

## Intern Entrepreneuriaeth

Adran	Swyddfa Fenter
Adran	Menter
Teitl y Swydd	Intern Entrepreneuriaeth
Gradd	Interniaeth
Yn atebol i	Cydlynnydd Entrepreneuriaeth

### Prif Atebolrwydd

Bydd disgwyl i ddeiliad y swydd reoli ei amser ei hun mewn swyddfa brysur ac ymgymryd ag ystod eang o dasgau swyddfa cyffredinol, fel ymateb i alwadau ffôn a negeseuon e-bost, ymdrin ag ymwelwyr, paratoi gohebiaeth a dogfennau, ymgymryd â phrosesau caffael a chyllid, rheoli dyddiaduron a chynnal dogfennau diogel. Bydd disgwyl iddo gefnogi gydag elfennau gweinyddol y digwyddiadau a siaradwyr gwadd.

Bydd deiliad y swydd yn gyfrifol am gynnig cymorth gweinyddol ac ysgrifenyddol i'r Cydlynnydd Entrepreneuriaeth yn arbennig, yn ogystal â chynnig gwasanaeth cymorth effeithiol a gweinyddol ar gyfer y Swyddfa Fenter yn ehangach.

### Tasgau Allweddol

- Monitro negeseuon e-bost ac ymdrin â gohebiaeth sy'n ymwneud â digwyddiadau am ymholiadau cyffredinol.
- Cefnogi gyda thasgau gweinyddol sy'n berthnasol â digwyddiadau fel cyflwyno deunyddiau marchnata i Campus Talk a'r cyfryngau cymdeithasol, a nodi digwyddiadau ar EventBrite.
- Ymgymryd â gwaith prosiect ad hoc yn ôl gofyn y Cydlynnydd Entrepreneuriaeth a dod at gasgliad llwyddiannus.
- Ymgymryd â dyletswyddau prynu drwy gynnal cofnod cywir o'r holl wariant prosiect a digwyddiadau
- Cefnogi'r gwaith o hyrwyddo gwasanaethau a gweithgareddau drwy reoli marchnata ar-lein (y cyfryngau cymdeithasol - FaceBook, Twitter, Instagram etc) a diweddarau'r tudalennau gwe.
- Cynnal cofnodion myfyrwyr a niferoedd dechrau er mwyn sicrhau bod data'n cael ei gofnodi mewn modd effeithiol ac effeithlon.
- Cefnogi'r gwaith o drefnu digwyddiadau
- Trefnu a chymryd cofnodion/nodiadau mewn cyfarfodydd entrepreneuriaidd mewnol.

- Mynd i'r afael â bob agwedd ar waith swyddfa, fel gweinyddiaeth gyffredinol, ffeilio, post etc, er gall y dyletswyddau a'r gwaith amrywio o bryd i'w gilydd, ac ymdrin ag ymholiadau gan staff, myfyrwyr, cwsmeriaid, cleientiaid a chyflenwyr mewn modd effeithlon a phrydlon.
- Ymgymryd ag unrhyw ddyletswyddau ychwanegol i gefnogi Strategaeth Menter y Brifysgol fel sy'n rhesymol ar gais y rheolwr llinell.

## Dyletswyddau Cyffredinol

Byddwch yn sicrhau bod systemau a gweithdrefnau rheoli priodol ar waith er mwyn bodloni'ch dyletswyddau a'ch cyfrifoldebau iechyd a diogelwch a gynhwysir ym mholisi iechyd a diogelwch y Brifysgol. Yn benodol, byddwch yn sicrhau bod asesiadau risg priodol yn cael eu cynnal mewn cysylltiad â pheryglon sylweddol ac yr ymgymerir ag arolygon diogelwch o leiaf unwaith y flwyddyn, ym mhob gweithle dan eich rheolaeth chi.

Cyfrifoldeb y gweithwyr yw ymgorffori Polisi Cyfle Cyfartal y Brifysgol o fewn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae gan yr holl staff gyfrifoldeb i hyrwyddo lefelau uchel o ofal cwsmer yn eu maes cyfrifoldeb eu hunain.

Disgwylir i ddeiliaid swydd gydweithredu â'r broses Arfarnu, gan gymryd rhan wrth osod amcanion er mwyn cynorthwyo gyda'r gwaith o fonitro perfformiad a datblygiad yr unigolyn.

Byddwch yn asesu anghenion hyfforddiant a datblygiad pob aelod o staff dan eich rheolaeth er mwyn sicrhau eu bod yn cael eu cefnogi'n ddigonol mewn perthynas â'u cyfrifoldebau gwaith.

Dyletswyddau perthnasol eraill sy'n gymesur â gradd y swydd, a all gael eu neilltuo gan y Rheolwr, mewn cytundeb â deiliad y swydd. Ni ddylid gwrthod cytundeb o'r fath yn afresymol.

Mae'r cyfrifoldebau allweddol sydd wedi'u cynnwys yn y swydd ddisgrifiad hwn yn fynegol, nid yn gynhwysfawr. Gellir addasu dyletswyddau a chyfrifoldebau mewn trafodaeth â deiliad y swydd.

Gall fod gofyn i chi weithio ar unrhyw un o safleoedd Prifysgol Glyndŵr Wrecsam, gyda rhybudd rhesymol.

## Adolygu

Mae hwn yn ddisgrifiad o'r swydd ar adeg ei chyhoeddi. Arfer y Brifysgol o bryd i'w gilydd yw adolygu a diweddarau swydd ddisgrifiadau er mwyn sicrhau eu bod yn adlewyrchu natur gyffredol y swydd a gofynion y Brifysgol yn gywir ac i ymgorffori unrhyw newidiadau rhesymol pan mae angen, mewn ymgynghoriad â deiliad y swydd.

# Manyleb Person

Er mwyn cyrraedd y rhestr fer, rhaid i chi arddangos eich bod yn bodloni'r holl feini prawf hanfodol a chyn nifer o'r meini prawf dymunol ag sy'n bosibl. Pan fydd gennym nifer fawr o geisiadau sy'n bodloni'r holl feini prawf hanfodol, byddwn wedyn yn llunio'r rhestr fer drwy ddefnyddio'r meini prawf dymunol.

Meini Prawf Dethol					
Priodoleddau	Eitem	Meini Prawf Perthnasol	Dull Adnabod	Pwysigrwydd	
1	Sgiliau a Gallu	1.1	Sgiliau cyfathrebu da, ar lafar ac yn ysgrifenedig	Ff, C	H
		1.2	Sgiliau trefnu da	Ff, C	H
		1.3	Y gallu i weithio o fewn tîm a chydweithio ar draws y brifysgol	Ff, C	H
		1.4	Sgiliau cadw cofnodion a rheoli cronfa ddata da	Ff, C	H
		1.5	Sgiliau TG da gan gynnwys Excel a Word	Ff, C	H
		1.6	Sgiliau cyfryngau cymdeithasol, gan gynnwys Facebook, Twitter, Instagram	Ff, C	D
		1.7	Y gallu i weithio ar eu menter eu hunain, gan flaenoriaethu gwaith er mwyn sicrhau gwasanaeth effeithiol ac effeithlon i fyfyrwyr a gradddedigion	Ff, C	H
		1.8	Sgiliau ymgysylltu a rhwydweithio da	Ff, C	H
		1.9	Y gallu i arddangos creadigrwydd	Ff, C	H
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Gwybodaeth am Raglenni Microsoft	Ff, C	D
		2.2	Gwybodaeth am Raglenni Cyfryngau Cymdeithasol	Ff, C	D

3	Addysg a Hyfforddiant	3.1	Myfyriwr wedi Graddio'n Ddiweddar: Gradd israddedig neu uwch neu brofiad gwaith perthnasol	Ff, T	D
4	Profiad Perthnasol	4.1	Profiad o weithio o fewn AU	Ff, C	D
5	Gofynion Arbennig	5.1	Cyswllt ag anghenion a dyheadau myfyrwyr a'r gallu i ymgysylltu â nhw	Ff, C	D
		5.2	Y gallu i gyfathrebu yn Gymraeg	Ff, C	D
<b>Dyddiad Adolygu</b>					

<b>Allwedd</b>	<b>Dull Adnabod</b>	<b>Ff</b>	Ffurflen Gais
		<b>C</b>	Cyfweliad
		<b>P</b>	Prawf
		<b>T</b>	Copi o Dystysgrifau
		<b>Rh</b>	Rhoi Cyflwyniad
		<b>G</b>	Asesiad Grŵp
	<b>Pwysi grwydd</b>	<b>H</b>	Hanfodol
		<b>D</b>	Dymunol

# Job Description

## Entrepreneurship Intern



<b>Department</b>	Enterprise Office
<b>Section</b>	Enterprise
<b>Job Title</b>	Entrepreneurship Intern
<b>Grade</b>	Intern
<b>Reports To</b>	Entrepreneurship Coordinator

### Principal Accountabilities

The post-holder will be expected to manage their own time within a busy office and carry out a wide range of general office tasks such as responding to phone calls and emails, handling visitors, preparing correspondence and documents, undertaking procurement and financial processes, managing diaries and maintaining secure files. They will be expected to support with the admin of the events and guest speakers.

The post holder will be responsible for providing administrative and secretarial support for the Entrepreneurship Coordinator in particular as well as the provision of an effective and administrative support service for the wider Enterprise Office.

### Key Tasks

- Monitor emails and deal with correspondence relating to events and general enquires.
- Support with administrative tasks relating to events such as submissions of marketing materials to Campus Talk and social media, and the logging of events on EventBrite.
- Undertake ad hoc project work as required by the Entrepreneurship Coordinator to a successful conclusion.
- Undertake purchasing duties by maintaining an accurate record of all event and project expenditure
- Support the promotion of services and activities through the management of online marketing (social media – FaceBook, Twitter, Instagram etc) and updating the web pages.
- Maintain the keeping of student records and start-up numbers, to ensure effective and efficient recording of data.
- Support the setup of events
- Organise and take minutes/notes at internal entrepreneurial focused meetings.

- Cover all aspects of office work such as general administration, filing, mail etc, although duties and work may vary from time to time and efficiently and promptly deal with enquiries from staff, students, customers, clients and suppliers.
- Undertake any further duties in support of the University's Enterprise Strategy as may be reasonably requested by the line manager.

## General Duties

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

It is the responsibility of employees to apply the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

All staff have a responsibility for promoting high levels of customer care within their own areas of responsibility.

Post holders are expected to co-operate with the Appraisal process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

You will assess the training and development needs of each member of staff under your control to ensure they are adequately supported in relation to their work responsibilities.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with the post holder. Such agreement should not be unreasonably withheld.

The key responsibilities contained in this job description are indicative not exhaustive. Duties and responsibilities may be altered in discussion with the post holder.

You may, with reasonable notice, be required to work at any of the Wrexham Glyndŵr University sites.

## Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

# Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

Selection Criteria					
Attributes		Item	Relevant Criteria	Identification Method	Rank
1	Skills & Abilities	1.1	Good oral and written communication skills	A I	E
		1.2	Good organisational skills	A I	E
		1.3	Ability to work within a team and collaborate university wide	A I	E
		1.4	Good record keeping and database management skills.	A I	E
		1.5	Good IT skills including Excel, and Word	A I	E
		1.6	Social Media skills including Facebook, Twitter, Instagram	A I	D
		1.7	Ability to work on their own initiative, prioritising work to ensure an effective and efficient service to students and graduates	A I	E
		1.8	Good networking and engagement skills	A I	E
		1.9	Ability to demonstrate creativeness	A I	E
2	General & Specialist Knowledge	2.1	Knowledge of Microsoft Applications	A I	D
		2.2	Knowledge of Social Media Applications	A I	D

3	Education & Training	3.1	Recent Graduate: Undergraduate degree or above or relevant work experience	A C	D
4	Relevant Experience	4.1	Experience working in HE	A I	D
5	Special Requirements	5.1	An affinity with and the ability to engage students' needs and aspirations	A I	D
		5.2	The ability to communicate in Welsh	A I	D
<b>Date of Revision</b>					

<b>Key</b>	<b>Identification Method</b>	<b>A</b>	Application Form
		<b>I</b>	Interview
		<b>T</b>	Test
		<b>C</b>	Copy of Certificates
		<b>P</b>	Presentation
		<b>G</b>	Group Assessment
	<b>Rank</b>	<b>E</b>	Essential
		<b>D</b>	Desirable