



The professional association for
social work and social workers

SWYDDOG PROFFESIYNOL Rhan Amser (BASW Cymru)

Yn gyfrifol i'r: Cyfarwyddwr Cenedlaethol

Crynodeb o'r swydd: Cefnogi datblygu a chyd-drefnu gweithgareddau BASW yng Nghymru. Canolbwyntio'n thematig ar faterion sy'n rhedeg ar draws ffiniau, yn cynnwys gwasanaethau oedolion/plant a gwasanaethau pobl ifanc/polisi a datblygu. Datblygu rhwydwaith aelodau BASW Cymru a chynnig arweiniad i'r proffesiwn gwaith cymdeithasol yng Nghymru. Ymgyrchu dros waith cymdeithasol a'i hyrwyddo a recriwtio a chadw aelodau mewn partneriaeth gyda staff eraill ac aelodau o'r Gymdeithas. Ymgysylltu gydag aelodau, adeiladu rhwydweithiau a chefnogi'r Cyfarwyddwr Cenedlaethol a Phwyllgor BASW Cymru i gyflawni Cynllun Datblygu BASW Cymru a chyrraedd Amcanion Strategol BASW.

Rolau allweddol:

1. Ymwneud gyda gwaith BASW Cymru

- a) Darparu gwybodaeth, cyfarwyddyd, cefnogaeth a chyfeiriad i Bwyllgor BASW Cymru, is-bwyllgorau, grwpiau diddordeb arbennig a grwpiau eraill. Bydd angen bod yn bresennol ar gyfer y cyntaf o'r rhain pan fydd cyfarfod wyneb yn wyneb yn digwydd, ac efallai bydd bod yn bresennol ar gyfer rhai eraill.
- b) Gweithio gydag aelodau, grwpiau, Pwyllgorau a Grwpiau Diddordeb Arbennig i ganfod beth yw'r materion proffesiynol allweddol mewn ymarfer gwaith cymdeithasol ac arwain mewn ymchwil polisi a pharatoi ymatebion priodol, dogfennau polisi, cyfarwyddyd ar ymarfer, papurau trafod a deunyddiau eraill.
- c) Cynorthwyo'r Pwyllgor Polisi, Moeseg a Hawliau Dynol a'r Prif Weithredwr i ddatblygu polisi BASW UK.
- d) Bod yn rhan o dîm BASW Cymru i gynnig amrediad o wasanaethau i aelodau, a gweithio ar eu pen eu hunan.
- e) Bod yn ymwybodol o faterion a datblygiadau mewn gwaith cymdeithasol a darparu cyngor, gwybodaeth a chefnogaeth i aelodau BASW ac eraill sy'n gwneud ymholiadau.
- f) Sicrhau bod gweithgareddau aelodau BASW yng Nghymru'n cael eu rheoli'n effeithlon tu mewn i'r gyllideb sydd ar gael, gan gymryd rywfaint o gyfrifoldeb am gyllidebau sydd wedi'u dirprwyo ac ymwneud gyda gwaith strategol yn dyfeisio a darparu Cynllun Datblygu BASW Cymru.
- g) Goruchwyllo a hwyluso gwaith a datblygiad staff eraill BASW sy'n cyflawni rolau datblygu neu weinyddol.

- h) Cynnal cyswllt a gweithio gyda staff BASW ym mhob rhan o Gymru, yn Birmingham ac ardaloedd gweithredu a daearyddol eraill BASW UK.

2. Cynrychioli BASW

Codi proffil gwaith cymdeithasol fel proffesiwn a phroffil materion gwaith cymdeithasol trwy:

- a) Weithio gyda Chyfarwyddwr Cenedlaethol BASW Cymru a Phwyllgor BASW Cymru i ddatblygu strategaethau llobio effeithiol a gweithio gyda'r rhai sy'n ffurfio barn, trwy gysylltu'n uniongyrchol neu fod yn ymwneud gyda grwpiau cyfeirio, gweithgorau ayyb.
- b) Gweithio gyda Thîm Cyfathrebu BASW i ysgrifennu datganiadau i'r wasg, erthyglau, darnau golygyddol ayyb, briffio newyddiadurwyr a gwneud cyfweiliadau i'r wasg, teledu a radio a llunio ymatebion cyhoeddus i faterion gwaith cymdeithasol.
- c) Cyfathrebu trwy gylchgrawn PSW, e-fwletin BASW Cymru, gwefan BASW, blogiau a chyfleoedd eraill i roi gwybodaeth i aelodau BASW, i rai nad ydynt yn aelodau a'r cyhoedd.
- d) Sefydlu a chynnal cysylltiadau gyda chyrrff a chymdeithasau eraill a grwpiau ymgyrchu.
- e) Cymryd rhan mewn gweithgaredd ymgyrchu.

3. Ymgysylltu gydag Aelodau a Recriwtio Aelodau

- a) Trefnu a chymryd rhan mewn ymgyrchoedd i recriwtio aelodau, yn cynnwys ymweliadau â Phrifysgolion ac asiantaethau statudol, gwirfoddol ac annibynnol a gwneud cyflwyniadau a chyd-drefnu presenoldeb BASW mewn cynadleddau a digwyddiadau y bydd gweithwyr cymdeithasol yn mynd iddynt.
- b) Llunio a chymryd rhan mewn cyflawni cynlluniau recriwtio gydag Aelodaeth BASW ac eraill.
- c) Datblygu a chynnal cyswllt a gweithio gyda grwpiau BASW sydd wedi'u sefydlu yng Nghymru e.e. Canghennau, grwpiau tymor byr ad hoc, a'r aelodaeth ehangach i'w cael hwy i gymryd rhan mewn gweithgareddau, datblygu polisi a chynlluniau eraill.
- d) Cyd-drefnu rhannau o raglen seminarau, cynadleddau a digwyddiadau BASW Cymru.

4. Arall

Ymgymryd â dyletswyddau ychwanegol fel sy'n ofynnol gan y Prif Weithredwr a Chyfarwyddwr Cenedlaethol BASW Cymru.



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Part Time PROFESSIONAL OFFICER (BASW Cymru)

Responsible to: National Director

Summary of job: To support develop and co-ordinate BASW's activities in Wales. To have a thematic focus on cross cutting areas including adult services/children and young people's services/policy and development. To develop a BASW Cymru member network and to offer leadership to the social work profession in Wales. To campaign for and promote social work and to recruit and retain members in partnership with other staff and members of the Association. To engage members, build networks and support the National Director and BASW Cymru Committee in delivering the BASW Cymru Development Plan and meeting BASW's Strategic Objectives.

Key roles:

1. Involvement in the work of BASW Cymru

- i) To provide information, guidance, support and direction to the BASW Cymru Committee, sub committees, SIGs and other groups. Attendance will be required for the former when a face to face meeting is taking place and may be required for others.
- j) To work with members, groups, Committees and Special Interest Groups (SIGs) to identify key professional issues in social work practice and take a lead in policy research and preparing appropriate responses, policy documents, practice guidance, discussion papers and other materials.
- k) To assist the Policy, Ethics and Human Rights Committee and Chief Executive develop BASW UK policy.
- l) To form part of the BASW Cymru Team in offering a range of services to members and to work autonomously.
- m) To keep up to date on social work issues and developments and provide BASW members and others who make enquiries with advice, information and support.
- n) To ensure that BASW member activities in Wales are managed efficiently within available budget, taking some responsibility for delegated budgets and to be involved in strategic work devising and delivering the BASW Cymru Development Plan.
- o) To supervise and facilitate the work and development of other BASW staff performing development or administrative roles.
- p) To liaise and work with BASW staff throughout Wales, in Birmingham and other functional and geographical areas of BASW UK.

2. Representing BASW

To raise the profile of social work as a profession and of social work issues by:

- f) Working with the BASW Cymru National Director and BASW Cymru Committee to develop effective lobbying strategies and work with opinion formers through direct approach or involvement in reference groups, working parties, etc.
- g) Working with BASW's Communications Team to write press releases, articles, editorials, etc, to brief journalists and undertake press, TV and radio interviews and to formulate public responses to social work issues.
- h) Communicating through PSW, BASW Cymru e-bulletin, BASW website, blogs and other outlets information for BASW members, non-members and the public.
- i) To establish and sustain links with other organisations, associations and campaigning groups.
- j) To take part in campaigning activity.

3. Member Engagement and Recruitment

- e) To organise and take part in member recruitment drives, including visits to Universities and to statutory, voluntary and independent agencies and to make presentations and co-ordinate a BASW presence at conferences and events attended by social workers.
- f) To formulate and be involved in the delivery of recruitment initiatives with BASW Membership and others.
- g) To develop, maintain contact and work with established BASW groups in Wales, e.g. Branches, ad hoc short-term groups, and wider membership to involve them in activities, policy development and other initiatives.
- h) To co-ordinate parts of BASW Cymru's programme of seminars, conferences and events.

4. Other

To undertake additional duties as required by the Chief Executive and BASW Cymru National Director.