

# Disgrifiad Swydd a Manyleb y Person



## MANYLION Y SWYDD

Teitl y Swydd:	Gweithiwr Ymgysylltu â Phobl Ifanc a Theuluoedd
Rhif Adnabod Gwerthuso Swydd:	1353ED
Gradd:	6
Cyfadran:	Addysg a Gwasanaethau Corfforaethol
Adran:	Dysgu, Addysg a Chynhwysiant
Is-adran:	Gwasanaeth Ieuengtid - Prosiect Ymgysylltu â Phobl Ifanc a Theuluoedd Targedig
Lleoliad:	Tŷ Penallta ac yn y gymuned
Yn atebol i:	Cydlynnydd Pobl Ifanc a Theuluoedd

## DIBEN Y SWYDD

Teuluoedd yn Gyntaf yw rhaglen allweddol Llywodraeth Cymru ar gyfer cynllunio gwell cymorth integredig i deuluoedd sy'n byw mewn tlodi. Ei phrif ffocws yw cynorthwyo teuluoedd drwy ymyriadau yn y camau ataliol a diogelu. Nod y rhaglen yw ysgogi gwelliannau i gymorth ar gyfer teuluoedd - cynllunio a chyflwyno ac, wrth wneud hynny, lleihau nifer y teuluoedd sy'n datblygu anghenion mwy cymhleth ac sydd angen ymyriadau mwy dwys a chostus.

Prosiect o fewn y Rhaglen Teuluoedd yn Gyntaf yw'r Prosiect Ymgysylltu â Phobl Ifanc a Theuluoedd Targedig, a fydd yn darparu gwasanaeth ymgysylltu sy'n targedu plant a phobl ifanc 8-25 oed, sy'n cael eu hystyried yn anodd eu cyrraedd neu sy'n profi problemau neu anawsterau a bydd hefyd yn golygu darparu cymorth i'w teuluoedd.

Bydd y Gweithwyr Ymgysylltu â Phobl Ifanc a Theuluoedd yn darparu cymorth i'r Uwch Weithwyr Ymgysylltu â Phobl Ifanc a Theuluoedd, er mwyn ymgysylltu â phlant a phobl ifanc ledled Bwrdeistref Sirol Caerffili. Bydd sesiynau yn canolbwytio ar ymgysylltu, meithrin perthnasoedd a rhoi cymorth er mwyn annog cyfranogiad mewn gweithgareddau pwrrpasol sy'n canolbwytio ar y canlyniad. Bydd hyn yn cynnwys cyfleoedd i ddysgu, datblygu sgiliau a thwf personol er mwyn codi dyheadau a goresgyn rhwystrau sy'n atal plant a phobl ifanc rhag cyrraedd eu llawn botensial.

Bydd y Gweithiwr Ymgysylltu â Phobl Ifanc a Theuluoedd yn gweithio fel rhan o dîm i ddarparu gwasanaethau i blant a phobl ifanc a'u teuluoedd nhw. Bydd hyn yn golygu cynorthwyo'r tîm ehangach i gyflawni, gyda sesiynau allgymorth a datgysylltiedig, gyda ymweliadau cartref a chyda thrafnidiaeth. Byddan nhw hefyd yn gyfrifol am gadw cronfa ddata presenoldeb, cofnodion dyddiol a thasgau gweinyddol eraill sy'n gysylltiedig â'r prosiect.

## MEYSYDD CANLYNIADAU ALLWEDDOL

- Cynorthwyo'r sesiynau allgymorth a datgysylltiedig i nodi pobl ifanc a'u teuluoedd ac ymgysylltu â nhw.

- Ymgysylltu'n gadarnhaol â phobl ifanc mewn gweithgareddau cyffredinol a chyfleoedd ieuencid.
- Darparu cymorth effeithiol ar gyfer pontio drwy'r ystodau oedran a'r haenau angen. Darparu pecynnau cymorth gwaith ieuencid wedi'u teilwra i ddiwallu anghenion plant a phobl ifanc unigol, drwy waith grŵp a chymorth personol.
- Cynorthwyo pobl ifanc i fod yn rhan o benderfyniadau lleol.
- Ymgysylltu'n gadarnhaol â phlant a phobl ifanc mewn gweithgareddau cyffredinol a chyfleoedd/prosiectau ieuencid penodol.

## PROFFIL MANWL O'R DASG

1. Gweithio wyneb yn wyneb â phlant, pobl ifanc, rhieni/gofalwyr ac aelodau eraill o'r teulu, a thrigolion y gymuned sy'n byw o fewn Bwrdeistref Sirol Caerffili.
2. Cynorthwyo gyda phob gweithgaredd o fewn Prosiect Ymgysylltu â Phobl Ifanc a Theuluoedd Targedig.
3. Gweithio'n effeithiol gyda phobl ifanc a'u teuluoedd nhw i gynllunio a gwerthuso darpariaeth i ddiwallu eu hanghenion o fewn y Prosiect Ymgysylltu â Phobl Ifanc a Theuluoedd Targedig.
4. Cydweithio â darparwyr eraill a sefydlu a chynnal rhwydweithiau effeithiol.
5. Casglu adnoddau priodol yn bersonol a diweddarusgiliau'n gyson i sicrhau bod plant, pobl ifanc a'u teuluoedd nhw yn cael eu cynorthwyo'n effeithiol i wneud penderfyniadau gwybodus am eu bywydau.
6. Dilyn gweithdrefnau rheoli ansawdd fel y cyfarwyddir gan y rheolwr Ilinell.
7. Cyfrannu at adroddiadau fel sy'n ofynnol gan yr awdurdod a chyrff ariannu perthnasol.
8. Mynychu cyfarfodydd staff a chymryd rhan yn y broses goruchwyliau.
9. Cyflawni unrhyw ddyletswyddau eraill sy'n gymesur â'r swydd a'i lefel cyflog fel sy'n ofynnol gan yr Uwch Weithiwr Ymgysylltu â Phobl Ifanc a Theuluoedd a'r Cydlynnydd Pobl Ifanc a Theuluoedd.
10. Meddu ar wybodaeth gadarn am nodau, amcanion a chyfrifoldebau'r prosiect a chwarae'r rôl actif yn natblygiad y prosiect.
11. Sicrhau adnoddau i ymdrin yn effeithiol ag anghenion a phryderon pobl ifanc, gan hybu eu sgiliau cymdeithasol a rhyngbersonol nhw.
12. Cynnal ymwybyddiaeth o anghenion presennol plant, pobl ifanc a'u teuluoedd nhw, a mynychu hyfforddiant priodol pan gaiff ei gynnig.

## PERTHNASOEDD GWEITHIO ALLWEDDOL

Ymarferwyr sy'n gweithio â phlant, pobl ifanc, rhieni/gofalwyr, ac aelodau'r teulu ehangach ledled y Fwrdeistref Sirol, i hwyluso rhan pobl ifanc yn y broses o wneud penderfyniadau.

Plant, pobl ifanc, aelodau'r teulu ac aelodau'r gymuned, i hwyluso eu rhan nhw yn y Rhaglen Teuluoedd yn Gyntaf.

## CYFRIFOLDEBAU AM STAFF

### Teitlau Swyddi, Niferoedd a Lefel Atebolrwydd

Nid oes unrhyw gyfrifoldeb rheolwr Ilinell uniongyrchol heblaw am helpu cydweithwyr a gweithwyr newydd i ymgyfarwyddo â'u gwaith nhw.

## CYFRIFOLDEBAU AM ADNODDAU

### Cyllid, Peiriannau, Adeiladau neu Gyfarpar

Cyfrifoldeb wedi'i rannu am adnoddau sy'n cael eu defnyddio o fewn y Prosiect Ymgysylltu â Phobl Ifanc a Theuluoedd.

### Systemau Data

Cyfrifoldeb am gofnodi a mewnbrynnu data ar system rheoli data'r Gwasanaeth leuenctid.

## AMGYLCHEDD GWAITH

Gweithio o'r swyddfa ac o leoliadau yn y gymuned â phlant, pobl ifanc a'u teuluoedd nhw.

Gwaith Allgymorth a Datgysylltiedig ar y strydoedd.

Yn golygu gweithio oriau anghymdeithasol, gan gynnwys gyda'r nosweithiau (weithiau aros dros nos) ac yn ystod y penwythnosau, felly mae angen dilyn patrwm hyblyg o weithio. (Tua 3 noson yr wythnos).

## GOFYNION YCHWANEGOL

<b>Cyfngiad Gwleidyddol:</b>	Nac oes
<b>Gwiriad y Gwasanaeth Datgelu a Gwahardd:</b>	Uwch
<b>Gwiriad y Rhestr Wahardd:</b>	Plant
<b>Asesiad Meddygol Sylfaenol Cyn Cyflogaeth:</b>	Nac oes
<b>Cofrestru:</b>	Nac oes

## CYFRIFOLDEBAU CYFUNDREFNOL

Yn deall ac yn gallu dangos egwyddorion cyfrinachedd.

Yn gweithio o fewn polisiau a gweithdrefnau'r Cyngor, gan gynnwys cydnabod y ddyletswydd i ddiogelu oedolion, plant a phobl ifanc sy'n agored i niwed.

Yn deall ac yn dangos ymrwymiad i bolisiau'r Cyngor.

Yn dangos ymrwymiad i ddatblygiad personol parhaus.

Mae'r dyletswyddau a chyfrifoldebau yn anodd eu diffinio'n fanwl a gallen nhw amrywio o dro i dro heb newid natur gyffredinol y dyletswyddau neu lefel y cyfrifoldebau dan sylw. Felly, mae disgwyl i ddeiliad y swydd ymgymryd â dyletswyddau eraill yn ôl y gofyn, ar yr amod na fydd natur gyffredinol y dyletswyddau na lefel y cyfrifoldebau yn newid.

## MANYLEB Y PERSON

	HANFODOL	DYMUNOL
CYMWYSTERAU	<p>Cymhwyster Lefel 3 perthnasol ar Fframwaith Credydau a Chymwysterau Cymru. Er enghraifft, Gwaith leuenctid.</p> <p>Neu</p> <p>Wrthi'n gweithio tuag at gymhwyster Lefel 6 perthnasol ar Fframwaith Credydau a Chymwysterau Cymru ar ôl cwblhau'r flwyddyn gyntaf yn llwyddiannus. Er enghraifft mewn Gwaith leuenctid, Datblygiad Cymunedol, Blynnyddoedd Cynnar, Addysg, ac ati) neu'n gweithio tuag ato.</p>	
GWYBODAETH	<p>Dealltwriaeth dda o dlodi.</p> <p>Dealltwriaeth dda o gyfranogiad.</p> <p>Dealltwriaeth dda o ddiogelu.</p> <p>Deall materion sy'n effeithio ar bobl ifanc a'u teuluoedd nhw.</p>	<p>Gwybodaeth a dealltwriaeth o Gonfensiwn y Cenhedloedd Unedig ar Hawliau'r Plentyn.</p> <p>Gwybodaeth a dealltwriaeth o Ddatganiad Cwricwlwm Gwaith leuenctid a materion perthnasol.</p> <p>Dealltwriaeth dda o ddatblygiad cymunedol.</p>
SGILIAU	<p>Dull arloesol o ymarfer.</p> <p>Y gallu i ymgysylltu â'r bobl ifanc sydd anoddaf i'w cyrraedd a'u teuluoedd nhw.</p> <p>Sgiliau cyfathrebu a rhyngbersonol rhagorol.</p> <p>Sgiliau trefnu da.</p> <p>Y gallu i ddatblygu sesiynau wedi'u teilwra i anghenion unigolion.</p> <p>Dull cyfranogol o ymarfer.</p> <p>Hunan-ysgogol a'r gallu i ysgogi eraill.</p> <p>Yn gallu gweithio fel rhan o dîm.</p> <p>Yn fedrus mewn TG.</p>	Sgiliau Cymraeg.

	HANFODOL	DYMUNOL
	<p>Rhwydweithiwr effeithiol.</p> <p>Ddim yn feirniadol.</p>	
PROFIAD	<p>Profiad o Waith leuenctid neu faes cysylltiedig.</p> <p>Profiad o weithio gydag unigolion neu grwpiau sy'n cael eu hystyried yn ddifreintiedig a/neu'n anodd eu cyrraedd.</p> <p>Profiad o weithio'n effeithiol mewn partneriaeth.</p> <p>Profiad o ddatblygu rhwydweithiau cymorth.</p> <p>Profiad o waith datgysylltiedig ac allgymorth.</p>	<p>Profiad o weithio mewn cymunedau sy'n cael eu hystyried yn ddifreintiedig.</p> <p>Profiad o weithio i gynorthwyo a datblygu cyfranogiad mewn cymunedau a grwpiau lleol.</p>
ARALL	<p>Hyblygrwydd i weithio y tu allan i oriau arferol.</p> <p>Trwydded yrru llawn Categori B (Ceir) y DU i yrru cerbyd y Cyngor i gludo plant, pobl ifanc a rhieni/gofalwyr yn rheolaidd yn ystod yr wythnos.</p> <p>Trwydded yrru llawn Categori B (Ceir) y DU a'r defnydd o gerbyd modur wedi'i yswirio at ddibenion busnes/gwaith i deithio ledled y Fwrdeistref Sirol i gynnal ymweliadau cartref, mynd i gyfarfodydd ac ati.</p>	

## AWDUR DODI'R SWYDD

PENNAETH GWASANAETH:	Keri Cole	DYDDIAD:	27/05/2022
RHEOLWR:	Lisa Davies	DYDDIAD:	27/05/2022
ADNODDAU DYNOL:	Janine Harrington	DYDDIAD:	27/05/2022

## ADOLYGU'R SWYDD

SWYDDOG:		DYDDIAD:	
SWYDDOG:		DYDDIAD:	
SWYDDOG:		DYDDIAD:	



# Job Description and Person Specification

## POST IDENTIFICATION

<b>Post Title:</b>	Youth and Family Engagement Worker
<b>Job Evaluation ID:</b>	1353ED
<b>Grade:</b>	6
<b>Directorate:</b>	Education and Corporate Services
<b>Division:</b>	Learning Education and Inclusion
<b>Section:</b>	Youth Service - Targeted Youth and Family Engagement Project
<b>Location:</b>	Penallta House and out in the community
<b>Responsible to:</b>	Youth and Family Co-ordinator

## JOB PURPOSE

Families First is the Welsh Government's key programme for designing better integrated support for families living in poverty. Its principal focus is supporting families through interventions at the preventative and protective stages. The programme aims to drive improvements to family support - design and delivery and, in so doing, reduce the numbers of families developing more complex needs and requiring more intensive and costly interventions.

The Targeted Youth and Family Engagement Project is a project within the Families First Programme that will provide an engagement service targeting children and young people aged 8 - 25, who are considered as harder to reach or experiencing issues or difficulties and will also involve providing support to their families.

The Youth and Family Engagement Workers will provide support to the Senior Youth and Family Engagement Workers, in order to engage children and young people from across Caerphilly County Borough. Sessions will focus on engagement, building trusting relationships and support in order to encourage participation in purposeful and outcome focussed activities. This will include opportunities for learning, skills development and personal growth in order to raise aspirations and overcome barriers that prevent the children and young people from reaching their full potential.

The Youth and Family Engagement Worker will work as part of a team to deliver services to children young people and their families. This will include supporting the wider team on delivery, outreach and detached sessions, home visits and with transportation. They will also be responsible for maintaining attendance database, daily records and other administrative tasks associated with the project.

## KEY RESULT AREAS

- Supporting the Outreach and Detached Sessions to identify and engage with young people and their families.
- Positively engaging young people in universal activities and youth opportunities.

- Provide effective support for transitions through the age ranges and tiers of need. Delivery of tailored packages of youth work support in order to meet the needs of individual children and young people, through group work and one to one support.
- Supporting the involvement of young people in local decision-making.
- Positively engaging children and young people in universal activities and specific youth projects/ opportunities.

## **DETAILED TASK PROFILE**

1. Work “face to face” with children, young people, parents/carers and other family members, and community residents living within the Caerphilly County Borough.
2. Support all activity within the Targeted Youth and Family Engagement Project.
3. Effectively work with young people and their families to plan and evaluate provision to meet their needs within the Targeted Youth and Family Engagement project.
4. Collaborate with other providers and establish and maintain effective networks.
5. Personally gather appropriate resources and update skills regularly to ensure that children young people and their families are effectively supported to make informed decisions about their lives.
6. Follow quality management procedures as directed by line manager.
7. Contribute to reports as required by the authority and relevant funding bodies.
8. Attend staff meetings and participate with the supervision process.
9. Carry out any other duties commensurate with the post and its salary levels as required by the Senior Youth and Family Engagement Worker and the Youth and Family Co-ordinator
10. Have a sound knowledge of the project’s aims, objectives and responsibilities and play an active role in the development of the project.
11. Secure resources to effectively deal with the needs and concerns of children, young people and their families, promoting their social and interpersonal skills.
12. Keep abreast with current needs of children, young people and their families, and attend appropriate training when offered.

## **KEY WORKING RELATIONSHIPS**

Practitioners who work with children, young people, parents/carers, and wider family members across the borough, to facilitate young people's involvement in decision-making.

Children, young people, family members and community members to facilitate their involvement in the Families First Programme.

## **RESPONSIBILITIES FOR STAFF**

### **Post Titles, Numbers and Level of Accountability**

No direct line management responsibility other than assisting in work familiarisation of colleagues and new recruits.

## **RESPONSIBILITIES FOR RESOURCES**

### **Financial; Plant; Buildings or Equipment**

Shared responsibility for resources used within the Youth and Family Engagement Project.

### **Data Systems**

Responsibility to record and input data onto the Youth Service data management system.

## **WORKING ENVIRONMENT**

Working from an office base, from community locations with children, young people and their families.

Community Outreach and Detached work on the streets.

Involves working anti-social hours, including evening (sometimes overnight stays) and during weekends, therefore requiring flexible patterns of working to be adopted. (Approximately 3 evenings per week).

## **ADDITIONAL REQUIREMENTS**

<b>Politically Restricted:</b>	No
<b>Disclosure and Barring Service Check:</b>	Enhanced
<b>Barred List Check:</b>	Children
<b>Baseline Pre Employment Medical Assessment:</b>	No
<b>Registration:</b>	No

## **ORGANISATIONAL RESPONSIBILITIES**

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

**The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.**

## PERSON SPECIFICATION

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<p>Relevant Level 3 qualification on the Credit and Qualifications Framework for Wales. For example Youth Work.</p> <p>Or</p> <p>Currently working towards a relevant Level 6 qualification on the Credit and Qualifications Framework for Wales having successfully completed the first year. For example in Youth Work, Community Development, Early Years, Education.</p>	Youth and Community Work Degree or related qualification (Community Development, Early Years, Education etc) or working towards.
<b>KNOWLEDGE</b>	<p>A good understanding of poverty.</p> <p>A good understanding of participation.</p> <p>A good understanding of safeguarding.</p> <p>Understand issues affecting young people and their families.</p>	<p>Knowledge and understanding of United Nations Convention on the Rights of the Child.</p> <p>Knowledge and understanding of the Youth Work Curriculum Statement for Wales and relevant issues.</p> <p>A good understanding of community development.</p>
<b>SKILLS</b>	<p>Innovative approach to practice.</p> <p>Ability to engage the hardest to reach young people and their families.</p> <p>Excellent communication and interpersonal skills.</p> <p>Good organisational skills.</p> <p>Ability to develop sessions tailored to the needs of individuals.</p> <p>Participatory approach to practice.</p> <p>Self-motivated and have the ability to motivate others.</p> <p>Able to work as part of a team.</p> <p>IT literate.</p>	Welsh language skills.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
	An effective networker.  Non-judgemental.	
<b>EXPERIENCE</b>	Experience in Youth Work or an associated field.  Experience of working with individuals and groups that are considered as disadvantaged and/or hard to reach.  Experience of successful partnership working.  Experience of developing networks of support.  Experience of detached and outreach work.	Experience of working within communities considered as disadvantaged.  Experience of working to support and develop participation within local communities and groups.
<b>OTHER</b>	Flexibility to work out of hours.  Full UK Category B (Cars) driving licence to drive a Council vehicle to transport children, young people and parents / carers on a regular basis during the week.  Full UK Category B (Cars) driving licence and the use of a motor vehicle insured for business / work purposes to travel throughout the borough to undertake home visits, attend meetings etc.	

## POST AUTHORISATION

<b>HEAD OF SERVICE:</b>	Keri Cole	<b>DATE:</b>	27/05/2022
<b>MANAGER:</b>		<b>DATE:</b>	
<b>HR:</b>	Janine Harrington	<b>DATE:</b>	27/05/2022

## POST REVIEW

<b>OFFICER:</b>		<b>DATE:</b>	
<b>OFFICER:</b>		<b>DATE:</b>	
<b>OFFICER:</b>		<b>DATE:</b>	