



## **Job Description**

<b>Job Title:</b>	Area Coordinator & Activity Deliverer (North Wales)
<b>Responsible to:</b>	Chief Operating Officer and Activity Manager
<b>Region:</b>	North Wales (Ynys Mon, Gwynedd, Conwy, Denbighshire, Flintshire, Wrexham, North Powys)
<b>Based at:</b>	North Wales base/Home (depending on location)
<b>Hours:</b>	Full Time – 37.5 Hours (Monday to Friday, 8.30am to 4.30pm)
<b>Salary:</b>	Up to £32,000 (depending on experience)
<b>Contract Length:</b>	Fixed term contract until 31 <sup>st</sup> March 2021 (possibility of extension to June 2023 depending on funding)
<b>Job Purpose:</b>	To coordinate and deliver STEM Cymru2 activities and to set up and maintain EESW 6 <sup>th</sup> Form Projects in the North Wales region. To ensure the North Wales region has adequate links between schools and companies and maintain support for the partnerships.

## **Key Responsibilities and accountabilities:**

- Seek new schools and companies to engage with the EESW 6<sup>th</sup> Form Projects
- Oversee linking of companies and schools and to maintain support for the partnerships in the region
- Coordinate the North Wales team to raise company sponsorship and meet targets
- Coordinate and deliver EESW 6<sup>th</sup> Form Project welcome events and workshops
- Coordinate all strands and activities and assist with the organisation of major events in the region
- Coordinate and deliver STEM activities to pupils in schools, maintaining accurate records and updating spreadsheets
- Take responsibility for all equipment in North Wales as well as maintaining North Wales base as the main keyholder
- Oversee and assist with preparation of equipment and kits for activity delivery
- Coordinate all activity strands and ensure regional targets are met
- Ensure all required documentation is collected and returned to the office, including registration forms and questionnaires
- Attend events as part of the STEM Cymru team to promote activities

- Represent EESW at key stakeholder meetings
- Organise regional team meetings
- Attend team meetings and management group meetings when required
- Any other duties as required

### **Essential skills and experience**

- Qualified to degree level
- Experience of working in/with education
- Demonstrated capability of liaising with senior managers in industry
- Experience of raising sponsorship/funding donations
- Self-motivation and initiative
- Own transport and willing to travel throughout Wales as required
- Willing to undergo DBS check for working with young people
- Excellent communication skills
- Excellent interpersonal skills

### **Desirable Skills and Experience**

- Experience of teaching or delivering presentations to audiences of young people in a relevant discipline
- Existing industry contacts
- Ability to speak and deliver through medium of Welsh
- Experience of coding, electronics or design



### Disgrifiad swydd

<b>Teitl y swydd:</b>	Cydlynnydd a Darparwr Gweithgareddau Ardal (Y Gogledd)
<b>Yn atebol i'r:</b>	Prif Swyddog Gweithredol a'r Rheolwr Gweithgareddau
<b>Rhanbarth:</b>	Y Gogledd (Ynys Môn, Gwynedd, Conwy, Sir Ddinbych, Sir y Fflint, Wrecsam, Gogledd Powys)
<b>Lleoliad:</b>	Y Gogledd/Cartref (yn dibynnu ar leoliad)
<b>Oriau:</b>	Amser llawn – 37.5 awr (dydd Llun i ddydd Gwener, 8.30am tan 4.30pm)
<b>Cyflog:</b>	Hyd at £32,000 (yn dibynnu ar brofiad)
<b>Hyd y Contract:</b>	Contract cyfnod penodol tan 31 Mawrth 2021 (posibilrwydd o ymestyn hyd at fis Mehefin 2023 yn dibynnu ar gyllid)
<b>Diben y Swydd:</b>	Cydlynu a darparu gweithgareddau STEM Cymru2 a sefydlu a chynnal Prosiectau 6ed Dosbarth EESW yn rhanbarth y Gogledd. Sicrhau cysylltiadau digonol rhwng ysgolion a chwmnïau'r Gogledd a chynnal cefnogaeth i'r partneriaethau.

### **Cyfrifoldebau allweddol ac atebolrwydd:**

- Chwilio am ysgolion a chwmnïau newydd i gymryd rhan ym Mhrosiectau 6ed Dosbarth EESW
- Goruchwylio'r gwaith o gysylltu cwmnïau ac ysgolion a chynnal cefnogaeth i bartneriaethau'r rhanbarth
- Cydlynu tîm y Gogledd er mwyn codi nawdd gan gwmnïau a bodloni'r targedau.
- Cydlynu a darparu digwyddiadau croeso a gweithdai Prosiect 6ed Dosbarth EESW
- Cydlynu pob elfen a gweithgaredd a helpu i drefnu digwyddiadau mawr yn y rhanbarth.
- Cydlynu a chyflwyno gweithgareddau STEM i ddisgyblion mewn ysgolion, cadw cofnodion cywir a diweddarau taenlenni
- Ysgwyddo'r cyfrifoldeb am holl offer a chyfarpar y Gogledd, yn ogystal â chynnal safle'r Gogledd fel prif ddaliwr goriadau.
- Goruchwylio a chynorthwyo i baratoi offer a phecynnau er mwyn darparu gweithgareddau.
- Cydlynu pob maes gweithgaredd a sicrhau bod targedau rhanbarthol yn cael eu cyrraedd
- Sicrhau bod yr holl ddogfennau gofynnol yn cael eu casglu a'u dychwelyd i'r swyddfa, gan gynnwys ffurflenni cofrestru a holiaduron
- Mynychu digwyddiadau fel rhan o dîm STEM Cymru i hyrwyddo gweithgareddau

- Cynrychioli EESW mewn cyfarfodydd rhanddeiliaid allweddol
- Trefnu cyfarfodydd tîm rhanbarthol
- Mynychu cyfarfodydd tîm a chyfarfodydd y grŵp rheoli fel bo'r angen.
- Unrhyw ddyletswyddau eraill yn ôl y gofyn

### **Sgiliau a phrofiad hanfodol**

- Cymhwyster hyd at lefel gradd
- Profiad o weithio ym myd addysg/gydag addysg
- Dangos gallu i gysylltu ag uwch-reolwyr diwydiant
- Profiad o godi nawdd/cyfraniadau ariannol
- Hunangymhelliant a'r gallu i weithio o'ch pen a'ch pastwn eich hun
- Eich cludiant eich hun ac yn barod i deithio ledled Cymru yn ôl y gofyn
- Yn barod i gael archwiliad gan y Gwasanaeth Datgelu a Gwahardd er mwyn gweithio gyda phobl ifanc
- Sgiliau cyfathrebu rhagorol
- Sgiliau rhyngpersonol ardderchog

### **Sgiliau a phrofiad dymunol**

- Profiad o addysgu neu gyflwyno cyflwyniadau i gynulleidfaoedd o bobl ifanc mewn maes perthnasol
- Cysylltiadau presennol â'r diwydiant
- Y gallu i siarad a chyflwyno drwy gyfrwng y Gymraeg
- Profiad o godio, electroneg neu ddylunio