

Swydd Ddisgrifiad

PRIFYSGOL
Glyndŵr
Wrecsam

Wrexham
Glyndŵr
UNIVERSITY

Ysgol/Cyfarwyddiaeth	Bywyd Myfyrwyr a Champws
Adran	Gwasanaethau Cymorth Myfyrwyr
Teitl y Swydd	Cydlynnydd a Gweinyddwr Prosiect
Gradd	O&A4
Yn atebol i	Rheolwr Cymorth Myfyrwyr
Fersiwn	0.1

Cyd-destun

Mae Prifysgol Glyndŵr Wrecsam wedi llwyddo i sicrhau cyllid gan HEFCW i gyflwyno prosiect cyffrous newydd o'r enw **Presgripsiynu Cymdeithasol yn Seiliedig ar Natur i Wella Cysylltiad Cymdeithasol a Lles Meddyliol Myfyrwyr**. Nod y prosiect newydd hwn yw adeiladu ar ymchwil a chanlyniadau trwy 1) archwilio sut y gellir defnyddio presgripsiynau cymdeithasol fel ffordd o wella lles meddyliol myfyrwyr a mynd i'r afael â chysylltiadau myfyrwyr trwy ymyriadau sy'n seiliedig ar natur, a 2) gwerthuso'r llwybrau atgyfeiriad gwyrdd a deall sut y gall asedau gwyrdd ar gampysau prifysgol ac yn y gymuned leol gael eu datblygu ymhellach neu eu gwella i fodloni anghenion myfyrwyr.

Gan weithio gyda Phrifysgol De Cymru a phartneriaid allweddol eraill yng ngogledd ddwyrain Cymru, bydd deiliad y swydd yn cefnogi Bwrdd y Prosiect trwy ddarparu cefnogaeth weinyddol a chydlynu'r amrywiol weithgareddau sydd eu hangen i gyflawni'r prosiect yn brydlon ac o fewn y gyllideb.

Prif Atebolrwydd

Y prif atebolrwydd i Gydlynnydd/Gweinyddwr y Prosiect fydd darparu cydlynnydd Prosiect effeithiol ac effeithlon i gyflawni'r canlyniadau a'r targedau allweddol yn llwyddiannus. Bydd deiliad y swydd yn gyfrifol am ddarparu lefel uchel o gymorth gweinyddol i'r Tîm /Bwrdd Prosiect a bydd yn chwarae rhan allweddol wrth sicrhau bod y swyddogaethau, prosesau a systemau gweinyddol ar waith i gefnogi'r prosiect. Bydd deiliad y swydd hefyd yn chwarae rôl ganolog wrth gydlynu ystod o weithgareddau, tasgau a digwyddiadau a grëwyd ar y cyd a fydd yn darparu cyfleoedd i fyfyrwyr i ddod o hyd i ffyrdd o deimlo'n fwy cysylltiedig yn gymdeithasol a bod yn rhan o gymuned eu prifysgol, y gymuned ehangach a'r amgylchedd naturiol.

Tasgau Allweddol

- Ar y cyd â Thîm y Prosiect, cefnogi'r gwaith o gydlynu, gweinyddu, datblygu a chyflawni cynllun prosiect manwl ar gyfer gweithredu'r prosiect yn llawn, gan gynnwys cerrig milltir allweddol a dyddiadau targed er mwyn cyflawni.
- Cydlynu pob agwedd ar y prosiect o ddydd i ddydd, gan adrodd yn ôl yr angen i'r Rheolwr Gwasanaethau Cymorth Myfyrwyr a/neu'r Cyfarwyddwr Gweithredol Gweithredoedd.
- Gweinyddu'r ffrydiau gwaith sy'n ymwneud â'r prosiect, gan gyfrannu at gynhyrchu canllawiau, protocolau a gweithdrefnau yn ôl yr angen i gefnogi gweithgareddau'r prosiect.
- Cynllunio a chydlynu cyfarfodydd mewnol ac allanol yn ôl yr angen i sicrhau bod y prosiect yn symud ymlaen. Darparu cefnogaeth weinyddol lawn i'r Bwrdd Prosiect ac is-grwpiau gan gynnwys trefnu'r calendr o gyfarfodydd, paratoi agendâu/papurau, cymryd cofnodion, a dilyn camau gweithredu priodol.
- Gweithio gyda'r tîm marchnata a'r swyddfa ymchwil, cyfrannu at ddatblygu a hyrwyddo'r prosiect trwy'r cyfryngau cymdeithasol amrywiol sydd ar gael i amlygu proffil ac enw da y gwaith/ymchwil sy'n cael ei wneud.
- Cysylltu'n rhagweithiol, adeiladu a chynnal perthnasau â phartneriaid cydweithredol, darparwyr iechyd gwrydd, grwpiau blaenoriaeth myfyrwyr, a'r gymuned ehangach o fyfyrwyr.
- Goruchwylio a chydlynu gwaith a pherfformiad y Cynorthwydd Ymgysylltiad Myfyrwyr i sicrhau bod y prosiect yn cael ei greu ar y cyd ag Undeb y Myfyrwyr a'r corff myfyrwyr ehangach.
- Cydlynu gweithdai a digwyddiadau lle gall myfyrwyr, staff a'r gymuned ehangach gael gwell dealltwriaeth a chyfrannu at y prosiect presgripsiynu cymdeithasol a chyfrannu'n gadarnhaol ar ganlyniadau'r prosiect.
- Cynnal ymwybyddiaeth o ofynion rheoleiddio perthnasol, a chydymffurfio â nhw. Pryd bynnag sy'n berthnasol, ymgymryd â gweithgareddau penodol i sicrhau bod y prosiect a'i ffrydiau gwaith yn cydymffurfio â deddfwriaeth (GDPR, Atal, Iechyd a Diogelwch, Safonau'r Gymraeg etc)
- Yn ôl y cyfarwyddyd y Cyfarwyddwr Gweithredol Gweithrediadau neu'r Rheolwr Cymorth Myfyrwyr, cyflawni unrhyw ddyletswyddau eraill, nad ydynt wedi'u cynnwys uchod, ond a fydd yn cyd-fynd â'r swydd a'r radd.

Nodweddion Arbennig

Bydd gofyn i ddeiliad y swydd fynychu cyfarfodydd wyneb yn wyneb ar y campws a gweithio'n bennaf yn y swyddfa, ond gellir caniatáu gweithio o bell yn amodol ar gytundeb gyda'r Rheolwr Gwasanaethau Myfyrwyr.

Dyletswyddau Cyffredinol

Sicrhau bod systemau a gweithdrefnau rheoli priodol ar waith i fodloni eich dyletswyddau a'ch cyfrifoldebau iechyd a diogelwch o fewn polisi iechyd a diogelwch y Brifysgol. Yn benodol, byddwch yn sicrhau bod asesiadau risg priodol yn cael eu cynnal mewn perthynas 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 gofal cwsmer o ansawdd yn eu maes cyfrifoldeb eu hunain.

Disgwylir i ddeiliaid swyddi gydweithredu â'r broses Adolygu Datblygiad Proffesiynol, gan gymryd rhan wrth osod amcanion er mwyn cynorthwyo gyda monitro perfformiad a datblygiad yr unigolyn. Byddwch yn asesu anghenion hyfforddiant a datblygiad pob aelod o staff dan eich rheolaeth i sicrhau ei fod yn cael ei gefnogi'n ddigonol mewn perthynas â'i gyfrifoldebau yn y 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 ydynt yn gynhwysfawr.

Gellir addasu dyletswyddau a chyfrifoldebau mewn trafodaeth â deiliad y swydd. Disgwylir i'r holl ddeiliaid swyddi yn y Gyfarwyddiaeth allu darparu cymorth ar draws pob maes, y tu hwnt i'w tîm uniongyrchol, ar gais y Cyfarwyddwr Gweithredol ac yn gymesur â'u sgiliau, gwybodaeth a phrofiad.

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 lle bo'r angen, mewn ymgynghoriad â deiliad y swydd.

Manyleb Person

Cydlynnydd a Gweinyddwr Prosiect



Er mwyn cael eich rhoi ar y rhestr fer rhaid i chi arddangos eich bod yn bodloni'r holl feini prawf hanfodol a chymaint o'r meini prawf dymunol ag sy'n bosib. Pan fydd gennym nifer fawr o geisiadau sy'n bodloni'r holl feini prawf hanfodol, byddwn wedyn yn llunio'r rhestr fer gan ddefnyddio'r meini prawf dymunol.

Meini Prawf Dethol

Priodoleddau	Eitem	Meini Prawf Perthnasol	Dull Adnabod	Pwysigrwydd	
1	Sgiliau a Gallu	1.1	Sgiliau trefnu rhagorol gyda'r gallu i flaenoriaethu a chwblhau nifer o dasgau gan roi sylw da i fanylion.	Ff, C	H
		1.2	Sgiliau cyfathrebu ysgrifenedig a llafar rhagorol.	Ff, C	H
		1.3	Sgiliau rhyngbersonol a diplomyddol cryf gyda'r gallu i feithrin perthnasau gyda rhanddeiliaid ar bob lefel.	Ff, C	H
		1.4	Yn meddu ar radd uchel o fentergarwch, cyfrifoldeb a hunan-gymhelliant ac agwedd ragweithiol tuag at ddatrys problemau	Ff, C	H
		1.5	Sgiliau dadansoddol a'r gallu i drefnu a dehongli data i'w defnyddio mewn adroddiadau a chyflwyniadau mewn ffordd glir a diamwys.	Ff, C	H
		1.6	Sgiliau amlwg ar draws ystod o becynnau Microsoft gan gynnwys uwch sgiliau defnyddio Word, Excel ac Outlook a'r gallu i ddefnyddio Teams a'r Office 365suite.	Ff, C	H
		1.7	Y gallu i weithio fel aelod o dîm gydag agwedd agored, gydweithredol a hyblyg tuag at ddarparu gwasanaeth cwsmeriaid o ansawdd uchel	Ff, C	H

2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Gwybodaeth am bresgripsiynu cymdeithasol.	Ff, C	D
		2.2	Profiad o weithio mewn sefydliad iechyd meddwl a llesiant	Ff, C	D
		2.3	Gallu siarad Cymraeg	Ff, C	D
3	Addysg a Hyfforddiant	3.1	Wedi cymhwyso i lefel gradd/profiad gwaith profedig o fewn gwasanaeth cymorth gweinyddol.	Ff, T	H
		3.2	Cymhwyster / hyfforddiant yn ymwneud â Gwasanaethau Cwsmer (e.e. Customer First, Customer Excellence)	Ff, T	D
		3.3	Tystiolaeth o ddatblygiad proffesiynol parhaus ac ymrwymiad i hyfforddi	Ff, C	D
4	Profiad Perthnasol	4.1	Profiad blaenorol o ddarparu cymorth gweinyddol mewn amgylchedd swyddfa prysur.	Ff, C	H
		4.2	Profiad o drefnu a chefnogi'r trefniadau ar gyfer cyfarfodydd a digwyddiadau	Ff, C	H
		4.3	Profiad o gydlyn digwyddiadau a gweithgareddau neu brosiectau eraill	Ff, C	H
		4.4	Hanes blaenorol llwyddiannus o ymgysylltu â myfyrwyr o ystod eang o gefndiroedd diwylliannol a chymdeithasol-economaidd, a'u cynnwys.	Ff, C	D
		4.5	Profiad profedig o ddiweddarau a sefydlu prosesau neu system newydd i gefnogi gweithrediadau cymorth allweddol	Ff, C	D
		4.6	Profiad o weithio gyda chydweithwyr academiaidd i ddatblygu mentrau a phrosiectau ymchwil newydd	Ff, C	D

5	<p>Ymddygiad/Gallu</p> <p>Bydd yn ofynnol i ddeiliad y swydd ddangos ei fod yn gallu bodloni'r rhinweddau sy'n gysylltiedig â'r cymwyseddau ymddygiadol canlynol, fel y manylir arnynt yn Fframwaith Cymhwysedd AUA.</p>	<p>5.1 Rheoli sgiliau personol Ymwybyddiaeth o'ch ymddygiad eich hun ac ystyried sut mae'n effeithio ar eraill, gwella sgiliau personol i addasu arfer proffesiynol yn unol â hynny.</p> <p>5.2 Cyflawni gwasanaeth rhagorol Darparu gwasanaeth o'r safon uchaf i gleientiaid allanol a mewnol. Meithrin perthnasoedd hirdymor didwyll ac agored er mwyn codi safonau gwasanaeth.</p> <p>5.3 Canfod Datrysiadau Cael trosolwg cyfannol a gweithio'n frwdfrydig i ddadansoddi problemau a datblygu datrysiadau ymarferol. Adnabod cyfleoedd ar gyfer arloesi.</p> <p>5.4 Croesawu newid Croesawu ac ymgysylltu syniadau newydd a ffyrdd newydd o weithio. Addasu i sefyllfaoedd anghyfarwydd, newid gofynion a newid rolau.</p> <p>5.5 Defnyddio adnoddau yn effeithiol Adnabod a gwneud y defnydd mwyaf cynhyrchiol o adnoddau, gan gynnwys pobl, amser, gwybodaeth, rhwydweithiau a chyllidebau.</p> <p>5.6 Ymgysylltu â'r cyd-destun ehangach Gwella eich cyfraniad i'r sefydliad trwy ddeall y darlun ehangach a dangos ymrwymiad i werthoedd sefydliadol.</p> <p>5.7 Datblygu eich hun ac eraill Dangos ymrwymiad i'ch datblygiad proffesiynol parhaus eich hun. Cefnogi ac annog eraill i ddatblygu eu gwybodaeth broffesiynol, sgiliau ac ymddygiadau proffesiynol i'w galluogi i gyrraedd eu potensial llawn.</p> <p>5.8 Gweithio gyda'n gilydd Gweithio ar y cyd ag eraill er mwyn cyflawni nodau. Cydnabod a gweld gwerth cyfraniadau gwahanol gan bobl wahanol i'r broses.</p>		
---	--	--	--	--

		5.9	Cyflawni canlyniadau Bodloni amcanion a meini prawf llwyddiant y cytunwyd arnynt yn gyson. Cymryd cyfrifoldeb personol am gyflawni pethau.		
Dyddiad Adolygu					

Allwedd	Dull Adnabod	Ff	Ffurflen Gais
		C	Cyfweliad
		P	Prawf
		T	Copi o Dystysgrifau
		Rh	Rhoi Cyflwyniad
		G	Asesiad Grŵp
	Pwysigrwydd	H	Hanfodol
		D	Dymunol

Job Description



School/Directorate	Student & Campus Life
Section	Student Support Services
Job Title	Project Coordinator & Administrator
Grade	O&A4
Reports To	Student Support Manager
Version	0.1

Context

Wrexham Glyndwr University has been successful in securing further funding from HEFCW to deliver an exciting new project called **Nature-Based Social Prescribing to Improve Student Social Connectedness and Mental Well-being**. This new project aims to build on previous research and outcomes by 1) exploring how social prescribing can be used as a tool to enhance student mental wellbeing and address student connectedness through nature-based interventions, and 2) evaluating the green referral pathways and understanding how green assets on University campuses and within the local community can be further developed or improved to meet students' needs.

Working with the University of South Wales and other key partners in North East Wales, the post holder will support the Project Board by providing administration support and coordinating the various activities required to deliver the project on time and within budget.

Principal Accountabilities

The principal accountability for the Project Coordinator/Administrator will be to provide effective and efficient Project co-ordination to successfully deliver the key outcomes and targets. The post holder will be responsible for providing high level administration support to the Project Team /Board and will play a key role in ensuring the required administration functions, processes and systems are in place to support the project. The post holder will also play a pivotal role in coordinating a range of co-created activities, tasks and events which will provide opportunity for students to find ways to feel more socially connected and be part of their university community, the wider community and natural environment.

Key Tasks

- In conjunction with the Project Team, support the coordination, administration, development, and delivery of a detailed project plan for the full implementation of the project, to include key milestones and target delivery dates.
- To undertake the day-to-day co-ordination of all aspects of the project, reporting as necessary to the Student Services Manager and /or the Executive Director of Operations.
- To administer the work streams related to the project, contributing to the production of guidelines, protocols and procedures as necessary to support the project activities.
- Proactively plan and coordinate internal and external meetings as may be necessary to ensure the project is progressing. Provide full administrative support to the Project Board and sub-groups including organising the calendar of meetings, preparing agendas/papers, taking minutes, and following up actions appropriately.
- Working with the marketing team and the research office, contribute to the development and promotion of the project through the various media channels available to raise the profile and reputation of the work/research being undertaken.
- To proactively liaise, build and maintain relationships with collaborative partners, green health providers, student priority groups, and the wider student community.
- Supervise and coordinate the work and performance of the Student Engagement Assistant to ensure that the project is co-created with the Students' Union and the wider student body.
- Coordinate workshops and events in which students, staff and the wider community can gain a greater understanding and contribute to the social prescribing project and positively contribute to the outcomes of the project.
- Maintain awareness and compliance with relevant regulatory requirements. Where relevant, undertake specific activities to ensure the project and its work streams are compliant with legislation (GDPR, Prevent, H&S, Welsh Language standards etc)
- As directed by the Executive Director of Operations or the Student Support Manager, perform any other duties which are not included above but will be consistent with the role and grade.

Special Features

The post holder will be required to attend face to face meetings on campus and primarily be office based, however, working remotely can be accommodated subject to agreement with the Student Services Manager.

General Duties

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 Professional Development Review (PDR) 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. All post-holders within the Directorate are expected to be able to provide support across all areas, beyond their immediate team, as requested by the Executive Director and commensurate with their skills, knowledge, and experience.

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

Project Coordinator & Administrator



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 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 & Ailities	1.1	Excellent organisational skills with the ability to prioritise amongst and complete competing tasks paying close attention to detail.	A, I	E
		1.2	Excellent written and verbal communication skills.	A, I	E
		1.3	Strong interpersonal and diplomatic skills with the ability to build relationships with stakeholders at all levels.	A, I	E
		1.4	High degree of initiative, responsibility and self-motivation and with a proactive approach to problem solving.	A, I	E
		1.5	Analytical skills and the ability to organise and interpret data for use in reports and presentations in a clear and unambiguous way	A, I	E
		1.6	Demonstrable skills across a range of Microsoft packages including advanced use of Word, Excel and Outlook and the ability to use Teams and the Office 365 suite.	A, I	E
		1.7	Ability to work as a team player with an open, collaborative and flexible approach to delivering a high-quality customer service	A, I	E
2	General & Specialist Knowledge	2.1	Knowledge of social prescribing	A, I	D
		2.2	Experience of working in a Mental health and wellbeing setting	A, I	D
		2.3	Welsh Speaking	A, I	D

3	Education & Training	3.1	Qualified to degree level/ or proven work experience within an administrative support service.	A, C	E
4	Relevant Experience	3.2	Customer Services qualification/training (e.g. Customer First, Customer Excellence)	A, C	D
5	Behaviours/Competencies The role holder will be required to evidence that they can meet the qualities associated with the following behavioural competencies, as detailed within the AUA Competency Framework.	3.3	Evidence of continued professional development and commitment to training	A, I	D
4	Relevant Experience	4.1	Previous experience of providing high level Administration support in a busy office environment.	A, I	E
4	Relevant Experience	4.2	Experience of supporting and organising the arrangements for meetings and events.	A, I	E
4	Relevant Experience	4.3	Experience of co-ordinating events and activities or other projects	A, I	E
4	Relevant Experience	4.4	Successful track record of engaging and involving students from a diverse range of cultural and socio economic backgrounds.	A, I	D
4	Relevant Experience	4.5	Proven experience of updating and establishing new processes or systems to support key support functions	A, I	D
4	Relevant Experience	4.6	Experience of working with academic colleagues to take forward new initiatives and research projects	A, I	D
5	Behaviours/Competencies The role holder will be required to evidence that they can meet the qualities associated with the following behavioural competencies, as detailed within the AUA Competency Framework.	5.1	Managing self and personal skills Being aware of own behaviour and mindful of how it impacts on others, enhancing personal skills to adapt professional practice accordingly.		
5	Behaviours/Competencies The role holder will be required to evidence that they can meet the qualities associated with the following behavioural competencies, as detailed within the AUA Competency Framework.	5.2	Delivering excellent service Providing the best quality service to external and internal clients. Building genuine and open long-term relationships in order to drive up service standards.		
5	Behaviours/Competencies The role holder will be required to evidence that they can meet the qualities associated with the following behavioural competencies, as detailed within the AUA Competency Framework.	5.3	Finding solutions Taking a holistic view and working enthusiastically to analyse problems and to develop workable solutions. Identifying opportunities for innovation.		
5	Behaviours/Competencies The role holder will be required to evidence that they can meet the qualities associated with the following behavioural competencies, as detailed within the AUA Competency Framework.	5.4	Embracing change Being open to and engaging with new ideas and ways of working. Adjusting to unfamiliar situations, shifting demands and changing roles.		

		5.5	Using resources effectively Identifying and making the most productive use of resource, including people, time, information, networks and budgets.		
		5.6	Engaging with the wider context Enhancing your contribution to the organisation through an understanding of the bigger picture and showing commitment to organisational values.		
		5.7	Developing self and others Showing commitment to own ongoing professional development. Supporting and encouraging others to develop their professional knowledge, skills and behaviours to enable them to reach their full potential.		
		5.8	Working together Working collaboratively with others in order to achieve objectives. Recognising and valuing the different contributions people bring to this process.		
		5.9	Achieving results Consistently meeting agreed objectives and success criteria. Taking personal responsibility for getting things done.		
Date of Revision					

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