

GRADDFA E  
 GRADE E (£34,115  
 - £48,899)

## BRITISH ASSOCIATION OF SOCIAL WORKERS



ENW'R SWYDD Cymru  
 POST TITLE: PROFESSIONAL OFFICER - BASW  
 Cymru

SWYDDOG PROFFESIYNOL - BASW  
 DYDDIAD:  
 DATE:

01/06/2019

**CRYNODEB O'R SWYDD:** Cefnogi, datblygu a chyd-drefnu gweithgareddau BASW yng Nghymru. Recriwtio a chadw aelodau mewn partneriaeth gyda staff eraill ac aelodau o'r Gymdeithas ac ymgyrchu dros a hyrwyddo gwaith cymdeithasol. Ymgysylltu gydag aelodau, adeiladu rhwydweithiau a chefnogi'r Cyfarwyddwr Cenedlaethol a Phwyllgor Cenedlaethol Cymru i gyflawni Cynllun Strategol BASW Cymru a chyrraedd Amcanion Strategol BASW.

**SUMMARY OF JOB:** To support develop and co-ordinate BASW's activities in Wales. To recruit and retain members in partnership with other staff and members of the Association and to campaign for and promote social work. To engage members, build networks and support the National Director and Wales National Committee in delivering the BASW Cymru Strategic Plan and meeting BASW's Strategic Objectives.

Mae BASW yn gyflogwr cyfle cyfartal. Rhaid bod gan gyflogeion ymrwymiad pendant i weithredu polisiau cyfle cyfartal. BASW is an equal opportunities employer. Employees must have a positive commitment to the implementation of equal opportunities policies.

NODWEDDION ATTRIBUTES	HANFODOL ESSENTIAL	DYMUNOL DESIRABLE	SUT I'W ADNABOD HOW IDENTIFIED
Profiad Experience	Profiad o ymarfer gwaith cymdeithasol mewn gwasanaethau oedolion a/neu addysg gwaith cymdeithasol a/neu wasanaethau plant Experience of social work practice in adult services, policy and or/social work education and or/children's services	Profiad ymarferol mewn amrediad o sefyllfaoedd gyda gwahanol grwpiau defnyddwyr Practice experience in a range of setting with different service user groups.	Ffurflen gais/Cyfweliad Application form/Interview

Profiad o ddatblygu strategaethau, polisïau a/neu ymgymryd â phrosiectau penodol.  
Experience of developing strategies, policies and/or undertaking specific projects.

Profiad o roi arweiniad strategol wrth weithredu cynlluniau busnes  
Experience of taking a strategic lead in implementing business plans.

Profiad o wasanaethu ar weithgorau  
Experience of serving on working groups.

Profiad o weithio ar lefel strategol a gweithredol, gweithio fel rhan o dîm ac yn annibynnol  
Experience of working in strategic and operational level, working as part of a team and independently

Profiad o ysgrifennu adroddiadau a rhoi cyflwyniadau  
Experience of writing reports and giving presentations

Profiad o ddatblygu grwpiau cynaliadwy  
Experience of developing sustainable groups

Profiad o weithio gyda Phwyllgorau  
Experience of working with Committees.

Profiad o lwyddo i ddylunio a chyflawni prosiect  
Evidence of successful project design and delivery.

	<p>Profiad o oruchwylio staff a/neu fyfyrwyr Experience of supervising staff and/or students.</p>		
<b>Cymwysterau Qualifications</b>	<p>Cofrestriad fel gweithiwr cymdeithasol cymwysedig gyda'r corff rheoleiddio priodol yn y Deyrnas Unedig Registration as a qualified social worker with the appropriate UK regulatory body</p>	<p>Cymwysterau pellach mewn gwyddor berthnasol Further qualifications in a relevant discipline</p>	<p>Ffurflen gais/Cyfweliad/Tystysgrifau Application form/Interview/Certificates</p>
<b>Hyfforddiant Training</b>	<p>Tystiolaeth o ymwneud yn weithredol gyda datblygiad proffesiynol parhaus Evidence of active engagement with continuous professional development</p>		<p>Ffurflen gais/Cyfweliad Application form/Interview</p>
<b>Sgiliau/Gwybodaeth Arbenigol Skills/Specialist Knowledge:</b>	<p>Gwybodaeth o'r datblygiadau a materion diweddaraf mewn gwaith cymdeithasol Knowledge of latest developments and issues in social work.</p> <p>Sgiliau cyfathrebu mewn amrywiaeth o gyfryngau. Communication skills in a variety of media.</p>	<p>Gwybodaeth o waith cymdeithasol gydag oedolion/plant a phobl ifanc/pobl gyda materion iechyd meddwl. Gwybodaeth o BASW Knowledge of social work with adults/children and young people/people with mental health issues. Knowledge of BASW</p> <p>Gwybodaeth o hyfforddiant/datblygiad Knowledge of training/development</p>	<p>Ffurflen gais/Cyfweliad Application form/Interview</p>

	<p>Sgiliau cyflwyno mewn ysgrifen ac ar lafar. Written and oral presentation skills.</p> <p>Gallu i ymgymryd ag ymchwil Ability to undertake research.</p> <p>Gallu i weithio ar gyfrifiadur gyda phhecynnau Microsoft Ability to work on a computer with Microsoft packages.</p>	<p>Gwybodaeth o bolisi Gwaith Cymdeithasol yng Nghymru Knowledge of Social Work policy in Wales</p> <p>Yn gallu siarad Cymraeg/ymrwymiad i ddysgu Cymraeg Welsh speaker/commitment to learning Welsh</p>	
<b>Amgylchiadau Circumstances:</b>	<p>Parodrwydd i deithio'n helaeth, gan aros dros nos o dro i dro a chyfarfodydd ar benwythnosau Willingness to travel extensively and occasional overnight and weekend meetings</p>	<p>Trwydded yrru ddilys Valid driving license</p>	<p>Cyfweliad Interview</p>
<b>Tueddfryd/ Agwedd Disposition/ Attitude:</b>	<p>Yn gallu cymell eu hunan a gyda pharodrwydd i weithio'n annibynnol yn ogystal ag fel rhan o dîm Self motivated and willing to work independently as well as part of a team.</p> <p>Gallu i weithio tu mewn i amserlen a delio gyda phwysau a gweithio'n gyflym Ability to meet deadlines and to deal with pressure and work at speed.</p>		<p>Ffurflen gais/Cyfweliad Application form/Interview</p>

	<p>Gallu i barhau i weithio ar gynlluniau a'u cyflawni Ability to follow through on initiatives.</p> <p>Gallu i ddysgu'n gyflym Ability to learn quickly.</p> <p>Ymrwymiad personol ar gyfer Cod Egwyddorion BASW a Chod Ymarfer Cyngor Gofal Cymru a'r safonau uchaf o ymarfer ac unplygrwydd gwaith cymdeithasol Personal commitment to BASW Code of Ethics and CCW Code of Practice and the highest standards of social work practice and integrity.</p>		
<p><b>Corfforol:</b> <b>Physical:</b></p>		<p>Gallu i symud a chodi bocsys a gosod deunydd arddangos syml Able to move and lift boxes and erect simple exhibition material</p>	<p>Cyfweliad Interview</p>