

Job Description

Learning, Participation & Interpretation Officer

Location: National Museum Cardiff

Background

Amgueddfa Cymru – National Museum Wales was founded by Royal Charter in 1907 as the ‘National Museum of Wales’ and was granted Supplemental Charters in 1991 and 2006. It derives its funding in the main from the Welsh Government as a Welsh Government Sponsored Body (WGSB).

Amgueddfa Cymru – National Museum Wales consists of National Museum Cardiff, St Fagans: National History Museum, the National Slate Museum, the National Wool Museum, the National Roman Legion Museum, Big Pit: National Coal Museum, the National Waterfront Museum and the National Collections Centre.

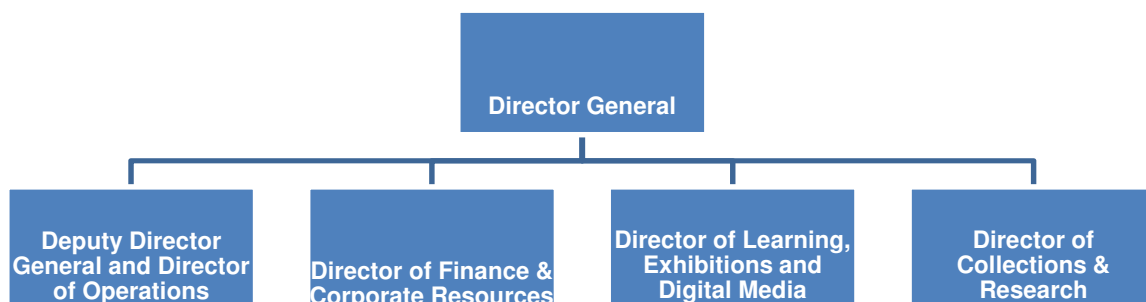
The key purpose of Amgueddfa Cymru is the advancement of the education of the public. This is to be achieved by caring for, enhancing and giving access to the collections, which cover earth and natural sciences, fine and applied art and the archaeology, and industrial and social history of Wales.

The Vision of Amgueddfa Cymru – National Museum Wales today is to be

a world-class museum of learning.

The senior management group consists of the Director General and four Directors.

Senior management structure



Main purpose of the post

The role of the Learning, Participation & Interpretation Officer is to develop and deliver multi-platform learning programmes across all audiences based on Amgueddfa Cymru – National Museum Wales' collections. The post holder will manage volunteers and/or facilitators and develop, plan and deliver innovative and creative learning programmes and resources to a wide range of audiences, including schools, families, young people, adult learners and community groups.

Responsible to

The post-holder will report to the Senior Learning, Participation & Interpretation Officer.

Strategic Areas

The post-holder's work will contribute to the delivery of the defined strategic areas across Amgueddfa Cymru – National Museum Wales. These areas include:

- Formal Learning (Early Years and Key Stage 2)
- Formal Learning (Secondary Schools and Colleges)
- Family Learning (including young people)
- Adult Learning (including FE, HE and wellbeing)
- Interpretation and Equality
- Evaluation and Performance Management
- Digital Learning
- Anti-Poverty and Social Impact

One post at St Fagans will focus primarily on developing and delivering the First World War project during the first two years. This project is a partnership with the National Library of Wales and will develop digital resources based on the First World War collections for schools. On completion of this work the post holder will work with the other two posts at St Fagans to focus on the delivery of the learning programmes at the museum.

Key Tasks and Responsibilities

Job Specific

1. Deliver a range of exciting and engaging multi-platform learning programmes, activities, resources and events across all audiences (including schools, families, young people, adults and community groups).
2. Support the Senior Learning, Participation & Interpretation Officer to develop innovative and creative learning programmes for a wide range of audiences.
3. Enhance the visitor experience and user participation, through proactive engagement with audiences at the museum, in the development of self-directed learning resources, through outreach work and online.
4. Manage, lead and motivate Learning Facilitators and volunteers, to ensure they meet their full potential and resources are used in a cost effective manner for the organisation.

5. Manage staff including producing duty rotas for facilitators and supervising volunteers to ensure that a high standard of service is provided to audiences.
6. Manage small projects, including occasionally co-ordinating project budgets, for example developing a resource pack to support the World War 1 programme.
7. Work collaboratively with colleagues across the organisation and external partners/agencies to develop content, programmes and user participation.
8. Contribute to fundraising and income generation initiatives as required.
9. Pilot and monitor new approaches to support user participation and develop interpretation e.g. facilitate focus groups and participatory forums.
10. Monitor and evaluate programmes, including content and performance in order to ensure they meet visitor needs and operational requirements.
11. Provide reports and data collection to support performance targets and operational planning.
12. Advise and make recommendations to the Head of Department, L, P & I Managers and the Senior L, P & I Officers about improvements in the content of learning, participation and interpretation programmes.
13. Plan and organise job related training and development programmes for team members, in conjunction with the L, P & I Managers and Senior L, P & I Officers.
14. Liaise with appropriate colleagues across the organisation, in particular Visitor Services, in order to ensure effective operational planning and delivery of events and activities.
15. Manage the provision of digital media content in line with the structures provided by the L, P&I Manager responsible for Digital Learning and the Digital Media team.

Corporate

1. To participate actively in supporting the principles and practice of equality of opportunity as outlined in the Amgueddfa Cymru – National Museum Wales' Equality & Diversity Policy.
2. To participate actively in supporting Amgueddfa Cymru – National Museum Wales' policies regarding Sustainability and the Welsh Language, finding innovative ways of presenting interpretation in Welsh and English.
3. To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate.
4. As a term of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation.

Outcomes

1. Creation of high quality, well planned and professionally delivered learning and participation events and activities across the Museum for the full range of audiences.

2. Increased proactive engagement with visitors in galleries and in museum settings.
3. Programmes, activities and resources for schools which meet the different learning styles of pupils and needs of teachers, guided by the requirements of the National Curriculum.
4. Programmes, activities and resources for families, young people, adults and community groups to meet the different learning styles and enable them to engage with the collections.
5. Information on numbers and quality of participation and engagement for Key Performance Indicators and other reporting requirements.
6. A higher profile for learning and events programmes.
7. Efficient team working and cost effective use of resources.

Person Specification

ESSENTIAL	DESIRABLE
Knowledge Required	
<p>Understanding of the potential of Amgueddfa Cymru – National Museum Wales collections as a resource for diverse audiences including schools, family, young people and adult informal learning and lifelong learning.</p>	<p>Knowledge of the National Curriculum and other curricula and how they relates to learning in museums.</p>
<p>Knowledge and understanding of different learning styles and how to apply these to activity and resource development to enable the full range of audiences to engage with museum collections.</p>	<p>Understanding ways of monitoring and evaluating programmes against strategic aims and objectives.</p>
<p>Knowledge of the wider learning environment, including digital and online.</p>	
Experience Required	
<p>Relevant experience, whether paid or voluntary in a museum, gallery or educational setting.</p>	<p>Relevant experience of learning programmes in other cultural/heritage, community or youth sectors.</p>
<p>Experience of delivering programmes and resources for formal and informal learning audiences, for example: schools, families, young people and adults and communities.</p>	
<p>Experience of staff management and administration skills, including preparation of duty rotas, reporting and data capturing.</p>	
<p>Experience of planning, organising and delivering staff development and training programmes.</p>	
Academic Qualifications / Standard of Education	

A degree in a relevant discipline or equivalent experience.	
Skills Required	
Excellent communication skills, both written and oral and an understanding of the importance of bi-lingual resources. A willingness to learn Welsh.	Ability to communicate fluently in Welsh.
Creative thinking in developing new programmes and resources.	
Ability to plan and schedule effectively.	
Excellent organisational skills including demonstrable ability to plan and deliver projects to time and budget along with the capacity to work successfully on a number of projects at one time.	
Personal Factors Required	
Excellent interpersonal skills with the ability to deal effectively and confidently at all levels.	
Ability to work flexibly, including at weekends and bank holidays as well as an ability to adapt methods of delivery to meet different learning styles.	
Ability to work on own initiative.	
Collaborative approach to team working and building networks.	
Understanding of the principles of equality and diversity in relation to Amgueddfa Cymru – National Museum Wales' work and the ability to apply these in practice.	
An interest in and commitment to the work of Amgueddfa Cymru – National Museum Wales.	

Competencies Specific to this Post

The successful applicant will need to demonstrate the following (please see the “**Recruitment Guidance**” for advice on how to complete the application form):

Core Competency	Example Behaviours
Working Positively with Others	<p>A valued member of the team who provides support to others and contributes to creating an open culture and productive working environment.</p> <p>Accumulates knowledge and information in an organised, retrievable way.</p>
Embracing Learning, Change and Creativity	<p>An appetite for learning. Soaks up as much relevant knowledge and experience as possible.</p> <p>Demonstrates a personal commitment to continuous learning, growth and change.</p>
Commitment to Customer Focus	<p>Recognises that everyone with whom they come into contact is a customer.</p> <p>Demonstrates a genuine and practical commitment to deliver excellent results for customers.</p>
Delivery of Effective Outcomes	<p>Manages own workload and own behaviours in a context of competing demands and changing priorities.</p> <p>Demonstrates energy and determination in meeting personal, team and organisational goals.</p>
Commitment to Diversity & Social Responsibilities	<p>Demonstrates a commitment to the principles of diversity and inclusion.</p> <p>Encourages and adopts practice that reduces the environmental impact of activities.</p> <p>Champions Health & Safety across the entire Museum’s work.</p>

Terms and conditions of service

Starting Salary	Grade D
Contract Length	Up to end of September 2015 (maternity cover)
Contract Hours	30 hours per week.
Annual Leave	27 days on appointment, rising to 32 days after 5 years service, plus one privilege day at Christmas and 8 bank holidays (for full time staff). Pro rata for part-time staff.
Probation	The post is subject to a probationary period of 1 month.
Pension	Amgueddfa Cymru – National Museum Wales has its own pension scheme, which is a final salary scheme. The employee contribution to which is currently 8% rising to 9% by April 2013.
All new appointments are subject to the receipt of satisfactory references, medical report and criminal conviction vetting clearance plus proof of eligibility to work in the UK.	

How to apply:

Applicants for the post should complete our on-line application form which can be found on the Jobs page on our intranet. The form provides the opportunity to explain how your qualifications, experience and personal qualities make you a suitable candidate for the position.

Completed forms should be returned by e-mail to:

hr.jobs@museumwales.ac.uk

or posted to the:

Human Resources Department
Amgueddfa Cymru - National Museum Wales
Cathays Park
Cardiff
CF10 3NP

Telephone: (029) 2057 3306

Fax: (029) 2057 3370

**Please note that all vacancies close at 5.00 pm on the closing date.
No applications will be accepted after this time**

Disgrifiad Swydd

Swyddog Addysg, Cyfranogiad a Dehongli

Lleoliad: Amgueddfa Genedlaethol Caerdydd

Cefndir

Sefydlwyd Amgueddfa Cymru fel 'Amgueddfa Genedlaethol Cymru' ym 1907 drwy Siarter Frenhinol, a rhoddwyd Siarteri Atodol iddi ym 1991 a 2006. Daw ei chyllid yn bennaf o Lywodraeth Cymru fel Corff a Noddir gan Lywodraeth Cymru (CNLC).

Mae Amgueddfa Cymru'n cynnwys Amgueddfa Genedlaethol Caerdydd, Sain Ffagan Amgueddfa Werin Cymru, Amgueddfa Lechi Cymru, Amgueddfa Wlân Cymru, Amgueddfa Lleng Rufeinig Cymru, Big Pit Amgueddfa Lofaol Cymru, Amgueddfa Genedlaethol y Glannau a Chanolfan Gasgliadau Cymru.

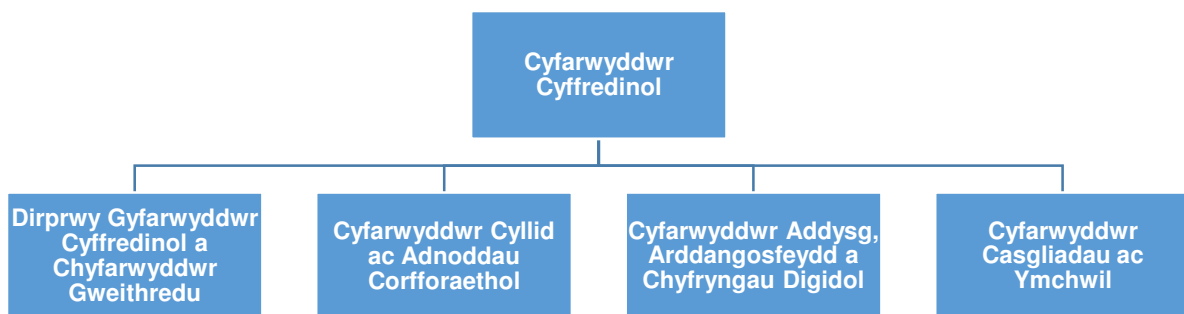
Prif amcanion Amgueddfa Cymru yw hyrwyddo addysg y cyhoedd. Cyflawnir hyn drwy ofalu am, gwella a sicrhau mynediad at gasgliadau Amgueddfa Cymru, sy'n trafod y gwyddorau natur a daear, celf gain a chymhwysol, archaeoleg, a hanes diwydiant a chymdeithas Cymru.

Gweledigaeth Amgueddfa Cymru heddiw yw bod yn

amgueddfa ddysg o safon ryngwladol.

Mae grŵp rheolwyr uwch yr Amgueddfa'n cynnwys y Cyfarwyddwr Cyffredinol a phedwar cyfarwyddwr.

Strwythur yr uwch-reolwyr



Prif ddiben y swydd

Rôl y Swyddog Addysg, Cyfranogiad a Dehongli yw datblygu a darparu rhaglenni addysg aml-lwyfan, yn seiliedig ar gasgliadau Amgueddfa Cymru, i bob cynulleidfa. Bydd deiliad y swydd yn rheoli gwirfoddolwyr a/neu hwyluswyr ac yn datblygu, cynllunio a darparu rhaglenni addysg ac adnoddau blaengar a chreadigol i amrywiaeth eang o gynulleidfaoedd, gan gynnwys ysgolion, teuluoedd, pobl ifanc, dysgwyr sy'n oedolion a grwpiau cymunedol.

Yn atebol i

Yr Uwch Swyddog Addysg, Cyfranogiad a Dehongli.

Meysydd Strategol

Bydd gwaith y Swyddog Addysg, Cyfranogiad a Dehongli yn cyfrannu at ddarparu'r meysydd strategol penodol ar draws Amgueddfa Cymru. Mae'r meysydd hyn yn cynnwys:

- Addysg Ffurfiol (y Blynyddoedd Cynnar a Chyfnod Allweddol 2)
- Addysg Ffurfiol (Ysgolion Uwchradd a Cholegau)
- Addysg Deuluol (gan gynnwys pobl ifanc)
- Addysg Oedolion (gan gynnwys addysg bellach, addysg uwch a lles)
- Dehongli a Chydraddoldeb
- Gwerthuso a Rheoli Perfformiad
- Addysg Ddigidol
- Gwrthdodi ac Effaith Gymdeithasol

Bydd un swydd yn Sain Ffagan yn canolbwyntio'n bennaf ar ddatblygu a darparu project y Rhyfel Byd Cyntaf dros y ddwy flynedd gyntaf. Dyma broject ar y cyd â Llyfrgell Genedlaethol Cymru i ddatblygu adnoddau digidol i ysgolion yn seiliedig ar gasgliadau'r Rhyfel Byd Cyntaf. Wedi i'r gwaith hwn gael ei gwblhau, bydd deiliad y swydd yn gweithio gyda'r ddau swyddog arall yn Sain Ffagan i ganolbwyntio ar ddarparu rhaglenni addysg yr Amgueddfa.

Prif dasgau a chyfrifoldebau

Penodol i'r swydd

1. Darparu amrywiaeth o raglenni addysg aml-lwyfan, gweithgareddau, adnoddau a digwyddiadau cyffrous a deniadol ar gyfer pob cynulleidfa (gan gynnwys ysgolion, teuluoedd, pobl ifanc, oedolion a grwpiau cymunedol).
2. Cefnogi'r Uwch Swyddog Addysg, Cyfranogiad a Dehongli i ddatblygu rhaglenni addysg blaengar a chreadigol ar gyfer ystod eang o gynulleidfaoedd.
3. Gwella profiad ymwelwyr a chyfranogiad defnyddwyr, drwy ymgysylltu'n rhagweithiol â chynulleidfaoedd yr Amgueddfa, datblygu adnoddau o'i ben a'i bastwn ei hun, gwneud gwaith allestyn a gwaith ar-lein.

4. Rheoli, arwain ac ysbrydoli Hwyluswyr Addysg a gwirfoddolwyr er mwyn sicrhau eu bod yn cyflawni o'u gorau a bod adnoddau'n cael eu defnyddio'n ddarbodus ar gyfer y sefydliad.
5. Rheoli a pharatoi rota ddyletswydd ar gyfer yr Hwyluswyr Addysg a goruchwylio gwirfoddolwyr er mwyn sicrhau y darperir gwasanaeth o'r radd flaenaf i gynulleidfaoedd.
6. Rheoli projectau bach, gan gynnwys cyllidebau o bryd i'w gilydd, er enghraifft datblygu adnoddau ar gyfer project y Rhyfel Byd Cyntaf.
7. Cydweithio â staff ar draws y sefydliad a sefydliadau/asiantaethau partner allanol i ddatblygu cynnwys, rhaglenni a chyfranogiad.
8. Cyfrannu at fentrau codi arian a chynhyrchu incwm yn ôl y galw.
9. Treialu a monitro dulliau dehongli a chyfranogiad newydd e.e. hwyluso grwpiau ffocws a fforymau cyfranogol.
10. Gwerthuso a monitro rhaglenni, gan gynnwys perfformiad a chynnwys, i sicrhau eu bod yn diwallu anghenion ymwelwyr a gofynion gweithredol.
11. Ysgrifennu adroddiadau a chasglu data ar gyfer targedau perfformiad a chynllunio gweithredol.
12. Cynghori a chyflwyno argymhellion i'r Pennaeth Adran; y Rheolwr Addysg, Cyfranogiad a Dehongli a'r Uwch Swyddogion Addysg, Cyfranogiad a Dehongli am welliannau i gynnwys y rhaglenni addysg, cyfranogiad a dehongli.
13. Cynllunio a threfnu rhaglenni hyfforddiant a datblygu perthnasol i'r swydd ar gyfer aelodau'r tîm, mewn cydweithrediad â'r Rheolwyr Addysg, Cyfranogiad a Dehongli a'r Uwch Swyddogion Addysg, Cyfranogiad a Dehongli.
14. Cysylltu â chydweithwyr priodol ar draws y sefydliad, yn enwedig Gwasanaethau Ymwelwyr, er mwyn sicrhau y caiff digwyddiadau a gweithgareddau eu cynllunio a'u cyflawni'n effeithiol.
15. Rheoli'r broses o ddarparu cynnwys cyfryngau digidol yn unol gyda strwythur y Rheolwr Addysg, Cyfranogiad a Dehongli sy'n gyfrifol am Addysg Ddigidol a'r tîm Cyfryngau Digidol.

Corfforaethol

1. Cyfrannu'n llawn at gefnogi egwyddorion ac arferion cyfle cyfartal fel yr amlinellir ym Mholisi Cydraddoldeb ac Amrywiaeth y sefydliad.
2. Cyfrannu'n llawn at gefnogi egwyddorion ac arferion polisïau Amgueddfa Cymru ar Gynaliadwyedd a'r Iaith Gymraeg, gan ganfod dulliau blaengar o gyfleu dehongliadau yn y ddwy iaith.
3. Cymryd gofal rhesymol o'ch iechyd a'ch diogelwch eich hun ac eraill y gallai eich gweithredoedd, neu eich diffyg gweithredu, effeithio arnynt, a chydymffurfio â'r holl ddeddfwriaeth iechyd a diogelwch fel sy'n briodol.
4. Fel rhan o'ch telerau cyflogaeth, efallai y gofynnir i chi wneud dyletswyddau eraill a/neu weithio oriau eraill fel sy'n rhesymol, yn unol â'ch gradd neu'ch lefel cyfrifoldeb cyffredinol o fewn y sefydliad.

Canlyniadau

1. Cynnal rhaglenni a digwyddiadau addysg a chyfranogiad o'r radd flaenaf, wedi'u cynllunio'n dda a'u cyflwyno'n broffesiynol ar draws yr Amgueddfa ar gyfer pob cynulleidfa.
2. Cynnydd yn yr ymgysylltu rhagweithiol ag ymwelwyr yn yr orielau a'r amgueddfa.
3. Rhaglenni, gweithgareddau ac adnoddau i ysgolion sy'n diwallu arddulliau dysgu gwahanol y disgyblion ac anghenion yr athrawon, wedi'u llywio gan ofynion y Cwricwlwm Cenedlaethol.
4. Rhaglenni, gweithgareddau ac adnoddau i deuluoedd, pobl ifanc, oedolion a grwpiau cymunedol sy'n diwallu eu hanghenion amrywiol ac yn eu galluogi i ymgysylltu â'r casgliadau.
5. Darperir gwybodaeth am niferoedd ac ansawdd y cyfranogi ac ymgysylltu at ddibenion Dangosyddion Perfformiad Allweddol a gofynion adrodd yn ôl eraill.
6. Proffil uwch ar gyfer rhaglenni addysg a digwyddiadau.
7. Gweithio'n effeithiol mewn tîm a defnyddio adnoddau'n ddarbodus.

Manyleb y Person

HANFODOL	DEFNYDDIOL
Gwybodaeth Ofynnol	
Dealltwriaeth o botensial casgliadau Amgueddfa Cymru fel adnodd ar gyfer cynulleidfaoedd amrywiol gan gynnwys ysgolion, teuluoedd, addysg anffurfiol i bobl ifanc ac oedolion ac addysg gydol oes.	Gwybodaeth am y Cwricwlwm Cenedlaethol a chwricwla eraill a sut maen nhw'n gysylltiedig ag addysg mewn amgueddfeydd.
Gwybodaeth a dealltwriaeth o wahanol arddulliau dysgu a sut mae'r rhain yn llywio gweithgareddau ac adnoddau i alluogi'r holl gynulleidfaoedd amrywiol i ymgysylltu â chasgliadau amgueddfa.	Dealltwriaeth o'r angen i fonitro a gwerthuso rhaglenni yn erbyn nodau ac amcanion strategol.
Gwybodaeth am yr amgylchedd dysgu ehangach, gan gynnwys digidol ac ar-lein.	
Profiad Gofynnol	
Profiad perthnasol, yn gyflogedig neu'n wirfoddol, mewn amgueddfa, oriel neu leoliad addysgol.	Profiad perthnasol o raglenni addysg mewn sectorau diwylliannol neu dreftadaeth, cymuned neu ieuenctid eraill.
Profiad o ddarparu rhaglenni ac adnoddau ar gyfer cynulleidfaoedd addysg ffurfiol ac anffurfiol, e.e. ysgolion, teuluoedd, pobl ifanc, oedolion a chymunedau.	
Profiad o reoli staff a sgiliau gweinyddol, gan gynnwys paratoi rota, adrodd yn ôl a chasglu data.	
Profiad o gynllunio, trefnu a darparu rhaglenni datblygu a hyfforddi staff.	
Cymwysterau Academaidd / Safon Addysg	
Gradd mewn maes perthnasol neu gyfwerth.	

Sgiliau Gofynnol	
Sgiliau cyfathrebu rhagorol, ar lafar ac ar bapur, a dealltwriaeth o bwysigrwydd adnoddau dwyieithog. Parodrwydd i ddysgu Cymraeg.	Y gallu i gyfathrebu'n rhugl trwy gyfrwng y Gymraeg.
Syniadau creadigol wrth ddatblygu rhaglenni ac adnoddau newydd.	
Y gallu i gynllunio ac amserlennu'n effeithiol.	
Sgiliau trefnu rhagorol gan gynnwys y gallu profedig i gynllunio a gweithredu projectau ar amser ac yn unol â'r gyllideb, a'r gallu i weithio'n llwyddiannus ar sawl project ar y tro.	
Ffactorau Personol Gofynnol	
Sgiliau rhyngpersonol rhagorol a'r gallu i ymdrin yn effeithiol a hyderus ar bob lefel.	
Y gallu i weithio'n hyblyg, gan gynnwys ar benwythnosau a gŵyl y banc yn ogystal â'r gallu i addasu i arddulliau dysgu a darparu gwahanol.	
Y gallu i weithio o'i ben a'i bastwn ei hun.	
Agwedd gydweithredol tuag at weithio mewn tîm ac adeiladu rhwydweithiau.	
Dealltwriaeth o egwyddorion amrywiaeth a chydraddoldeb parthed gwaith Amgueddfa Cymru a'r gallu i'w rhoi ar waith.	
Diddordeb yng ngwaith Amgueddfa Cymru ac ymroddiad i'r gwaith hwnnw.	

Cymhwyseddau penodol i'r swydd hon

Bydd angen i'r ymgeisydd llwyddiannus allu dangos enghreifftiau o'r canlynol (gweler "Canllawiau Recriwtio" am gyngor ar sut i lenwi'r ffurflen gais):

Cymhwysedd Craidd	Esiampl Ymddygiad
Gweithio'n Bositif gydag Eraill	<p>Aelod gwerthfawr o dîm sy'n darparu cefnogaeth i eraill ac yn cyfrannu at feithrin diwylliant agored a gweithle cynhyrchiol.</p> <p>Gallu casglu gwybodaeth mewn ffordd drefnus y gellir ei hadalw.</p>
Croesawu Dysgu, Newid a Chreadigrwydd	<p>Ymroddiad i ddysgu. Gallu amsugno cymaint o wybodaeth a phrofiad perthnasol â phosibl.</p> <p>Ymroddiad personol i ddysgu, tyfu a newid yn barhaus.</p>
Ymroddiad i Ganolbwyntio ar Gwsmeriaid	<p>Dealltwriaeth fod pawb y dânt i gysylltiad â nhw yn gwsmer.</p> <p>Dangos ymroddiad gwirioneddol ac ymarferol er mwyn sicrhau canlyniadau rhagorol i gwsmeriaid.</p>
Cyrraedd Canlyniadau Effeithiol	<p>Gallu i reoli gwaith ac ymddygiad mewn awyrgylch o ofynion cystadleuol a blaenoriaethau newidiol.</p> <p>Dangos egni a phenderfyniad wrth gyflawni amcanion personol, tîm a sefydliad.</p>
Ymrwymiad i Amrywiaeth a Chyfrifoldebau Cymdeithasol	<p>Dangos ymroddiad i egwyddorion amrywiaeth a chynhwysiant.</p> <p>Hyrwyddo ac arddel arferion sy'n lleihau effaith amgylcheddol y gwaith.</p> <p>Hyrwyddo lechyd a Diogelwch ym mhob agwedd o waith Amgueddfa Cymru.</p>

Telerau ac amodau gwasanaeth

Cyflog cychwynnol	Gradd D
Hyd y contract	Hyd at ddiwedd Medi 2015 (dros gyfnod mamolaeth)
Oriau'r contract	30 awr yr wythnos.
Gwyliau blynyddol	27 diwrnod adeg penodi, yn codi i 32 diwrnod ar ôl 5 mlynedd o wasanaeth, ynghyd ag un diwrnod braint adeg y Nadolig ac 8 gŵyl banc (ar gyfer staff llawn amser). Pro rata ar gyfer staff rhan-amser.
Cyfnod prawf	Mae cyfnod prawf o 1 mis yn berthnasol i'r swydd hon.
Pensiwn	Mae gan Amgueddfa Cymru ei chynllun pensiwn ei hun, sy'n gynllun cyflog terfynol. Ar hyn o bryd, cyfraniad gweithiwr cyflogedig yw 9%.
Mae pob penodiad newydd yn dibynnu ar dderbyn geirda, adroddiad meddygol ac archwiliad boddhaol o euogfarnau troseddol a phrawf o'ch hawl i weithio yn y DU.	

Sut i ymgeisio:

Dylai ymgeiswyr am y swydd lenwi'r ffurflen gais ar-lein sydd ar gael ar dudalen Swyddi y fewnwyd. Mae'r ffurflen yn rhoi cyfle i chi egluro sut mae eich cymwysterau, eich profiad a'ch rhinweddau personol yn eich gwneud yn ymgeisydd addas ar gyfer y swydd hon.

Dylech dychwelyd eich ffurflen i'r cyfeiriad e-bost hwn:

ad.swyddi@amgueddfacymru.ac.uk

neu ei phostio i'r:

Adran Adnoddau Dynol
Amgueddfa Cymru
Parc Cathays
Caerdydd
CF10 3NP

Ffôn: (029) 2057 3306

Ffacs: (029) 2057 3370

Nodwch bod rhaid i bob cais am swydd ein cyrraedd erbyn 5.00 pm ar y dyddiad cau. Ni fyddwn yn derbyn ceisiadau ar ôl hynny
