



*This is a bilingual document – the English text follows the Welsh*

## **Manyleb Person: Swyddog Cefnogi Gofalwyr**

### **Hanfodol**

- Profiad o hyrwyddo gwasanaethau a gweithio wyneb yn wyneb ag aelodau o'r cyhoedd
- Sgiliau trefnu rhagorol
- Y gallu i ddefnyddio ysgogiad eich hun a gweithio'n greadigol er mwyn cyflawni nodau'r swydd hon
- Y gallu i adeiladu a chynnal perthnasau gweithiol cryf ac effeithiol
- Y gallu i ddarbwylo ac ysgogi pobl
- Y gallu i gynnal systemau olrhain a monitro cynnydd yn ôl targedau a nodi deilliannau
- Y gallu i flaenoriaethu a rheoli amser ac adnoddau
- Y gallu i weithio ar ben eich hunan ac fel aelod o dîm
- Sgiliau TG
- Ymwybyddiaeth o anghenion gofalwyr, o amcanion Gwasanaeth Cynnal Gofalwyr ac ymrwymiad i'r gwaith
- Dealltwriaeth o Gyfle Cyfartal a sut mae'n berthnasol i waith mudiad trydydd sector
- Y gallu i weithio a theithio yn ôl gofynion y swydd
- Bod yn berchen ar drwydded yrru llawn a gyda mynediad i drafnidiaeth addas ar gyfer y swydd.

### **Dymunol**

- Profiad o ddatblygu a chynnal grwpiau a/neu hwyluso gwaith grŵp.
- Dealltwriaeth o faterion gofalwyr
- Sgiliau hyfforddi
- Profiad o weithio yn y trydydd sector neu'r sector iechyd a gofal cymdeithasol
- Y gallu i gyfathrebu'n effeithiol mewn Saesneg a Chymraeg, ar lafar ac yn ysgrifenedig

### **Priodoleddau**

- Ymrwymiad personol cryf i helpu pobl i symud ymlaen gyda'u bywydau a manteisio ar gyfleoedd i wella eu hiechyd ac ansawdd bywyd
- Gallu blaenoriaethu gwaith eich hunan a bod yn bro-weithredol
- Yn sensitif i anghenion eraill wrth weithio fel rhan o dîm

- Parodrwydd i weithio oriau anghymdeithasol pan fo'r angen, y gallu i fod yn hyblyg ac i gyflenwi gwaith cyd-weithwyr os bydd angen
- Person brwdfrydig a chymdeithasol tu hwnt sy'n gallu ysgogi eraill

## **Person Specification: Carers Support Officer**

### **Essential**

- Experience of promoting services and working face to face with members of the public
- Excellent organising skills
- Ability to use initiative and work creatively to achieve the objectives of this post
- Ability to build and maintain strong and effective working relationships
- Ability to persuade and motivate people
- Ability to maintain systems for tracking and monitoring progress against targets and for recording outcomes
- Ability to prioritise and manage time and resources
- Ability to work on own and as a member of a team
- IT skills
- Awareness of the needs of carers, of the aims of Carers Outreach Service and a commitment to the work
- An understanding of Equal Opportunities and how it applies to the work of a third sector organisation
- Ability to work and travel according to the needs of the post
- Have a full driving licence and access to suitable transport to undertake this post.

### **Desirable**

- Experience of developing and maintaining groups and/or facilitating group work
- Understanding of carers' issues
- Training skills
- Experience of working in the third sector or in the health and social care sector.
- Ability to communicate effectively in English and Welsh, both orally and in writing

### **Attributes**

- Strong personal commitment to helping people move forward with their lives and take advantage of opportunities to improve their health and quality of life.
- Ability to prioritise own work and be pro-active
- Sensitivity to needs of others when working within a team
- Willingness to work unsociable hours if needed, flexibility and ability to cover colleagues' work if necessary
- Enthusiastic, highly personable, and able to motivate others