓
Access to a vehicle, current driving licence	✓	

Employee certification:

I agree the above job description and person specification appear to be a true reflection of my duties and responsibilities at DVSC. I accept that this job description will be reviewed in line with DVSC's business plan, and service level agreements with funders on an as needs basis

Signed:..... Date:.....

Countersigned by Line Manager:

I agree I have discussed the job description and person specification with and am satisfied that it accurately describes the duties and responsibilities attached to the post.



DISGRIFIAD SWYDD

TEITL Y SWYDD	Swyddog Datblygu'r Sector
CYFLOG	Cyd-bwyllgor Cenedlaethol Gwasanaethau Llywodraeth Leol Gradd 24 - £22,401 y flwyddyn ynghyd â chyfraniad pensiwn 8% - yn ddarostyngedig i Werthusiad Swydd
ORIAU	37 awr
HYD Y SWYDD	Yn ddarostyngedig i adolygiad cyllido blynyddol
CYFLOGWR	NEWVOL – CYNGOR GWASANAETHAU GWIRFODDOL SIR DDINBYCH (CGGSDd)
YN ADRODD I'R	Arwain Gweithrediadau
YN GYFRIFOL AM	Gwirfoddolwyr
LLEOLIAD	Rhuthun

4. NOD

Nod craidd y swydd yw gweithredu fel y swyddog arweiniol sy'n gyfrifol am Wasanaeth Cymorth i'r Sector Cyngor Gwasanaethau Gwirfoddol Sir Ddinbych (CGGSDd) ac Datblygu'r Sector. Mae hyn yn golygu darparu gwasanaeth gwybodaeth a chyngor o'r radd flaenaf i aelodau CGGSDd a'r trydydd sector yn Sir Ddinbych gan ddarparu gwybodaeth am faterion o ddiddordeb iddynt i grwpiau trydydd sector ac am ddatblygu'r Trydydd Sector yn Sir Ddinbych.

Darparu cymorth rhagorol i'r trydydd sector ac aelodau CGGSDd gyda'r nod o wella a chyfoethogi datblygiad ac effeithiolrwydd gweithredu gwirfoddol a chymunedol mewn meysydd gweithgarwch allweddol (gwybodaeth, llywodraethu, cyllido, hyfforddiant).

Gweithio fel aelod arweiniol y tîm CGGSDd i sicrhau bodloni Dangosyddion Perfformiad Allweddol unigol a Datblygu'r Sector yn unol â chynllun strategol CGGSDd, y cynllun busnes blynyddol a chytundebau lefel gwasanaeth gyda chyllidwyr CGGSDd, paratoi a monitro Dangosyddion Perfformiad Allweddol, perfformiad ac adnoddau yn effeithiol ochr yn ochr â chyfrifoldebau codi arian.

5. PRIF DASGAU

2.1 Darparu Cymorth i'r Sector sy'n canolbwyntio ar y cwsmer - Darparu gwybodaeth a chyngor allweddol ar amrediad o faterion, datblygu cynhyrchion a gwasanaethau CGGSDd, yn cynnwys ond heb ei gyfyngu i ddarparu gwybodaeth a chyngor, arweiniad llywodraethu, hyfforddiant, cyngor cyllido a pharatoi a datblygu ceisiadau am gyllid.



2.2 Cefnogi'r Arweinydd Gweithrediadau a'r Swyddog Ymgysylltu a Marchnata i ddatblygu ac ymestyn cyrhaeddiad y gwasanaeth Cymorth i'r Sector trwy ddarparu gwefan gorfforaethol, bwletinau, cyfryngau cymdeithasol a chymorthfeydd cyngor a chyllido.

2.3 Bydd y swydd hon yn cynnwys weithio ar draws timau a chydlynu er mwyn sicrhau cyflawni blaenoriaethau Cefnogi Trydydd Sector Cymru mewn modd rhagorol.

Gwasanaethau Aelodaeth a Gwybodaeth

2.3 Cymryd rhan yn rhwydweithiau ymarferwyr Cefnogi Trydydd Sector Cymru o ran llywodraethu, hyfforddiant a chyllido i sicrhau bod yr wybodaeth berthnasol a'r arferion gorau yn cael eu rhannu'n fewnol ac yn allanol gyda rhanddeiliaid CGGSDd.

2.4 Cynhyrchu a rhannu cynnwys perthnasol gan bartneriaid ynghylch pynciau sy'n berthnasol gan hyrwyddo cynnig Cymorth i'r Sector CGGSDd, cynhyrchu bwletin Cymorth i'r Sector a chyfrannu cynnwys yn rheolaidd i wefan CGGSDd, gwefannau partneriaid a chyhoeddiadau CGGSDd.

2.5 Annog a chynorthwyo mudiadau i weithredu'n effeithlon trwy gynnal 'gwiriad iechyd' ar y mudiad a thrwy ddarparu taflenni gwybodaeth cyfredol CGGSDd, a darparu cyngor ac arweiniad wyneb yn wyneb trwy ddigwyddiadau a chyfarfodydd un i un ar gais i'r perwyl hynny.

Cyngor cyllido

2.6 Darparu cyngor cyllido cydlynus i aelodau a rhanddeiliaid CGGSDd sy'n cynnwys hyrwyddo porth Cyllido Cymru Cefnogi Trydydd Sector Cymru, a darparu gwybodaeth a chyngor am ffynonellau cyllid a hyrwyddo cyfleoedd grantiau bach CGGSDd.

2.7 Datblygu rhaglen flynyddol o ddigwyddiadau ymgysyllu a chyllido i hyrwyddo gweithgareddau Cymorth i'r Sector a darparu llywodraethu da.

2.8 Adnabod cyfleoedd cyllido a datblygu cynigion ar gyfer prosiectau a cheisiadau codi arian a fydd yn datblygu capasiti strategol CGGSDd ac yn cynhyrchu enillion refeniwi wasanaethau craidd CGGSDd, tra'n creu cyfleoedd partneriaeth a chyflawni ar yr un pryd i aelodau CGGSDd a phartneriaid trydydd sector yn gweithio'n agos gyda'r Uwch Dîm Rheoli.

2.9 I gweithio gyda'r Arweinydd Gweithrediadau I trosi ymholiadau grant i gefnogaeth i lywodraethu da ac gwneud y gorau o'r cyfleoedd

2.10 I gweithio gyda'r Arweinydd Gweithrediadau i gynnal a hyrwyddo statws PQASSO Lefel 1 CGGSDd (sy'n cael ei adnabod fel 'Elusen y gellir ymddiried ynddi') gan weithio'n agos gyda Chynghorau Gwirfoddol Sirol Gogledd Cymru lle bo'n bosibl i ddatblygu ac uwchsgilio'r sector.

Dysgu a Datblygu

2.10 Adnabod a bodloni anghenion dysgu a datblygu aelodau CGGSDd trwy ymgynghori rheolaidd ag aelodau ynghylch anghenion a chyfleoedd hyfforddiant yn cynnwys defnyddio holiaduron ar-lein, ffurflenni adborth a chasglu gwybodaeth wyneb yn wyneb.



2.11 Datblygu, rheoli a chydlynu cynnig hyfforddiant cynhwysfawr ar gyfer rhanddeiliaid allanol a'u darparu mewn cydweithrediad ag aelodau staff eraill CGGSDd a phartneriaid strategol CGGSDd yn cynnwys ond heb ei gyfyngu i Gynghorau Gwirfoddol Sirol Gogledd Cymru a mudiadau trydydd sector eraill.

Gweinyddiaeth ac adroddiadau

2.12 Cofnodi gwybodaeth berthnasol ar y system Rheoli'r Berthynas gyda'r Cwsmer (CRM) a chynhyrchu adroddiadau perfformiad ar Ddangosyddion Perfformiad Allweddol Cymorth i'r Sector CGGSDd yn ôl y gofyn.

2.13 Cynrychioli CGGSDd mewn rhwydweithiau a chyfarfodydd lleol, rhanbarthol a chenedlaethol o ran meysydd penodol yng nghyfrifoldebau deilydd y swydd ac unrhyw agwedd arall o waith CGGSDd fel y cytunwyd ac yn unol â chyfarwyddiadau gan y Prif Weithredwr.

2.14 Sicrhau bod yr holl weithgareddau'n ymwneud â ac yn cydymffurfio â pholisïau a gweithdrefnau CGGSDd, gyda phwyslais penodol ar gyfle cyfartal, diogelu data, gweithdrefnau iechyd a diogelwch ac asesiadau risg ar gyfer swyddfa, digwyddiadau a gwaith allgymorth CGGSDd.

2.15 Ymgymryd ag unrhyw ddyletswyddau eraill sy'n gyson a gweithredu effeithiol gwasanaethau Cymorth i'r Sector CGGSDd yn unol â chyfarwyddiadau'r Prif Weithredwr, yn cynnwys dirprwyo fel a phan fo'n ofynnol.

6. MANYLEB YR UNIGOLYN

	Hanfodol	Dymunol
Swyddog Datblygu'r Sector		
CYMWYSTERAU		
Lefel addysg dda yn gyffredinol, hyd at lefel gradd yn ddymunol.	✓	
GWYBODAETH A PHROFIAD		
Gwybodaeth am a phrofiad o raglenni Ewropeaidd.		✓
Gwybodaeth am y ffynonellau cyllid sydd ar gael i fudiadau trydydd sector.		✓
Profiad o weithio gyda mudiadau trydydd sector ar lefel leol a dealltwriaeth am faterion datblygu cymunedol ac allgau cymdeithasol.	✓	
Profiad o weithio mewn amgylchedd tîm cydweithredol bychan.		✓
Profiad o drefnu a chynnal cyfarfodydd a digwyddiadau.	✓	
Profiad o wasanaethau cwsmer a rheoli cwsmeriaid.	✓	
Gwybodaeth a phrofiad o ddatblygu a darparu rhaglenni neu weithgareddau hyfforddiant.	✓	
Profiad o weithio gyda chydweithwyr yn y sector statudol a dealltwriaeth o gysylltiadau'r sector statudol gyda'r trydydd sector a sut mae'r cysylltiadau'n gweithredu.		✓
Gwybodaeth am y sector gwirfoddol a'r materion sy'n effeithio arno yn Sir Ddinbych ac yng Nghymru.		✓
Gwybodaeth a phrofiad o weithio gyda gwirfoddolwyr a chynnig	✓	



cyngor ar yr holl faterion llywodraethu.		
Gwybodaeth am gyfle cyfartal a pharodrwydd i weithio â phobl o gefndiroedd amrywiol.	✓	
Gwybodaeth am a gweithredu polisiau a gweithdrefnau diogelu data.	✓	
SGILIAU / GALLUOEDD		
Y gallu i gynnal cyfarfodydd ffurfiol ac anffurfiol, a chymryd rhan weithgar mewn cyfarfodydd wedi'u cadeirio gan eraill.	✓	
Sgiliau rheoli prosiect a rhwydweithio.	✓	
Sgiliau ymarferol mewn datblygu cymunedol ar sail asedau a thechnegau ymgysylltu cymunedol.		✓
Dealltwriaeth o ac ymrwymiad i Egwyddorion Cod Ymarfer Ymgysylltu Cyhoeddus a Gwirfoddoli yng Nghymru gan Cyfranogiad Cymru.	✓	
Y gallu i gynhyrchu adroddiadau ysgrifenedig ac erthyglau hygyrch, hawdd i ddefnyddwyr eu darllen.	✓	
Y gallu i ddatblygu a rheoli cynnwys ar gyfer sianelau lluosog, yn cynnwys y wefan a chyfryngau cymdeithasol.		✓
Y gallu i weithio ar ei liwt ei hun gyda'r isafswm o oruchwyliaeth, ond hefyd yn medru gweithio fel rhan o dîm.	✓	
Y gallu i weithio dan bwysau, a bodloni terfynau amser a chyrraedd targedau.	✓	
Sgiliau cyfathrebu a chyflwyno effeithiol, ar lafar ac yn ysgrifenedig.	✓	
Sgiliau negodi da.	✓	
Llythrennedd cyfrifiadurol, yn cynnwys bod yn gyfarwydd â phhecynnau Windows/Office, Excel a meddalwedd cyfrifyddu a rheoli prosiect.	✓	
Tystiolaeth o sgiliau rhyngpersonol a gweithio gydag amrediad o sefydliadau ar wahanol lefelau.	✓	
Y gallu i weithio'n hyblyg ar draws prosiectau, gan hwyluso a chefnogi gweithio mewn partneriaeth a gweithio ar brosiectau.	✓	
Y gallu i ddangos cymorth rhagorol i gwsmeriaid a sgiliau rheoli rhanddeiliaid.	✓	
Y gallu i ysgogi gwaith a darparu dull adeiladol a datrys problemau wrth ymdrin â thasgau.	✓	
PERSONOL		
Dangos ymrwymiad i weithio tuag at Genhadaeth, nodau a gwerthoedd CGGSDd ac yn unol â pholisiau a gweithdrefnau wedi'u sefydlu.	✓	
Ymrwymiad i ddysgu gydol oes a datblygiad proffesiynol parhaus.	✓	
Parodrwydd i fynd i gyfarfodydd y tu allan i oriau a theithio i gyfarfodydd os yw'n ofynnol.	✓	
Empathi tuag at y Gymraeg a'r diwylliant Cymreig.	✓	
Y gallu i siarad Cymraeg neu barodrwydd i ddysgu Cymraeg.		✓
Cerbyd at ei ddefnydd, trwydded yrru gyfredol.	✓	

Ardystiad y Cyflogai:



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Cefnogi Trydydd
Sector **Cymru**
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Support **Wales**

Rwy'n cytuno bod y disgrifiad swydd a manyleb yr unigolyn uchod yn ymddangos fel adlewyrchiad cywir o fy nyletswyddau a'm cyfrifoldebau yng Nghyngor Gwasanaethau Gwirfoddol Sir Ddinbych.

Llofnod:..... Dyddiad:.....

Llofnod y Rheolwr Llinell:

Rwy'n cytuno fy mod wedi trafod y disgrifiad swydd a manyleb yr unigolyn gyda ac rwy'n fodlon ei fod yn disgrifio'n gywir y dyletswyddau a'r cyfrifoldebau sy'n gysylltiedig â'r swydd.

Llofnod:..... Dyddiad:.....