



Job Description

Job Title:	Activity Deliverer & Area Representative (South West Wales)
Responsible to:	Regional Coordinator/Activity Manager
Region:	South West Wales (Pembrokeshire, Ceredigion, Carmarthenshire, Swansea, Neath Port Talbot)
Based at:	Waterton Centre, Bridgend/Home (depending on location)
Hours:	Full Time – 37.5 Hours (Monday to Friday, 8.30am to 4.30pm)
Salary:	Starting salary £26,000 (depending on experience)
Contract Length:	Fixed term contract until 30 th June 2021 (possibility of extension to June 2023 depending on funding)
Job Purpose:	To promote and deliver STEM Cymru2 activities and to set up and maintain EESW 6 th Form Projects in the South West region

Key Responsibilities and accountabilities:

Work under direction of the South West Coordinator to:

- Seek new schools and companies to engage with the EESW 6th Form Projects
- Link companies and schools and to maintain support for the partnerships
- Raise company sponsorship
- Deliver EESW 6th Form Project welcome events and workshops
- Deliver STEM activities to pupils in schools
- Prepare equipment and kits for activity delivery
- Pro-actively promote all activity strands and encourage schools to book activity sessions
- Collect all required documentation including registration forms and questionnaires
- Assist with other strands and activities when required
- Attend events as part of the STEM Cymru team to promote activities
- Attend team and activity deliverer meetings when required
- Any other duties as required

Essential skills and experience

- Qualified to degree level
- Experience of working in/with education
- Self-motivation and initiative

- Own transport and willing to travel across 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
- Demonstrated capability of liaising with senior managers in industry
- Experience of raising sponsorship/funding donations
- Ability to speak and deliver through medium of Welsh
- Some understanding of coding, electronics or design



Disgrifiad swydd

Teitl y swydd:	Darparwr Gweithgareddau a Chynrychiolydd Ardal (Y De-orllewin)
Yn atebol i'r:	Cydlynnydd Ardal/Rheolwr Gweithgareddau
Rhanbarth:	Y De-orllewin (Sir Benfro, Ceredigion, Sir Gaerfyrddin, Abertawe, Castell-nedd Port Talbot)
Lleoliad:	Canolfan Waterton, Pen-y-bont ar Ogwr/Cartref (dibynnu ar leoliad)
Oriau:	Amser llawn – 37.5 awr (dydd Llun i ddydd Gwener, 8.30am tan 4.30pm)
Cyflog:	Cyflog cychwynnol £26,000 (yn dibynnu ar brofiad)
Hyd y Contract:	Contract cyfnod penodol tan 30 Mehefin 2021 (gyda phosibilrwydd o'i ymestyn tan fis Mehefin 2023 yn dibynnu ar gyllid)
Diben y Swydd:	Hybu a darparu gweithgareddau STEM Cymru2 a sefydlu a chynnal Prosiectau 6ed Dosbarth EESW yn rhanbarth y De-orllewin

Cyfrifoldebau allweddol ac atebolrwydd:

Gweithio dan gyfarwyddyd Cydlynnydd y De-orllewin i:

- Chwilio am ysgolion a chwmnïau newydd i gymryd rhan ym Mhrosiectau 6ed Dosbarth EESW
- Cysylltu cwmnïau ac ysgolion a chynnal cefnogaeth i'r partneriaethau
- Codi nawdd gan gwmnïau
- Darparu digwyddiadau croeso a gweithdai Prosiect 6ed Dosbarth EESW
- Cyflwyno gweithgareddau STEM i ddisgyblion mewn ysgolion
- Paratoi offer a phecynnau er mwyn darparu gweithgareddau
- Hyrwyddo pob maes gweithgaredd yn rhagweithiol ac annog ysgolion i archebu sesiynau gweithgareddau
- Casglu'r holl ddogfennau gofynnol gan gynnwys ffurflenni cofrestru a holiaduron
- Helpu gydag elfennau a gweithgareddau eraill fel bo'r angen
- Mynychu digwyddiadau fel rhan o dîm STEM Cymru i hyrwyddo gweithgareddau
- Mynychu cyfarfodydd tîm a chyfarfodydd darparwyr gweithgareddau 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
- 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 rhyngbersonol ardderchog

Sgiliau a phrofiad dymunol

- Profiad o addysgu neu gyflwyno cyflwyniadau i gynulleidfaoedd o bobl ifanc
- Gallu dangos bod y gallu gennych i gysylltu ag uwch-reolwyr diwydiant
- Profiad o godi nawdd/cyfraniadau ariannol
- Y gallu i siarad a chyflwyno drwy gyfrwng y Gymraeg
- Peth dealltwriaeth o godio, electroneg neu ddylunio