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| **JOB DESCRIPTION** | |  |
| StreetGames | **Location:** North Wales | | |
| **Job Title: *Doorstep Sport Fieldworker (North Wales)*** | **Grade/Salary Range:** Full-Time  SO1 £33,843 - £36,083 (Scale Point 29 – 31)  (Fixed Term for 24 months) | | |
| **Responsible to:** Head of Doorstep Sport and Network Engagement (Wales) | **Responsible for:** N/A | | |
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| **JOB PURPOSE** | | | |
| The post holder will be responsible for managing and delivering the North Wales Doorstep Sport project, over the 2-year funded period (2024 – 2026) The project will implement an innovative place-based approach to increasing participation and engagement levels, focusing on 6 local communities across the region. The role will also co-create a regional plan to support and develop a wider network of Locally Trusted Organisations (LTOs) across North Wales, ensuring a needs-led approach, embedding the principles of Doorstep Sport.  The post holder will be supported by and work closely with the Head of Doorstep Sport and Network Engagement, and the wider StreetGames team.  They will adopt a ‘learning approach’ and regularly gather, and share, learning and good practise with LTOs from across the region. The post holder will require a blend of interpersonal skills, youth work, workforce development and sport specific knowledge.  The post holder will be required to engage and support LTOs through a range of approaches, including digital engagements and face-to-face meetings. | | | |
| **DESIGNATION OF POST AND POSITION WITHIN TEAM STRUCTURE** | | | | |
| National Director,  Wales  Head of Doorstep Sport and Network Engagement  Youth Voice and Sport System Manager  Doorstep Sport Fieldworker (North Wales) | | | | |
| **MAIN DUTIES AND RESPONSIBILITIES** | | | |
| 1. Mobilise and support a network of Locally Trusted Organisations (LTOs) and partners across North Wales to support young people living in low-income, underserved communities to be active 2. Develop and deliver an operational plan for the North Wales Doorstep Sport project (NWDSP) in 6 priority places *(Caernarfon, Bangor, Connah’s Quay, Llandudno, Llanrwst, Holyhead TBC)* 3. To ensure that the NWDSP is creating an innovative and effective place-based model, supporting young people living in low-income, underserved communities to be physically active 4. To monitor and track progress and learning of the NWDSP, including creating a clear monitoring, evaluation and learning plan that meets the requirements of the funders and feeds into wider StreetGames learning opportunities 5. Develop and maintain strong relationships with the project funders including Actif North Wales and Housing Associations 6. Develop a regional plan to support and grow the network of LTOs and partners across the North Wales region 7. To co-ordinate and provide expert support to LTOs through in-person, digital and face-to-face meetings, telephone and written contact, updates and correspondence 8. To actively promote and encourage LTOs to access regional and national opportunities, to support their plans to engage with and support young people and the communities they work with through the StreetGames Core Offer 9. To support the activation of StreetGames interventions across North Wales that address wider issues. For example, holiday hunger, community safety, mental health, youth voice and workforce development. 10. Develop and maintain strong relationships with other key local and regional stakeholders operating across the region, that will enhance the work of StreetGames 11. To contribute to the wider development of StreetGames as an organisation, particularly in relation to place based approaches, engagement with LTOs and the development of Doorstep Sport. 12. To be a strong contributor to the StreetGames team, supporting other events and activities as appropriate. | | | |
| **General Duties** | | | | |
| 1. To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems. 2. It will be necessary to work with information technology and associated systems in accordance with StreetGames policies. 3. To co-operate with StreetGames in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post. 4. To carry out the duties and responsibilities of the post in compliance with the StreetGames equity and safeguarding policies. 5. To maintain confidentiality and observe data protection and associated guidelines where appropriate. 6. To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post. | | | | |
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| **SCOPE OF JOB (Budgetary/Resource control, Impact)** | | | | |
| None | | | | |

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| **PERSON SPECIFICATION** | |  |
| **StreetGames** | **Job Title: Doorstep Sport Fieldworker (North Wales)** | |
| **Qualifications / Education / Training:** | | |
| **Essential**   * Evidence of continuing professional development and training.   **Desirable**   * Level 3 Award in Education and Training (formerly ‘Preparing to Teach in the Lifelong Learning Sector’) or other equivalent tutoring qualification. * Welsh Language qualification that could involve literacy, speaking or translation | | |
| **Language Requirements:** | | |
| **Desirable**  The ability to communicate in English and Welsh in listening and speaking, reading and understanding and written forms of communication or the ability to learn (training for Welsh Language can be provided) | | |
| **Experience and Knowledge:** | | |
| 1. Experience of delivering community sport, physical activity or youth work and / or working in areas of poverty 2. Experience of providing face-to-face and online support to a network of local organisations 3. Experience of project management 4. Experience of planning and delivery of meetings, events and/or workforce development opportunities 5. Experience of collecting relevant monitoring, evaluation and learning information and data to evaluate the effectiveness of projects 6. Experience of working with local, regional and national organisations 7. Knowledge or experience of programmes designed to engage young people who live in areas of poverty into volunteering and training opportunities 8. Knowledge or experience of programmes designed to support organisations to develop their workforce 9. Knowledge of Welsh Government policy as it relates to young people, sport, communities and deprivation | | |
| **Skills and Abilities:** | | |
| 1. Highly developed interpersonal skills and strategies for interacting with a range of organisations and sectors in both English and Welsh. 2. Excellent communication skills with the ability to present, negotiate, challenge, listen and understand the views and experiences of organisations 3. Strong facilitation skills with the ability to effectively involve a range of partners 4. Able to create partnerships which are people-centred, positive and take a pragmatic and courageous approach 5. Able to be innovative in approach 6. Good relationship management skills with the ability to work as part of a team including internal staff and project managers from Locally Trusted Organisations 7. Excellent organisational skills 8. Advanced self-reflection and evaluation skills 9. Able to prioritise own workload and be self-motivated 10. Able to use Microsoft Office applications, particularly Teams, OneDrive, SharePoint and Outlook. | | |
| Work Related Personal Requirements | | |
| This post will be subject to an enhanced Disclosure and Barring Service check.  The post holder must be able to travel extensively throughout the region on a regular basis  The post holder will be expected to work some anti-social hours and may be required to stay away from home (details to be negotiated with line manager). | | |

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| **SWYDD DDISGRIFIAD** | |  |
| Gemau Stryd | **Lleoliad:**Gogledd Cymru | | |
| **Teitl Swydd: Gweithiwr Maes Chwaraeon Stepen Drws (Gogledd Cymru)** | **Gradd / Ystod Cyflog:**Llawn amser  SO1 £33,843 - £36,083 (Pwynt Graddfa 29 – 31)  (Tymor Penodol am 24 mis) | | |
| **Yn atebol i:**Pennaeth Chwaraeon ar Garreg y Drws ac Ymgysylltu â’r Rhwydwaith (Cymru) | **Cyfrifol am:**Amh | | |
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| **PWRPAS Y SWYDD** | | | |
| Bydd deiliad y swydd yn gyfrifol am reoli a chyflwyno prosiect Chwaraeon Trothwy'r Drws Gogledd Cymru, dros y cyfnod a ariennir o 2 flynedd (2024 – 2026) Bydd y prosiect yn gweithredu dull arloesol seiliedig ar le i gynyddu lefelau cyfranogiad ac ymgysylltu, gan ganolbwyntio ar 6 o bobl leol. cymunedau ar draws y rhanbarth. Bydd y rôl hefyd yn cyd-greu cynllun rhanbarthol i gefnogi a datblygu rhwydwaith ehangach o Sefydliadau yr Ymddiriedir yn Lleol (LTOs) ar draws Gogledd Cymru, gan sicrhau dull gweithredu sy’n cael ei arwain gan anghenion, gan wreiddio egwyddorion Doorstep Sport.  Bydd deiliad y swydd yn cael ei gefnogi gan ac yn gweithio'n agos gyda Phennaeth Chwaraeon ar y Garreg Drws ac Ymgysylltu â'r Rhwydwaith, a'r tîm StreetGames ehangach.  Byddant yn mabwysiadu 'dull dysgu' ac yn casglu, ac yn rhannu, dysgu ac arfer da yn rheolaidd gyda LTOs o bob rhan o'r rhanbarth. Bydd angen cyfuniad o sgiliau rhyngbersonol, gwaith ieuenctid, datblygu'r gweithlu a gwybodaeth benodol i chwaraeon ar ddeiliad y swydd.  Bydd gofyn i ddeiliad y swydd ymgysylltu a chefnogi LTOs drwy amrywiaeth o ddulliau, gan gynnwys ymgysylltu digidol a chyfarfodydd wyneb yn wyneb. | | | |
| **DYNODI SWYDD A SEFYLLFA O FEWN STRWYTHUR Y TÎM** | | | | |
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| **PRIF DDYLETSWYDDAU A CHYFRIFOLDEBAU** | | | |
| 1. Sefydlu a chefnogi rhwydwaith o Sefydliadau yr Ymddiriedir yn Lleol (LTOs) a phartneriaid ar draws Gogledd Cymru i gefnogi pobl ifanc sy’n byw mewn cymunedau incwm isel, nad ydynt yn cael eu gwasanaethu’n ddigonol i fod yn egnïol 2. Datblygu a chyflwyno cynllun gweithredol ar gyfer prosiect Chwaraeon Trothwy’r Drws Gogledd Cymru (NWDSP) mewn 6 lle blaenoriaeth (Caernarfon, Bangor, Cei Connah, Llandudno, Llanrwst, Caergybi i’w gadarnhau) 3. Sicrhau bod Partneriaeth Cydwasanaethau GIG Cymru yn creu model arloesol ac effeithiol sy’n seiliedig ar le, gan gefnogi pobl ifanc sy’n byw mewn cymunedau incwm isel nad ydynt yn cael eu gwasanaethu’n ddigonol i fod yn gorfforol egnïol 4. Monitro ac olrhain cynnydd a dysgu’r NWDSP, gan gynnwys creu cynllun monitro, gwerthuso a dysgu clir sy’n bodloni gofynion y cyllidwyr ac sy’n bwydo i mewn i gyfleoedd dysgu StreetGames ehangach 5. Datblygu a chynnal perthynas gref gyda chyllidwyr y prosiect gan gynnwys Actif Gogledd Cymru a Chymdeithasau Tai 6. Datblygu cynllun rhanbarthol i gefnogi a thyfu'r rhwydwaith o LTOs a phartneriaid ar draws rhanbarth Gogledd Cymru 7. Cydlynu a darparu cymorth arbenigol i LTOs trwy gyfarfodydd personol, digidol ac wyneb yn wyneb, cyswllt ffôn ac ysgrifenedig, diweddariadau a gohebiaeth 8. Hyrwyddo ac annog LTOs i fanteisio ar gyfleoedd rhanbarthol a chenedlaethol, i gefnogi eu cynlluniau i ymgysylltu â phobl ifanc a’r cymunedau y maent yn gweithio gyda nhw a’u cefnogi trwy Gynnig Craidd StreetGames 9. Cefnogi gweithrediad ymyriadau StreetGames ar draws Gogledd Cymru sy'n mynd i'r afael â materion ehangach. Er enghraifft, newyn gwyliau, diogelwch cymunedol, iechyd meddwl, llais ieuenctid a datblygu'r gweithlu. 10. Datblygu a chynnal perthnasoedd cryf gyda rhanddeiliaid lleol a rhanbarthol allweddol eraill sy’n gweithredu ar draws y rhanbarth, a fydd yn gwella gwaith StreetGames 11. Cyfrannu at ddatblygiad ehangach StreetGames fel sefydliad, yn enwedig mewn perthynas â dulliau gweithredu seiliedig ar le, ymgysylltu â LTOs a datblygu Doorstep Sport. 12. Cyfrannu'n gryf at y tîm StreetGames, gan gefnogi digwyddiadau a gweithgareddau eraill fel y bo'n briodol. | | | |
| **Dyletswyddau Cyffredinol** | | | | |
| 1. Cadw at arferion gwaith, dulliau, gweithdrefnau presennol, ymgymryd â gweithgareddau hyfforddi a datblygu perthnasol ac ymateb yn gadarnhaol i systemau newydd ac amgen. 2. Bydd angen gweithio gyda thechnoleg gwybodaeth a systemau cysylltiedig yn unol â pholisïau StreetGames. 3. Cydweithredu â StreetGames i gydymffurfio â deddfwriaeth, polisïau a gweithdrefnau iechyd a diogelwch perthnasol wrth gyflawni dyletswyddau’r swydd. 4. Cyflawni dyletswyddau a chyfrifoldebau'r swydd yn unol â pholisïau tegwch a diogelu StreetGames. 5. Cadw cyfrinachedd a dilyn canllawiau diogelu data a chanllawiau cysylltiedig lle bo'n briodol. 6. Cyflawni unrhyw ddyletswyddau a chyfrifoldebau rhesymol eraill o fewn y swyddogaeth gyffredinol, sy'n gymesur â gradd a lefel cyfrifoldebau'r swydd. | | | | |
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| **CWMPAS Y SWYDD (Rheoli Cyllideb/Adnoddau, Effaith)** | | | | |
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| **MANYLEB PERSON** | |  |
| **Gemau Stryd** | **Teitl Swydd: Gweithiwr Maes Chwaraeon Stepen Drws (Gogledd Cymru)** | |
| **Cymwysterau / Addysg / Hyfforddiant:** | | |
| **Hanfodol**   * Tystiolaeth o ddatblygiad proffesiynol parhaus a hyfforddiant.   **dymunol**   * Dyfarniad Lefel 3 mewn Addysg a Hyfforddiant ('Paratoi i Addysgu yn y Sector Dysgu Gydol Oes' gynt) neu gymhwyster tiwtora cyfatebol arall. * Cymhwyster Cymraeg a allai gynnwys llythrennedd, siarad neu gyfieithu | | |
| **Gofynion Iaith:** | | |
| **dymunol**  Y gallu i gyfathrebu yn Gymraeg a Saesneg mewn gwrando a siarad, darllen a deall a ffurfiau ysgrifenedig o gyfathrebu neu'r gallu i ddysgu (gellir darparu hyfforddiant ar gyfer y Gymraeg) | | |
| **Profiad a Gwybodaeth:** | | |
| 1. Profiad o gyflwyno chwaraeon cymunedol, gweithgaredd corfforol neu waith ieuenctid a/neu weithio mewn ardaloedd o dlodi 2. Profiad o ddarparu cymorth wyneb yn wyneb ac ar-lein i rwydwaith o sefydliadau lleol 3. Profiad o reoli prosiectau 4. Profiad o gynllunio a chyflwyno cyfarfodydd, digwyddiadau a/neu gyfleoedd datblygu gweithlu 5. Profiad o gasglu gwybodaeth a data monitro, gwerthuso a dysgu perthnasol i werthuso effeithiolrwydd prosiectau 6. Profiad o weithio gyda sefydliadau lleol, rhanbarthol a chenedlaethol 7. Gwybodaeth neu brofiad o raglenni sydd wedi'u cynllunio i gynnwys pobl ifanc sy'n byw mewn ardaloedd o dlodi mewn cyfleoedd gwirfoddoli a hyfforddiant 8. Gwybodaeth neu brofiad o raglenni a gynlluniwyd i gefnogi sefydliadau i ddatblygu eu gweithlu 9. Gwybodaeth am bolisi Llywodraeth Cymru mewn perthynas â phobl ifanc, chwaraeon, cymunedau ac amddifadedd | | |
| **Sgiliau a Galluoedd:** | | |
| 1. Sgiliau rhyngbersonol datblygedig iawn a strategaethau ar gyfer rhyngweithio ag ystod o sefydliadau a sectorau yn y Gymraeg a'r Saesneg. 2. Sgiliau cyfathrebu rhagorol gyda’r gallu i gyflwyno, negodi, herio, gwrando a deall safbwyntiau a phrofiadau sefydliadau 3. Sgiliau hwyluso cryf gyda'r gallu i gynnwys ystod o bartneriaid yn effeithiol 4. Gallu creu partneriaethau sy'n canolbwyntio ar bobl, yn gadarnhaol ac yn cymryd agwedd bragmatig a dewr 5. Gallu bod yn arloesol o ran ymagwedd 6. Sgiliau rheoli perthynas da gyda'r gallu i weithio fel rhan o dîm gan gynnwys staff mewnol a rheolwyr prosiect o Sefydliadau yr Ymddiriedir yn Lleol iddynt 7. Sgiliau trefnu ardderchog 8. Sgiliau hunan-fyfyrio a gwerthuso uwch 9. Gallu blaenoriaethu eich llwyth gwaith eich hun a bod yn hunangymhellol 10. Yn gallu defnyddio rhaglenni Microsoft Office, yn enwedig Teams, OneDrive, SharePoint ac Outlook. | | |
| Gofynion Personol Cysylltiedig â Gwaith | | |
| Bydd y swydd hon yn amodol ar wiriad manylach gan y Gwasanaeth Datgelu a Gwahardd.  Rhaid i ddeiliad y swydd allu teithio'n helaeth ledled y rhanbarth yn rheolaidd  Bydd disgwyl i ddeiliad y swydd weithio rhai oriau anghymdeithasol ac efallai y bydd angen iddo aros oddi cartref (manylion i'w trafod gyda'r rheolwr llinell). | | |