

Un Llais Cymru

Disgrifiad Swydd & Manyleb Gweithiwr

Swyddog Cymorth Rhaglen

Rhan-amser 2 ddiwrnod yr wythnos (15 awr)

Cyflog: £11,227 y flwyddyn (£27,694 CLIA)

Cyfnod sefydlog tan fis Mawrth 2027

*(Caiff y rôl hon ei hariannu'n llawn gan raglen
Lleoedd Lleol ar gyfer Natur Llywodraeth Cymru)*

Trosolwg o'r rôl

Bydd y Swyddog Cymorth Rhaglen yn darparu cymorth gweinyddol a chyfathrebu hanfodol i'r tîm prosiect bioamrywiaeth, er mwyn sicrhau y gellir cyflawni'r rhaglen Lleoedd Lleol ar gyfer Natur yn effeithiol ledled Cymru. Bydd y rôl hon yn cryfhau gallu'r tîm i weithio gyda Chynghorau Cymuned a Thref, rhannu arfer gorau, a chynhyrchu adroddiadau manwl-gywir er mwyn cyflawni amcanion y rhaglen.

Byddwch yn gweithio'n rhan o dîm o dri sy'n cynnwys rheolydd y rhaglen Lleoedd Lleol ar gyfer Natur a'r Swyddog Bioamrywiaeth. Byddwch yn atebol yn uniongyrchol i reolydd y Rhaglen Lleoedd Lleol ar gyfer Natur, ac fel aelod gwerthfawr o staff Un Llais Cymru, cewch eich cefnogi gan y Prif Weithredwr a gweddill y staff.

Byddwch yn gweithio o gartref ond gall y rhaglen waith alw am rywfaent o deithio a pheth gwaith gyda'r nos.

Er mwyn cael mwy o wybodaeth am y rhaglen Lleoedd Lleol ar gyfer Natur yn Un Llais Cymru, trowch at y wybodaeth ategol a ddarparwyd.

Prif Ddyletswyddau a Chyfrifoldebau

- **Cymorth Gweinyddol**
 - Cynnal a diweddarau cronfeydd data a chofnodion y prosiect.
 - Rheoli gwaith cyfathrebu a cheisiadau am gymorth.
 - Creu a rheoli datrysiadau TG effeithiol er mwyn rheoli llwyth gwaith a chefnogi gwaith y tîm.
 - Casglu a choladu data ar gyfer mapio manwl-gywir ac adrodd ar gynnydd.
 - Cysylltu gyda phartner fudiadau i sicrhau bod cofnodion ceisiadau ariannol yn gyfredol.
 - Gofalu fod data yn fanwl-gywir ac yn cael ei ddiweddarau'n rheolaidd.
 - Gweithio'n effeithiol gyda thîm gweinyddol Un Llais Cymru i reoli pryniannau, cyllidebu a thasgau gweinyddol eraill.
- **Cyfathrebu & Ymgysylltu**
 - Rheoli gwefan a chyfrifon cyfryngau cymdeithasol y prosiect ar y cyd â staff craidd.
 - Cynhyrchu a dosbarthu cylchlythyr misol i sicrhau bod Cyngorau Cymuned a Thref yn cael gwybod am gyfleoedd bioamrywiaeth.
 - Ymateb i geisiadau am gyngor a gwybodaeth yn brydlon a phroffesiynol.
- **Cydlynw Digwyddiadau**
 - Cynorthwyo gyda threfnu digwyddiadau, sesiynau hyfforddiant, a gweminarau er mwyn hyrwyddo mentrau bioamrywiaeth a rhannu arfer gorau.
 - Darparu cymorth gweinyddol a thechnegol yn ystod digwyddiadau.
- **Effaith & Allestyn**
 - Cefnogi'r tîm i ehangu ei ôl troed ar draws Cymru trwy gyfathrebu, cylchlythyron, a gweithgareddau ymgysylltu rheolaidd.
 - Hwyluso perthnasoedd cadarnhaol rhwng Cyngorau Cymuned a Thref a phartneriaid allanol.

Manyleb gweithiwr

Gwybodaeth, Cymwysterau a Phrofiad

Hanfodol	Dymunol	Dull Asesu
Sgiliau gweinyddol a threfniadol cryf	Profiad o gydlyn prosiectau yn y sectorau amgylcheddol neu gadwraethol.	Ffurflen Gais Cyfweliad
Sgiliau cyfathrebu ysgrifenedig a llafar rhagorol		Ffurflen Gais Cyfweliad
Gallu defnyddio ystod o becynnau TG (pecynnau Microsoft Office, Zoom, Canva a meddalwedd ategol eraill.	Profiad o reoli cyfryngau cymdeithasol a chreu cynnwys digidol.	Ffurflen Gais
Dealltwriaeth o lywodraeth leol yng Nghymru, ac o swyddogaethau a gwaith Cyngorau Cymuned a Thref.	Profiad o weithio yn y sector Cyngorau Cymuned a Thref.	Ffurflen Gais
Dealltwriaeth sylfaenol o ddefnyddio meddalwedd mapio ym meysydd ecoleg, rheoli asedau neu faes cyffelyb.	Profiad o gasglu data a chynhyrchu adroddiadau trwy ddefnyddio meddalwedd mapio e.e. ArcGIS	Ffurflen Gais Cyfweliad
Dealltwriaeth o waith a phrosiectau cadwraeth natur.	Gwybodaeth weithiol o fentrau cadwraeth natur.	Ffurflen Gais
Gallu rheoli cyfryngau cymdeithasol a chynnwys gwefannau.	Yn gyfarwydd â mentrau bioamrywiaeth ac adfer natur.	Ffurflen Gais Cyfweliad
Profiad o gydlyn digwyddiadau ac ymgysylltu â budd-ddeiliaid.	Profiad o ymgysylltu cymunedol.	Cyfweliad
Gallu gweithio'n annibynnol ac yn aelod o dîm.	Profiad o weithio mewn rôl debyg.	Ffurflen Gais Cyfweliad
Sgiliau cyfathrebu da yn y Gymraeg (Lefel 2+)	Sgiliau cyfathrebu rhagorol yn y Gymraeg (Lefel 4+)	Ffurflen Gais Cyfweliad
Dealltwriaeth a gwerthfawrogiad o bolisi ar yr iaith Gymraeg mewn cyrff cyhoeddus	Profiad o weithio yn y sector cyhoeddus ac o ddefnyddio'r Gymraeg yn y gweithle.	Ffurflen Gais
Dealltwriaeth o ddeddfwriaeth a chyfraith amgylcheddol yng Nghymru	Gwybodaeth weithiol o ddeddfwriaeth a chyfraith amgylcheddol Cymreig.	Ffurflen Gais

Gofynion eraill

- Hyblygrwydd i fynychu ambell ddigwyddiad gyda'r nos a thros y Sul.
- Gallu teithio yng Nghymru os oes angen.

Sgiliau Proffesiynol	
Hanfodol	Dull Asesu
• Sgiliau rhyngpersonol a chyfathrebu llafar rhagorol	Cyflwyniad
• Sgiliau cyfathrebu ysgrifenedig rhagorol	Ffurflen Gais
• Gallu trefnu eich llwyth gwaith eich hun, a chadw at amserlenni	Ffurflen Gais
• Arddangos sgiliau trefnu da	Ffurflen Gais
• Gallu cydweithio ag eraill gan ddefnyddio pecynnau TGCh	Ffurflen Gais
• Dealltwriaeth o ddiogelu data a moesgarwch proffesiynol	Cyfweliad
• Gallu gweithio'n effeithiol fel rhan o dîm	Ffurflen Gais
• Bod yn eiriolydd brwd ac uchel ei gymhelliant dros natur	Cyfweliad
• Ymrwymiad cryf i berfformio ar lefel uchel a sicrhau deilliannau campus fel rhan o dîm	Ffurflen Gais

Gwybodaeth Ategol

Rhaglen Ariannu Lleoedd Lleol ar gyfer Natur yn Un Llais Cymru

Un Llais Cymru yw'r prif gorff aelodaeth ar gyfer y 731 Cyngor Tref a Chymuned ledled Cymru ac mae'n darparu cefnogaeth, cyngor a gwasanaethau hyfforddiant. Er 2021 mae Un Llais Cymru wedi hwyluso perthynas bwysig gyda rhaglen waith Lleoedd Lleol ar gyfer Natur ac mae wedi ymgynghori a chefnogi nifer o brosiectau cyfalaf mawr.

Trosolwg o'r Rhaglen Lleoedd Lleol ar gyfer Natur.

Mae Rhaglen Lleoedd Lleol ar gyfer Natur (LILIN) yn gynllun cyfalaf sy'n creu 'natur ar eich trothwy'. Mae prosiectau sy'n cael eu hariannu o dan y rhaglen hon yn canolbwyntio ar gasgliad o dargedau bioamrywiaeth e.e. newid arferion torri gwair, denu mwy o beillwyr, plannu coed a chreu llecynnau tyfu cymunedol. Un o allbynnau allweddol unrhyw brosiect yw bod rhaid creu, gwella neu adfer bioamrywiaeth.

Mae'r rhaglen yn cydnabod fod prosiectau sy'n gweithio gyda chymunedau difreintiedig mewn ardaloedd amddifadedd trefol/lled-drefol yn ychwanegu gwerth sylweddol. Rhoddir sylw penodol i ymgysylltu cymunedol a darparu cyfleoedd gwirfoddoli yn enwedig ar gyfer cymunedau nad oes ganddynt fawr ddim cysylltiad â natur os o gwbl.

Bu'r rhaglen ar waith er 2020 ac mae wedi cyflawni cannoedd o brosiectau ledled Cymru trwy'r 4 rheolydd rhaglen. Mae dros 300 Cyngor Tref a Chymuned wedi chwarae rhan lwyddiannus yn y rhaglen dros y 5 mlynedd diwethaf. Er mwyn parhau a datblygu'r rhaglen lwyddiannus hon mae Llywodraeth Cymru yn parhau i fuddsoddi er mwyn creu mwy o leoedd lleol ar gyfer natur yn ystod 2025-2027.

Rhwng 2020 a 2025 darparwyd arian a chefnogaeth trwy brosiectau Partneriaethau Natur Lleol (PNLI), pecynnau Cadwch Gymru'n Daclus a grantiau cyfalaf trwy Gronfa Dreftadaeth y Loteri Genedlaethol. Trwy adeiladu ar yr ymgysylltu llwyddiannus gan y sector yn y flwyddyn gyntaf, daeth Un Llais Cymru yn aelod gwerthfawr o'r tîm rheolwyr rhaglenni yn 2021 trwy greu swydd Swyddog LILIN Un Llais Cymru.

Er 2021 mae'r Swyddog LILIN wedi gweithio'n agos gyda'r LNPS, y Gronfa Dreftadaeth a Cadwch Gymru'n Daclus i gefnogi ceisiadau am arian ac mae wedi datblygu rhwydwaith o gefnogaeth a chyngor. Mae hyn wedi cynyddu'n sylweddol y gwaith a wneir ar yr agenda bioamrywiaeth a lefelau cydymffurfiaeth gyda dyletswydd Bioamrywiaeth a gwytnwch ecosystemau Adran 6.

Cynllun y Rhaglen

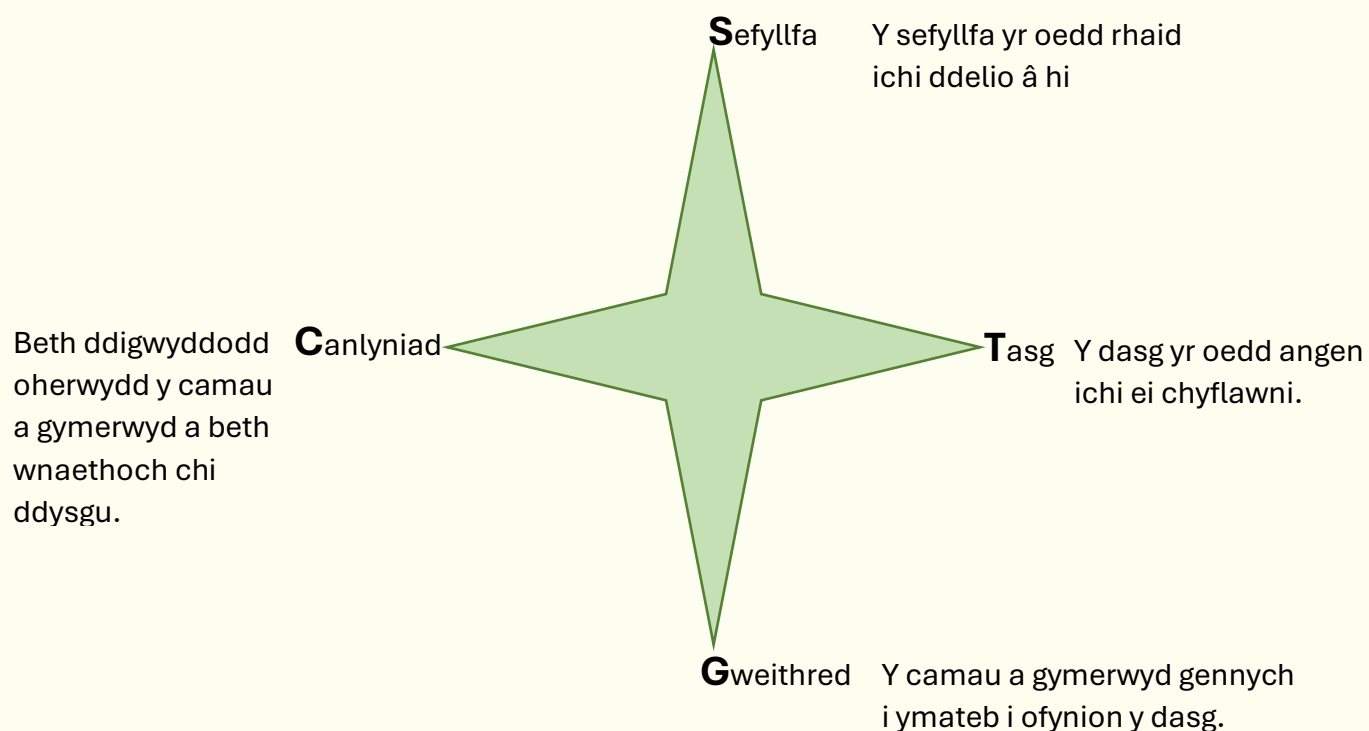
- Cefnogi prosiectau presennol LLLIN gyda'u cynlluniau cynnal a chadw, datblygu a rheoli.
- Cyflawni cyfres o brosiectau ar gyfer rhaglen ariannu LLLIN. Gweithio gyda'r gweinydddydd ariannol i hysbysu a chynghori'r sector ar y cyfleoedd ariannol sydd ar gael.
- Cynnig cefnogaeth gyda chynllunio rheoli a chyflawni prosiectau a ariennir gan LLLIN.
- Darparu cynlluniau rheoli cynefinoedd ar gyfer y Cynghorau Tref a Chymuned (gan gynnwys glaswelltiroedd a phlannu coed).
- Cynhyrchu adnoddau a gwella sgiliau'r sector.
- Hyrwyddo gweithredoedd sy'n cyfrannu at fioamrywiaeth a gwytnwch ecosystemau.
- Cynnal perthynas effeithiol gyda rheolwyr rhaglenni eraill er mwyn cyflawni nodau'r rhaglen.
- Cynrychioli a hyrwyddo'r sector Cynghorau Tref a Chymuned ar fforymau gwahanol ac mewn digwyddiadau.
- Defnyddio cyfryngau cymdeithasol a dulliau eraill i greu ymwybyddiaeth a rhannu arfer da mewn gwelliannau bioamrywiaeth.
- Datblygu astudiaethau enghreifftiol er mwyn rhannu arfer gorau yn y sector.
- Cefnogi Cynghorau Tref a Chymuned i weithio gyda phartneriaid i ddiogelu tir y maen nhw'n ei reoli.
- Cefnogi Cynghorau i gyflawni eu dyletswydd Adran 6 a chyflawni yr amcanion NRAP.
- Archwilio tir sy'n eiddo i / yn cael ei reoli gan y sector.
- Darparu mwy o asesiadau 'llawr gwlad' o dir Cynghorau Tref a Chymuned.
- Tir-wirio asesiadau blaenorol ar dir Cynghorau Tref a Chymuned.
- Mapio'r tir a chysylltu gyda CNC/Awdurdodau Lleol (GIS).
- Darparu cofnod manwl gywir o gyfraniad y sector i'r agenda bioamrywiaeth.

Rhaglen grantiau

- Cynnal ymgynghoriadau ac ymweliadau safle.
- Cynorthwyo Cynghorau i gynllunio a gwneud gwelliannau bioamrywiaeth.
- Asesu ceisiadau grant yn ôl meini prawf penodol a sicrhau bod pob prosiect yn gweithredu'n gydnaws â nodau'r rhaglen.
- Caffael a chyflenwi eitemau cyfalaf gan roi ystyriaeth i anghenion caffael lleol ac anghenion bioamrywiaeth lleol (rhywogaethau brodorol lleol).
- Cynorthwyo Cynghorau i gynllunio prosiectau yn unol â nodau'r rhaglen.
- Cyflenwi'r deunyddiau a chynorthwyo i weithredu a chyflawni'r prosiectau gan weithio gyda gwirfoddolwyr.

Y Dull 'STAR' (STGC)

Bydd eich cymhwysedd, sgiliau a gwybodaeth yn cael eu hasesu yn y ffurflen gais ac mewn cyfweliad gan ddefnyddio dull [SER](#).



Gallwch ddefnyddio enghreifftiau o'ch bywyd personol, teulu, cartref, gwaith neu wirfoddoli. Dylech gadw eich atebion yn gryno ac yn berthnasol i'r cwestiwn.

Er enghraifft:

- S** Cafodd darn o dir yn llawn blodau gwyllt ei dorri gan contractwr trwy gamgymeriad.
- T** Ail-blannu'r blodau gwyllt a gofalu nad yw hyn yn digwydd eto yn y dyfodol.
- G** Trefnwyd cyfarfod rhwng y rheolydd tir a'r contractwr a gofalwyd fod y lleoliad yn cael ei ddangos yn glir ar gynllun, a bod pawb perthnasol yn deall pwysigrwydd y dull rheoli a gytunwyd.
- C** Ail-dyfodd y llecyn blodau gwyllt, gosodwyd arwyddion, a chadwyd at y drefn reoli gywir, gan arwain at gynyddu amrywiaeth rhywogaethau ar y safle.

One Voice Wales

Job Description & Employee Specification

Programme Support Officer

Part-Time 2 days per week (15Hrs) Home based

Salary: £11,227 *per annum* (£27,694 FTE)

Fixed term until March 2027

(This role is fully funded by the Welsh Government Local Places for Nature programme)

Overview of role

The Programme Support Officer will provide essential administrative and communications support to the biodiversity project team, enabling effective delivery of the Local Places for Nature programme across Wales. This role will strengthen the team's capacity to engage with Community & Town Councils (C&TCs), share best practice, and deliver accurate reporting to meet the programme's objectives.

You will be working as part of a team of three; consisting of the Local Places for Nature programme manager and a Biodiversity Officer. You will report directly to the Local Places for Nature Programme manager, and as a valued member of the One Voice Wales staff, be supported by the Chief Executive Officer and the rest of the staff.

This a home-based role, but the programme of work may require occasional travel with some evening work.

For more information on the Local Places for Nature programme at One Voice Wales please see the supplementary information provided.

Key Duties and Responsibilities

- **Administrative Support**
 - Maintain and update project databases and records.
 - Manage communications and requests for support.
 - Create and manage effective IT solutions to manage workload and support the work of the team.
 - Collect and collate data for accurate mapping and progress reporting.
 - Liaise with partner organisations to keep funding application records current.
 - Ensure data is accurate and updated regularly.
 - Work effectively with the One Voice Wales administrative team to manage purchases, budgeting and other administrative tasks.
- **Communications & Engagement**
 - Manage the project website and social media accounts in collaboration with core staff.
 - Produce and distribute a monthly newsletter to ensure C&TCs are informed of biodiversity opportunities.
 - Respond to requests for advice and information promptly and professionally.
- **Event Coordination**
 - Assist in the organisation of events, training sessions, and webinars to promote biodiversity initiatives and share best practice.
 - Provide administrative and technical support during events.
- **Impact & Outreach**
 - Support the team in increasing its footprint across Wales through regular communications, newsletters, and engagement activities.
 - Facilitate positive relationships between C&TCs and external partners.

Employee specification

Knowledge, Qualifications and Experience		
Essential	Desirable	Method of Assessment
Strong administrative and organisational skills.	Experience in project coordination within environmental or conservation sectors.	Application Form Interview
Excellent written, and verbal communication skills.		Application Form Interview
Proficient in the use of a range of IT applications (Microsoft Office applications, Zoom, Canva and other supporting software.	Experience with social media management and digital content creation.	Application Form
An understanding of local government in Wales, and the functions and operations of Community & Town Councils.	Experience of working in the Community & Town Council sector.	Application Form Interview
A basic understanding of the use of mapping software in ecology, asset management or similar field.	Experience in data collection and reporting using mapping software, eg. ArcGIS.	Application Form Interview
An understanding of nature conservation work and projects.	Working knowledge of nature conservation initiatives.	Application Form
Ability to manage social media and website content.	Familiarity with biodiversity and nature recovery initiatives.	Application Form Interview
Experience in event coordination and stakeholder engagement.	Experience of community engagement.	Interview
Ability to work independently and as part of a team.	Experience of working in a similar role.	Application Form Interview
Good Welsh language communication skills (Level 2+).	Excellent Welsh language communication skills (Level 4+).	Application Form Interview
An understanding and appreciation of Welsh language policy within public bodies.	Experience of working in the public sector and using Welsh at work.	Application Form
A basic understanding of Welsh Environmental legislation and law.	Working knowledge of Welsh Environmental legislation and law.	Application Form

Other Requirements

- Flexibility to attend occasional evening or weekend events.
- Ability to travel within Wales if required.



Professional skills

Essential	Method of Assessment
• Excellent interpersonal and oral communication skills	Interview
• Excellent written communication skills	Application Form
• Ability to organise own workload, and meet deadlines	Application Form
• Demonstrate good organisational skills.	Application Form
• Ability to work collaboratively using ICT applications	Application Form
• An understanding of data protection and professional courtesies.	Interview
• Ability to work effectively as part of a team.	Application Form
• To be a motivated and enthusiastic advocate for nature	Interview
• A strong commitment to deliver high performance and outcomes as part of a team.	Application Form

Supplementary information

Local Places for Nature Funding Programme at One Voice Wales

One Voice Wales is the principal membership organisation for the 731 Community & Town Councils (C&TCs) across Wales and provides support, advice and training services. Since 2021 One Voice Wales has facilitated significant engagement with the Local Places for Nature programme of work and has consulted and supported numerous large capital projects.

Overview of the Local Places for Nature Programme.

The Local Places for Nature Programme (LPfN) is a capital scheme that creates 'nature on your doorstep'.

Projects funded under this programme focus on a set of biodiversity targets e.g. changing mowing practices, increasing pollinators, tree planting and creating community growing space. A key output of any project must be that biodiversity is created, enhanced or restored.

The programme recognises that projects working with disadvantaged communities in urban/peri-urban areas of deprivation add significant value. There is a strong focus on community engagement and providing volunteering opportunities in particular for communities with little or no access to nature.

The programme has been in place since 2020 and has delivered hundreds of projects across Wales through the 4 programme managers. Over 300 Community & Town Councils have been actively engaged with the programme over the last 5 years. To continue and develop this successful programme Welsh Government are continuing to invest to create more local places for nature during 2025-2027.

From 2020 to 2025 funding and support was through Local Nature Partnership (LNP) projects, Keep Wales Tidy (KWT) packages and capital grants through the National Lottery Heritage Fund. Building on the successful engagement from the sector in the first year, One Voice Wales became a valued member of the programme managers team in 2021 with the creation of the One Voice Wales LPfN Officer.

Since 2021 The LPfN Officer has worked closely with the LNPS, Heritage fund and KWT to support applications for funding and developed a network of support and advice. This has significantly increased engagement with the biodiversity agenda and compliance with the Section 6 Biodiversity and ecosystem resilience duty.



Programme plan

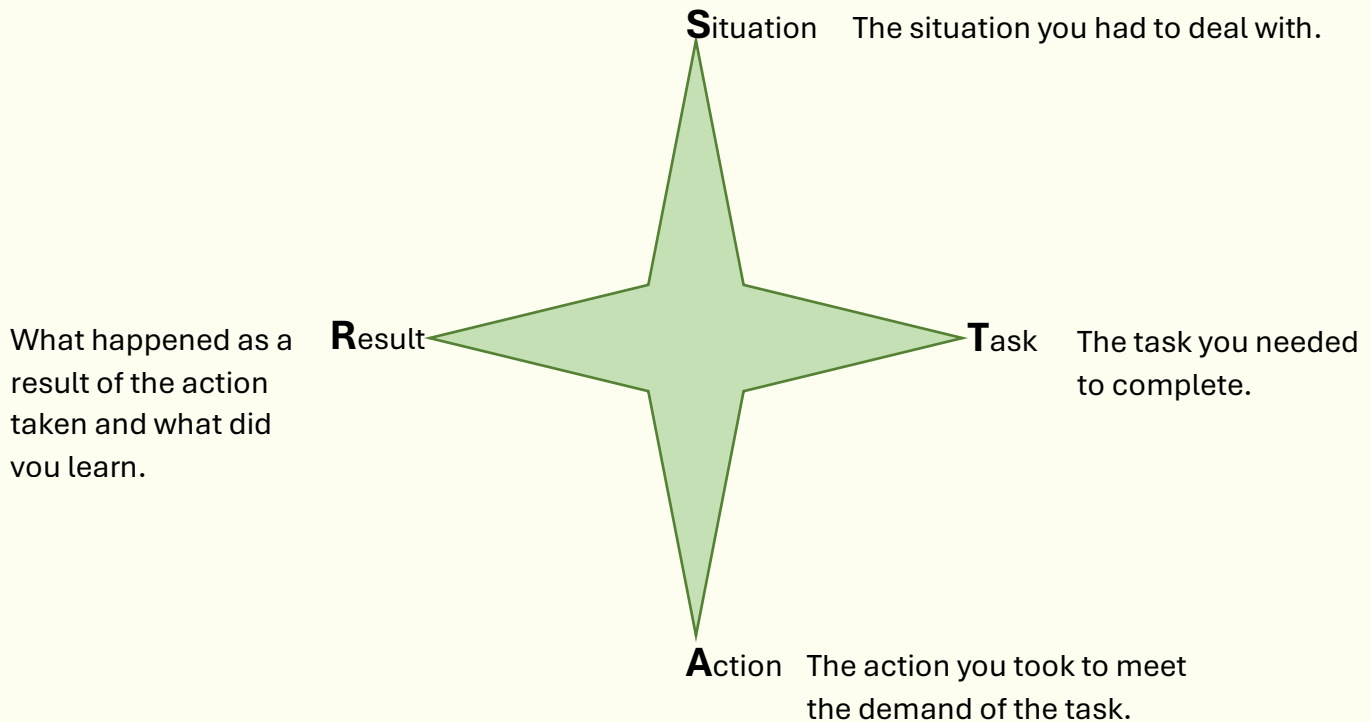
- Support existing LPfN projects with their maintenance, development, and management plans.
- Deliver a pipeline of projects to the LPfN funding programme. Working with the funding administrator to inform and advise the sector on funding opportunities available.
- Provide support in the planning managing and delivery of LPfN funded projects
- Providing Habitat management plans for the C&TCs (to include grasslands and tree planting)
- Production of resources and upskilling of the sector.
- Promote actions that contribute to biodiversity and ecosystem resilience.
- Liaise with other programme managers effectively to deliver the aims of the programme.
- Represent and promote the C&TC sector on various forums and at events.
- Use social media and other means to create awareness and share good practice in biodiversity improvements.
- Develop case studies to share best practice in the sector.
- Supporting C&TCs to work with partners to protect land under their management.
- Supporting Councils on meeting their Section 6 duty and meeting the NRAP objectives
- Auditing land owned / managed by the sector.
- Providing more 'on the ground' assessments of C&TC land.
- Ground truthing previous assessments on C&TC land.
- Mapping the land and liaising with NRW/LAs (GIS)
- Produce an accurate record of the sector's contribution to the biodiversity agenda.

Grants programme

- Carry out consultations and site visits.
- Assist Councils with the planning and delivery of biodiversity improvements.
- Assess grant applications against a set criterion and ensure all projects align with the aims of the programme.
- Procure and supply capital items showing consideration of local procurement and local biodiversity needs. (locally native species)
- Assist Councils to plan projects along the aims of the programme.
- Supply the materials and assist in the implementation and delivery of the projects alongside volunteers.

The STAR method

Your competency, skills and knowledge will be assessed in the application form and at interview using the [STAR method](#).



You can use examples from your personal life, family, home, work or volunteering. Please keep your answers concise and relevant to the question.

For example:

- S** An area of species rich wildflowers has been mown by a contractor in error.
- T** To restore the wildflowers and prevent a repeat of this in the future.
- A** Arranged a meeting between the land manager and the contractor and ensured that the location was clearly identified on a plan, and the importance of the agreed management method was understood by all parties.
- R** The wildflower area recovered, signage was installed, and the correct management schedule was adhered to, resulting in an increased species diversity on the site.