



DISGRIFIAD SWYDD

TEITL SWYDD	Cydlynnydd Prosiect LHDTDC+
ADRODD I	Rheolwr Prosiect LHDTDC+
LLEOLIAD	Caernarfon
ORIAU	37 awr yr wythnos
CYFLOG	B3.5: £24,992.76 - £27,917.24
CYTUNDEB	tan ddiwedd Mehefin 2026
PRIF BWRPAS Y SWYDD	
<ol style="list-style-type: none"> 1. Cydlynu gweithgareddau ar gyfer clwb(iau) ieuencid LHDTDC+ yng Ngwynedd a gan gynnwys clwb peilot newydd ar gyfer pobl ifanc 11-13 oed 2. Darparu cefnogaeth i bobl ifanc LHDTDC+ sydd angen cyngor, gwybodaeth a chefnogaeth yng Ngwynedd. 3. Darparu cefnogaeth ac ac arweiniad i wirfoddolwyr a mentoriaid ifanc 4. Cefnogi ysgolion a mudiadau eraill drwy ddarparu cyngor a chefnogaeth. 5. Cynorthwyo i gasglu a dosbarthu'r gwybodaeth, offer ac adnoddau yn ymwneud â phobl ifanc LHDTDC+ 6. Marchnata a hyrwyddo y prosiect 	
CYFRIFOLDEBAU ALLWEDDOL	
<p>CLWB LHTDC+</p> <ul style="list-style-type: none"> ⇒ Gweithredu fel y pwynt cyswllt ar gyfer y prosiect - cofrestru aelodau newydd, cynnal anwythiad ac asesiad anghenion ⇒ Arwain a datblygu clybiau LHDTDC+ Caernarfon a Bangor ⇒ Arwain ar ddatblygu clybiau LHTDC+ newydd yn Arfon yn cynnwys clwb newydd ar gyfer pobl ifanc 11-13 oed. ⇒ Cynorthwyo gyda chydlynu clybiau eraill y sir yn ôl yr angen a threfnu rota yn absenoldeb staff. ⇒ Cyd gynhyrchu calendr blwyddyn gyda phobl ifanc gan gynnwys trefnu unrhyw ddigwyddiadau mawr megis trip i Pride, cynhadledd leol yng Ngwynedd, Gloddest Nadolig, sioe dalent etc. ⇒ Cydlynu gwirfoddolwyr a mentoriaid cyfoed gan gynnwys helpu i nodi unrhyw gyfleoedd hyfforddi a sicrhau eu bod yn cael eu cefnogi i ddatblygu eu sgiliau, gwybodaeth a'u profiadau. <p>CEFNOGAETH</p> <ul style="list-style-type: none"> ⇒ Derbyn cyfeiriadau, cynnal asesiad anghenion, asesiad risg a chreu cynllun cefnogaeth gyda bob person ifanc. ⇒ Cefnogi unigolion ar lefel 1:1 a grŵp yn ogystal â mynd allan i'r gymuned i gwrdd gydag unigolion. 	

- ⇒ I adeiladu perthynas gref, iach a chyfeillgar gyda pobl ifanc gan roi y cyfle iddynt ymgysylltu a mynegi ei hunain mewn awyrgylch ffurfiol ac anffurfiol.
- ⇒ Sefydlu perthnasau positif gyda pobl ifanc a chynnig agwedd gadarnhaol ddiamod.
- ⇒ Datblygu a gweithredu'r cynllun chefnogaeth wedi ei deilwra i bob person ifanc.
- ⇒ Monitro llwyddiant a deilliannau pobl ifanc a gweithio ar gynllun clir i symud ymlaen gyda'r person ifanc.
- ⇒ Ysbrydoli pobl ifanc a bod yn llysgennad ar eu rhan.
- ⇒ Cydweithio gyda staff o wasanaethau eraill GISDA gan sicrhau bod defnyddwyr gwasanaeth LHDTTC+ GISDA yn cael mynediad a chydweithio lle bo hynny'n briodol.

CODI YMWYBYDDIAETH / HYRWYDDO

- ⇒ Datblygu a chydlynu cyfres o sesiynau a gweithdai addysgiadol i bobl ifanc yn cynnwys codi ymwybyddiaeth a darparu gwybodaeth benodol ar faterion sydd yn bwysig iddyn nhw.
- ⇒ Datblygu Llyfrau gwaith Agored Cymru a deunyddiau addysgiadol ar y cyd gyda Rheolwr Prosiect
- ⇒ Cydlynu a darparu sesiynau codi ymwybyddiaeth a hyfforddiant LHDTTC+ mewn ysgolion, colegau a sefydliadau amrywiol eraill
- ⇒ Arwain ar ddsbarthu gwybodaeth, offer ac adnoddau sy'n ymwneud â phobl LHDTTC+ ifanc drwy'r hybiau GISDA. Sicrhau bod ysgolion, grwpiau cymunedol a mudiadau eraill yn ymwybodol o'r hwb a'r cymorth sydd ar gael.
- ⇒ Cyfrifoldeb dros farchnata a hyrwyddo gweithgareddau'r prosiect e.e. paratoi blog i LinkedIn, stondin ymwybyddiaeth mewn sioe neu bethau electronig ar ein platfformau cymdeithasol.
- ⇒ Codi ymwybyddiaeth o'r prosiect yn lleol, cenedlaethol a rhyngwladol drwy fynychu digwyddiadau rwydweithio a diweddarau'r cyfryngau cymdeithasol.

CYFFREDINOL

- ⇒ Chwilio am gyfleoedd newydd i ddatblygu'r prosiect a chynorthwyo'r rheolwr gydag unrhyw brosiectau newydd.
- ⇒ Dilyn arweiniad y Rheolwr a chwblhau tasgau amrywiol perthnasol yn ôl yr angen
- ⇒ Cynorthwyo'r Rheolwr i gadw trefn ar gofnodion clybiau gan gynnwys cofrestr, casglu data perthnasol, a chofnod o weithgareddau a sesiynau cymorth un i un.
- ⇒ Darparu adroddiadau chwarterol.

CYFRIFOLDEBAU CYFFREDINOL

- ⇒ Gweithredu oddi mewn i bolisiau a gweithdrefnau GISDA yng nghyswllt cyfle cyfartal a chydaddoldeb.
- ⇒ Cyfrifoldeb i adrodd am unrhyw bryder neu amheuaeth bod plentyn neu oedolyn bregus yn cael ei gam-drin.
- ⇒ I weithio o fewn fframwaith PIE, yn unol a model therapiwtig GISDA.
- ⇒ I adeiladu perthynas gref, iach a chyfeillgar gyda pobl ifanc gan roi y cyfle iddynt ymgysylltu/ a mynegi ei hunain mewn awyrgylch ffurfiol ac anffurfiol.
- ⇒ I greu awyrgylch di sefydliad, saff a chroesawgar sydd yn rhoi y cyfle i bobl ifanc drafod a mynegi ei teimladau /pryderon.
- ⇒ I annog, ysgogi a credu mewn pobl ifanc .

- ⇒ I gwblhau achrediadau Agored Cymru a cefnogi a hyrwyddo pob cyfle posib yn ymwneud a addysg/hyfforddiant/gwirfoddoli a'r byd gwaith.
- ⇒ Cyfrannu tuag at hyfforddiant a datblygiad personol eich hun.
- ⇒ Hyrwyddo agwedd gyfeillgar, gwrth-wahaniaethol ym mhob agwedd o'r gwaith tuag at ddefnyddwyr gwasanaeth, cyd-weithwyr, aelodau o'r Bwrdd Rheoli, aelodau o'r cyhoedd ac asiantaethau eraill.
- ⇒ Hyrwyddo gwerthoedd a diwylliant mewnol y Cwmni.
- ⇒ Hyrwyddo nod ac amcanion y Cwmni.
- ⇒ Ymgymryd ag unrhyw dasgau rhesymol yn ôl yr angen.
- ⇒ Ymlynu at holl bolisiâu a gweithdrefnau cyfredol y Cwmni.
- ⇒ Cyfrannu at sesiynau arolygaeth.
- ⇒ Cadw holl wybodaeth sy'n berthnasol i'r Cwmni, y staff a defnyddwyr gwasanaeth y Cwmni yn gyfrinachol.

MANYLDEB PERSON			
MEINI PRAWF	HANFODOL	DYMUNOL	DULL ASESU
Addysg a Chymhwysterau		Cymhwyster Addysg hyd at lefel NVQ 3 neu gyfatebol.	Ffurflen Gais a Thystysgrifau
Profiad ac Ymwybyddiaeth Perthnasol i Swydd	Y gallu i adnabod risgiau a gweithredu fel yr angen.	Eirioli a chynrychioli eraill	Ffurflen Gais a Chyfweliad
	Ymwybyddiaeth o anghenion a chyfleoedd plant / Pobl Ifanc.	Profiad o gynllunio gwaith / pecyn cefnogaeth	Ffurflen Gais a Chyfweliad
		Gweithio yn y Sector Wirfoddol	Ffurflen Gais a Chyfweliad
Sgiliau Perthnasol i Swydd	Diddordeb ac empathi tuag at bobl ifanc	Deallusrwydd o sgiliau gwrando..	Ffurflen Gais a Chyfweliad
	Dealltwriaeth o, a'r gallu, i weithredu ffiniau clir.	Y gallu i nodi risg a gweithredu camau perthnasol.	Ffurflen Gais a Chyfweliad
	Cyfathrebu mewn amrywiaeth o sefyllfaoedd yn y Gymraeg a'r Saesneg.		Ffurflen Gais a Chyfweliad
	Sgiliau rhyngpersonol da.		Ffurflen Gais a Chyfweliad
	Cadw cofnodion ac ysgrifennu adroddiadau.		Ffurflen Gais a Chyfweliad
	Y gallu i weithio ar eich liwt eich hun.		Ffurflen Gais a Chyfweliad
	Y gallu i weithio fel aelod o dîm.		Ffurflen Gais a Chyfweliad
	Y gallu i ddefnyddio rhaglenni cyfrifiadurol megis Word, Excel ag Outlook.		Ffurflen Gais a Chyfweliad
	Y gallu i ddelio gyda gwybodaeth sensitif a chyfrinachol		Ffurflen Gais a Chyfweliad
	Y gallu a'r hyder i herio penderfyniadau ar hawliau Defnyddwyr Gwasanaeth		Ffurflen Gais a Chyfweliad
	Rheolaeth amser effeithiol a'r gallu i gyrraedd targedau		Ffurflen Gais a Chyfweliad
Arall	Trwydded yrru llawn a chyfredol.	.	Ffurflen Gais a Chyfweliad



JOB DESCRIPTION

JOB TITLE	LGBTQ+ Project Coordinator
REPORTS TO	LGBTQ+ Project Manager
LOCATION	Caernarfon
HOURS	37 hours per week
SALARY	B3.5: £24,992.76 - £27,917.24
CONTRACT	end June 2026
MAIN PURPOSE OF THE ROLE	
<ol style="list-style-type: none"> 1. Coordinating activities for LGBTQ+ youth club(s) in Gwynedd and including a new pilot club for young people aged 11-13 2. To provide support for LGBTQ+ young people who need advice, information and support in Gwynedd. 3. Provide support and guidance to young volunteers and mentors 4. Support schools and other organizations by providing advice and support. 5. Assist in collecting and distributing the information, tools and resources relating to LGBTQ+ young people 6. Marketing and promoting the project 	
KEY RESPONSIBILITIES	
<p>LGBTQ+ CLUB</p> <ul style="list-style-type: none"> ⇒ Act as the contact point for the project - register new members, conduct induction and needs assessment ⇒ Leading and developing LGBTQ+ Caernarfon and Bangor clubs ⇒ Lead the development of new LHTDC+ clubs in Arfon including a new club for young people aged 11-13. ⇒ Assist with the coordination of other clubs in the county as required and organize a rota in the absence of staff. ⇒ Joint production of a year's calendar with young people including organizing any major events such as a trip to Pride, a local conference in Gwynedd, Gloddest Christmas, a talent show etc. ⇒ Coordinating volunteers and peer mentors including helping to identify any training opportunities and ensuring they are supported to develop their skills, knowledge and experiences <p>SUPPORT</p> <ul style="list-style-type: none"> ⇒ Receive referrals, carry out needs assessment, risk assessment and create a support plan with each young person. ⇒ Supporting individuals on a 1:1 and group level as well as going out into the community to meet individuals ⇒ To build a strong, healthy and friendly relationship with young people giving them the opportunity to engage and express themselves in a formal and informal atmosphere. 	

- ⇒ Establish positive relationships with young people and offer an unconditional positive attitude.
- ⇒ Develop and implement the tailored support plan for each young person.
- ⇒ Monitor the success and outcomes of young people and work on a clear plan to move forward with the young person.
- ⇒ Inspire young people and be an ambassador on their behalf.
- ⇒ Collaborate with staff from other GISDA services ensuring that LGBTQ+ GISDA service users have access and collaboration where appropriate

AWARENESS / PROMOTION

- ⇒ Develop and coordinate a series of educational sessions and workshops for young people including raising awareness and providing specific information on issues that are important to them.
- ⇒ Development of Agored Cymru workbooks and educational materials together with Project Manager
- ⇒ Coordinating and providing LGBTQ+ awareness raising and training sessions in schools, colleges and various other organisations
- ⇒ Lead on the distribution of LGBTQ+ youth related information, tools and resources through the GISDA hubs. Ensure that schools, community groups and other organizations are aware of the boost and support available.
- ⇒ Responsibility for marketing and promoting the project activities e.g. preparing a blog for LinkedIn, an awareness stand at a show or electronic things on our social platforms.
- ⇒ Raise awareness of the project locally, nationally and internationally by attending networking events and updating social media.

GENERAL

- ⇒ Search for new opportunities to develop the project and assist the manager with any new projects.
- ⇒ Follow the guidance of the Manager and complete various relevant tasks as required
- ⇒ Assist the Manager in keeping club records in order including a register, collecting relevant data, and a record of activities and one to one support sessions.
- ⇒ Provide quarterly reports

GENERAL RESPONSIBILITIES

- ⇒ Operate within GISDA's equal opportunities and equality policies and procedures.
- ⇒ Responsibility to report any concern or suspicion of abuse of a child or vulnerable adult.
- ⇒ To work within the AYP framework, in line with GISDA's therapeutic model.
- ⇒ To build strong, healthy relationships with young people giving them the opportunity to engage / express themselves in a formal and informal atmosphere. To create a non-institutional, safe and welcoming atmosphere that gives young people the opportunity to discuss and express their feelings / concerns.
- ⇒ To encourage, motivate and believe in young people.
- ⇒ Contribute to own training and personal development.
- ⇒ Promote a friendly, non-discriminatory attitude in all aspects of the work towards service users, colleagues, members of the Management Board, members of the public and other agencies.
- ⇒ Promote the Company's internal values and culture.

- ⇒ Promote the Company's aims and objectives.
- ⇒ Undertake any reasonable tasks as required.
- ⇒ Adhere to all current Company policies and procedures.
- ⇒ Contribute to supervision sessions.
- ⇒ Keep all information relevant to the Company, its staff and its service users confidential.

PERSON SPECIFICATION			
BENCHMARKS	ESSENTIAL	DESIRABLE	ASSESSED
Education and Qualifications		Education at level NVQ3 or equivalent	Application Form and Certificates
Experience and Awareness Relevant to Role	Able to identify risk and act accordingly.	Advocate for and represent others.	Application Form and Interview
	Awareness of needs and opportunities for children and young people.	Experience of planning work/support packages	Application Form and Interview
		Working in the voluntary sector	Application Form and Interview
Skills Relevant to Role	Interest and empathy with young people	Understanding of listening skills	Application Form and Interview
	Understanding of and able to practice clear boundaries	Able to identify risk and act accordingly	Application Form and Interview
	Communicate in multi situations in Welsh and English		Application Form and Interview
	Good interpersonal skills		Application Form and Interview
	Keep written records and reports.		Application Form and Interview
	Able to work independently.		Application Form and Interview
	Able to work as part of a team.		Application Form and Interview
	Able to use IT programmes such as Word, Excel and Outlook.		Application Form and Interview
	Able to deal with sensitive and confidential information		Application Form and Interview
	Ability and confidence to challenge decisions and rights of service users		Application Form and Interview
	Effective time management and reaching targets		Application Form and Interview
Other	Full and current driving licence	.	Application Form and Interview