



Job Description

- Job Title:** South Wales Activity Deliverer
- Responsible to:** Activity Manager and Chief Executive Officer
- Region:** 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)
- Based at:** Waterton, Bridgend/Home (depending on location) & delivering in schools across South Wales
- Hours:** Full Time – 37.5 Hours (Monday to Friday, 8.30am to 4.30pm) This job is also suitable for part-time working if required.
- Salary:** Salary £22,000-26,000 (depending on qualifications and experience)
- Contract Length:** Fixed term contract until 31st March 2023.
- Job Purpose:** To work with the Activity Manager to develop activities for the STEMCymru 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 STEMCymru 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 6th 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

Teitl y swydd:	Darparwr Gweithgareddau De Cymru
Yn atebol i'r:	Rheolwr Gweithgareddau a Phrif Swyddog Gweithredol
Rhanbarth:	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)
Lleoliad:	Waterton, Pen-y-bont Ar Ogwr/Cartref (yn dibynnu ar leoliad) a chyflawni mewn ysgolion ledled De Cymru
Oriau:	Amser llawn – 37.5 awr (dydd Llun i ddydd Gwener, 8.30am tan 4.30pm) Mae'r swydd hon hefyd yn addas ar gyfer gweithio rhan-amser os oes angen.
Cyflog:	Cyflog £ 22,000-26,000 (yn dibynnu ar gymwysterau a phrofiad)
Hyd y Contract:	Contract cyfnod penodol tan 31 Mawrth 2023.
Diben y Swydd:	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