



## **Job Description**

<b>Job Title:</b>	South Wales Activity Deliverer
<b>Responsible to:</b>	Activity Manager and Chief Operating Officer
<b>Region:</b>	South Wales Region (including Pembrokeshire, Ceredigion, Carmarthenshire, Swansea, Neath Port Talbot, Bridgend, RCT, Vale of Glamorgan, Merthyr Tydfil, Caerphilly, Cardiff, Blaenau Gwent, Torfaen, Newport, Monmouthshire, South Powys)
<b>Based at:</b>	Waterton, Bridgend/Home (depending on location) & delivering in schools across South Wales
<b>Hours:</b>	Full Time – 37.5 Hours (Monday to Friday, 8.30am to 4.30pm)
<b>Salary:</b>	Salary £22,000-26,000 (depending on qualifications and experience)
<b>Contract Length:</b>	Fixed term contract until 31 <sup>st</sup> March 2022 (possibility of extension to June 2023 depending on funding)
<b>Job Purpose:</b>	To work with the Activity Manager to develop activities for the STEM Cymru 2 Project and deliver exciting and motivating STEM activities in schools.

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

Work under direction of the Activity Manager to:

- Deliver STEM activities to pupils in both primary and secondary schools as part of the Activity Delivery team
- Prepare equipment for activity delivery as necessary
- Pro-actively encourage schools to book activity sessions
- Collect all required documentation including registration forms and questionnaires
- Maintain records of delivered activities and update shared databases and spreadsheets
- Assist with the development of new ideas and activities, including fundraising for the Charity
- Attend events as part of the STEM Cymru team to promote activities
- Work under the direction of the Activity Manager and liaise with other colleagues to ensure coverage of schools in all areas
- Attend team and activity deliverer meetings when required
- Assist with other strands and activities when required
- Assist with EESW 6<sup>th</sup> Form Project links when required

- Any other duties as required

### **Essential skills and experience**

- Experience of teaching or working with young people in a classroom environment
- Excellent communication skills
- Excellent interpersonal skills
- Willing to undergo DBS check for working with young people
- Own transport and willing to travel across Wales as required
- Self-motivated and able to work on own initiative and as part of a team

### **Desirable Skills and Experience**

- Ability to speak and deliver through medium of Welsh
- Qualified teacher/degree level
- Experience of delivering STEM subjects/topics within a school curriculum
- Experience of or ability to learn programming/coding skills



## Disgrifiad swydd

<b>Teitl y swydd:</b>	Darparwr Gweithgareddau De Cymru
<b>Yn atebol i'r:</b>	Rheolwr Gweithgareddau a Phrif Swyddog Gweithredol
<b>Rhanbarth:</b>	Rhanbarth De Cymru (gan gynnwys Sir Benfro, Ceredigion, Sir Gaerfyrddin, Abertawe, Castell-nedd Port Talbot, Pen-y-bont ar Ogwr, RCT, Bro Morgannwg, Merthyr Tudful, Caerffili, Caerdydd, Blaenau Gwent, Torfaen, Casnewydd, Sir Fynwy, De Powys)
<b>Lleoliad:</b>	Waterton, Pen-y-bont Ar Ogwr/Cartref (yn dibynnu ar leoliad) a chyflawni mewn ysgolion ledled De Cymru
<b>Oriau:</b>	Amser llawn – 37.5 awr (dydd Llun i ddydd Gwener, 8.30am tan 4.30pm)
<b>Cyflog:</b>	Cyflog £ 22,000-26,000 (yn dibynnu ar gymwysterau a phrofiad)
<b>Hyd y Contract:</b>	Contract cyfnod penodol tan 31 Mawrth 2022 (posibilrwydd o ymestyn hyd at fis Mehefin 2023 yn dibynnu ar gyllid)
<b>Diben y Swydd:</b>	Gweithio gyda'r Rheolwr Gweithgareddau i ddatblygu gweithgareddau ar gyfer Prosiect STEM Cymru 2 a darparu gweithgareddau STEM cyffrous ac ysgogol mewn ysgolion.

## **Cyfrifoldebau allweddol ac atebolrwydd:**

Gweithio dan gyfarwyddyd y Rheolwr Gweithgareddau i:

- Cyflwyno gweithgareddau STEM i ddisgyblion mewn ysgolion cynradd ac uwchradd fel rhan o'r tîm Cyflenwi Gweithgareddau Cysylltu cwmnïau ac ysgolion a chynnal cefnogaeth i'r partneriaethau
- Paratoi offer ar gyfer cyflwyno gweithgaredd yn ôl yr angen
- Annog ysgolion yn rhagweithiol i archebu sesiynau gweithgaredd
- Casglu'r holl ddogfennau gofynnol gan gynnwys ffurflenni cofrestru a holiaduron
- Cynnal cofnodion o weithgareddau a ddarperir a diweddarau cronfeydd data a thaenlenni a rennir
- Cynorthwyo gyda datblygu syniadau a gweithgareddau newydd, gan gynnwys codi arian ar gyfer yr Elusen
- Mynychu digwyddiadau fel rhan o dîm STEM Cymru i hyrwyddo gweithgareddau
- Gweithio o dan gyfarwyddyd y Rheolwr Gweithgareddau a chysylltu â chydweithwyr eraill i sicrhau bod ysgolion yn cael sylw ym mhob maes

- Mynychu cyfarfodydd tîm a chyflenwyr gweithgaredd yn ôl yr angen
- Cynorthwyo gyda llinynnau a gweithgareddau eraill yn ôl yr angen
- Cynorthwyo gyda chysylltiadau Prosiect 6ed Dosbarth EESW pan fo angen
- Unrhyw ddyletswyddau eraill yn ôl yr angen

### **Sgiliau a phrofiad hanfodol**

- Profiad o ddysgu neu weithio gyda phobl ifanc mewn amgylchedd ystafell ddosbarth
- Sgiliau cyfathrebu rhagorol
- Sgiliau rhyngbersonol rhagorol
- Yn barod i gael gwiriad DBS am weithio gyda phobl ifanc
- Cludiant eich hun ac yn barod i deithio ledled Cymru yn ôl yr angen
- Yn hunanysgogol ac yn gallu gweithio ar eich liwt eich hun ac fel rhan o dîm

### **Sgiliau a phrofiad dymunol**

- Y gallu i siarad a chyflawni trwy gyfrwng Cymraeg
- Lefel athro / gradd cymwys
- Profiad o gyflwyno pynciau / pynciau STEM o fewn cwricwlwm ysgol
- Profiad o sgiliau rhaglennu / codio neu'r gallu i ddysgu