



## **Job Description**

<b>Job Title:</b>	Activity Deliverer (F1 in Schools)
<b>Responsible to:</b>	Activity Manager
<b>Based at:</b>	Waterton Centre, Bridgend
<b>Region:</b>	South West and South East Wales
<b>Hours:</b>	Full Time – 37.5 Hours (Monday to Friday, 8.30am to 4.30pm)
<b>Salary:</b>	Up to £26,000.00
<b>Fixed Term:</b>	4 <sup>th</sup> January 2021 – 31 <sup>st</sup> March 2021 (Maternity Cover with possible extension)
<b>Job Purpose:</b>	To work with the Activity Manager to develop the F1 in Schools aspect of the STEMCymru II Project and to deliver exciting and motivating STEM activities in schools and to develop new ideas through the life of the project.

### **Key Responsibilities and accountabilities:**

- Increase participation rates in the F1 in Schools Secondary & Primary challenges
- To deliver F1 in Schools and other STEM activities to pupils in schools
- To organise and develop online resources and website content
- To deliver online sessions to pupils in schools
- Support schools with CAD & manufacture F1 cars
- Assist in the development of new STEM activities for secondary school pupils in Wales
- Pro-actively encourage schools to book activity sessions
- Maintain records of delivered activities and update shared databases and spreadsheets
- Work under the direction of the Activity Manager and liaise with other colleagues to ensure coverage of schools in all areas
- Collect all required documentation including registration forms and questionnaires
- Assist with other strands and activities when required
- Attend events as part of the STEMCymru team to promote activities
- Attend team meetings when required
- Any other duties as required by the Activity Manager and/or COO

## **Essential skills and experience**

- Qualified to degree level in a relevant STEM discipline
- Experience of teaching or delivering presentations to audiences of young people
- Excellent communication skills
- Excellent interpersonal skills
- Self-motivation and initiative

## **Desirable Skills and Experience**

- CAD/CAM Experience (or the ability to learn the necessary skills)
- Experience of or ability to learn programming/coding skills
- Ability to speak Welsh

The job will require you to undergo a DBS check and travel across Wales as required



Cronfa Gymdeithasol Ewrop  
European Social Fund

## Disgrifiad Swydd

<b>Teitl y swydd:</b>	Darparwr Gweithgareddau (F1 mewn Ysgolion)
<b>Yn atebol i:</b>	Rheolwr Gweithgareddau
<b>Lleolir yn:</b>	Canolfan Waterton, Pen-y-bont ar Ogwr
<b>Rhanbarth:</b>	Y De-orllewin a'r De-ddwyrain
<b>Oriau:</b>	Llawn amser – 37.5 awr (Dydd Llun i ddydd Gwener, 8.30am tan 4.30pm)
<b>Cyflog:</b>	Hyd at £26,000 (yn dibynnu ar brofiad)
<b>Cyfnod penodol:</b>	4 Ionawr 2021 – 31 Mawrth 2021 (Gorchudd Mamolaeth gydag estyniad posib)
<b>Diben y swydd:</b>	Gweithio gyda'r Rheolwr Gweithgareddau i ddatblygu agwedd F1 mewn Ysgolion o Brosiect STEM Cymru II, darparu gweithgareddau STEM cyffrous ac ysgogol mewn ysgolion a datblygu syniadau newydd gydol oes y prosiect.

### **Prif gyfrifoldebau ac atebolrwydd:**

- Cynyddu cyfraddau cyfranogi yn yr her F1 mewn Ysgolion ar gyfer ysgolion uwchradd a chynradd
- Cyflwyno F1 mewn Ysgolion a gweithgareddau STEM eraill i ddisgyblion mewn ysgolion
- Trefnu a datblygu adnoddau ar-lein a chynnwys gwefan
- Cyflwyno Sesiynau ar-lein i ddisgyblion mewn ysgolion
- Cefnogi ysgolion gyda CAD a chynhyrchu ceir F1
- Cynorthwyo i ddatblygu gweithgareddau STEM newydd ar gyfer disgyblion ysgol uwchradd yng Nghymru
- Mynd ati'n ddiwyd i annog ysgolion i archebu sesiynau gweithgareddau
- Cadw cofnod o weithgareddau a ddarperir a diweddarau cronfeydd data a thaenlenni a rennir
- Gweithio o dan gyfarwyddyd y Rheolwr Gweithgareddau a chysylltu â chydweithwyr eraill i sicrhau bod ysgolion ym mhob ardal yn cael eu cynnwys
- Casglu'r holl ddogfennau gofynnol, gan gynnwys ffurflenni cofrestru a holiaduron
- Cynorthwyo gydag elfennau a gweithgareddau eraill pan fo angen
- Mynychu digwyddiadau fel rhan o dîm STEM Cymru i hyrwyddo gweithgareddau
- Mynychu cyfarfodydd tîm pan fo angen
- Unrhyw ddyletswyddau eraill fel sy'n ofynnol gan y Rheolwr Gweithgareddau a/neu'r Uwch Swyddog Gweithredu

### **Sgiliau a phrofiad hanfodol**

- Cymhwyster lefel gradd mewn disgyblaeth STEM berthnasol
- Profiad o addysgu neu roi cyflwyniadau i gynulleidfaoedd o bobl ifanc
- Sgiliau cyfathrebu rhagorol
- Sgiliau rhyngpersonol ardderchog
- Hunan-gymhelliant ac agwedd flaengar

### **Sgiliau a Phrofiad Dymunol**

- Profiad CAD/CAM (neu'r gallu i ddysgu'r sgiliau angenrheidiol)
- Profiad neu'r gallu i ddysgu sgiliau rhaglennu/codio
- Y gallu i siarad Cymraeg

Bydd y swydd yn gofyn i chi gael gwiriad DBS a theithio ledled Cymru yn ôl yr angen