



Single Parents Llesiant Wellbeing Rhieni Sengl



Closing date 15th August 5pm

Single Parents Wellbeing is a peer led, compassionate, positive and empowering approach to being in a single parent household with a focus on mental health.

We are leading on an exciting new project funded by The National Lottery Community Fund called A Mental Health Manifesto- Action for our future.

Over the 4 years we will discover, define, develop and deliver a programme of resilience tools and activities around ensuring that 10-24 year olds from a single parent household have a mentally healthy future. The project has children and young people leading, steering, designing and implementing the change that they would like to see to systems, services and their communities.

This project is in partnership with Public Health Wales, Swansea University, Mental Health Foundation.

Mae Lles Rhieni Sengl yn ddull tosturiol, cadarnhaol a grymusol a arweinir gan gymheiriaid o fod mewn cartref un rhiant gyda ffocws ar iechyd meddwl.

Rydym yn arwain ar brosiect newydd cyffrous a ariennir gan Gronfa Gymunedol y Loteri Genedlaethol o'r enw Maniffesto Iechyd Meddwl – Gweithredu ar gyfer ein dyfodol.

Dros y 4 blynedd byddwn yn darganfod, yn diffinio, yn datblygu ac yn darparu rhaglen o strategaethau gwytnwch a gweithgareddau o amgylch sicrhau bod gan bobl ifanc 10–24 oed o aelwydydd un rhiant ddyfodol iach yn feddyliol. Mae gan y prosiect blant a phobl ifanc yn arwain, llywio, dylunio a gweithredu'r newid yr hoffent ei weld i systemau, gwasanaethau a'u cymunedau.

Mae'r prosiect hwn mewn partneriaeth ag Iechyd Cyhoeddus Cymru, Prifysgol Abertawe, y Sefydliad Iechyd Meddwl.

2x SPW Youth Events and Engagement Officers

16 hours per week | £10,233 per annum

Cardiff, Newport or Swansea base, with travel to all locations.

This creative role will be integral in the set up and engagement of children and young people in this project. The role will also be responsible for co-producing events and an action based learning approach to ensure that children and young people's voices are heard from single parent households.

Job Description

1. Organise, pilot and facilitate activities and events/ meet ups coproduced with CYP.
2. Coproduce and design innovative ways to implement action based learning
3. Foster a creative environment for exchange of ideas and possible solutions.
4. Implement a peer led approach to working with CYP.
5. Have a knowledge and grasp of adhering to budgets and KPIs of a project.
6. Engage and network with a group of young people from **diverse** single parent families, single parents, partners and organisations working with young people.
Uphold Inclusivity.
7. Create online content to further support young people and to engage a wider audience of young people from single parent households
8. Coproduce and empower children and young people to discover, define, develop and deliver a programme of activities throughout the life of the project.
9. Set up activities and resilience programme with CYP and CYP Action Group, including monitoring and feedback of these sessions and liaising with partners around evaluation.
10. Complete Field Notes and admin around events
11. Work with key partners throughout communities and across sectors to promote the project.
12. Feed into training needed by CYP and C4Cs volunteering on the project
13. Attend partner meetings and where possible get CYP to attend and chair the meetings.
14. Act as a role model for creativity and positive relationships with CYP

Personal Specification

1. Demonstrates key behaviours that encompass SPW main aims, including having a compassionate, empowering and collaborative approach to your work.

2. Essential experience in working with mental health, wellbeing, single parents and complex issues. Including having personal experience of being a single parent or from a single parent household.
3. Youth work experience: leading groups and running events for young people, building positive relationships and being a reliable role model to vulnerable children.
4. Good communication skills across partners and children and young people
5. Organisation skills,
6. Event planning/delivering
7. Experience of working across partners
8. Engagement experience
9. Action based and peer led approach experience
10. Ability to use social media and tech platforms from Gsuite

2 x Swyddog Digwyddiadau ac Ymgysylltu leuenctid SPW (RhSC)

16 awr yr wythnos | £10,233 y flwyddyn

Canolfan - Caerdydd, Casnewydd neu Abertawe, gyda theithio i bob lleoliad.

Bydd y rôl greadigol hon yn rhan annatod o sefydlu a chynnwys plant a phobl ifanc yn y prosiect hwn. Bydd y rôl hefyd yn gyfrifol am gyd-gynhyrchu digwyddiadau a gweithio mewn

dull dysgu sy'n seiliedig ar weithredu er mwyn sicrhau bod lleisiau plant a phobl ifanc yn cael

eu clywed o gartrefi un rhiant.

Disgrifiad Swydd

1. Trefnu, treialu a hwyluso gweithgareddau a digwyddiadau/cyfarfodydd wedi cydgynhyrchu â PPI (Plant a Phobl Ifanc).
2. Cydgynhyrchu a dylunio ffyrdd arloesol o roi dysgu seiliedig ar weithredu ar waith
3. Meithrin amgylchedd creadigol ar gyfer cyfnewid syniadau ac atebion posibl.
4. Gweithredu ymagwedd a arweinir gan gymheiriad at weithio gyda PPI.
5. Meddu ar wybodaeth a dealltwriaeth o gadw at gyllidebau a DPAau (Dangosyddion Perfformiad Allweddol) prosiect.
6. Ymgysylltu a rhwydweithio gyda grŵp o bobl ifanc o deuluoedd un rhiant amrywiol, rhieni sengl, partneriaid a sefydliadau gweithio gyda phobl ifanc. Cynnal Cynwysoldeb.
7. Creu cynwys ar-lein i gefnogi pobl ifanc ymhellach ac i ymgysylltu â chynulleidfa ehangach o bobl ifanc o gartrefi un rhiant.
8. Cydgynhyrchu a grymuso plant a phobl ifanc i ddarganfod, diffinio, datblygu a chyflwyno

rhaglen o weithgareddau trwy gydol oes y prosiect.

9. Sefydlu gweithgareddau a rhaglen wytnwch gyda PPI a Grŵp Gweithredu PPI, gan gynnwys monitro ac adborth sesiynau hyn a chysylltu â phartneriaid ynghylch gwerthuso.
10. Cwblhau Nodiadau Maes a gwaith gweinyddol o amgylch digwyddiadau.
11. Gweithio gyda phartneriaid allweddol ar draws cymunedau ac ar draws sectorau i hyrwyddo prosiect.
12. Bwydo hyfforddiant sydd ei angen ar wirfoddolwyr PPI a C4C ar y prosiect.
13. Mynychu cyfarfodydd partner a, lle bo modd, cael PPI i fynychu a chadeirio & cyfarfodydd.
14. Bod yn fodel rôl ar gyfer creadigrwydd a perthnasoedd cadarnhaol gyda PPI.

Manyleb Bersonol

1. Yn dangos ymddygiadau allweddol cwmpasu prif nodau SPW (RhSC), gan gynnwys bod ag agwedd dosturiol, grymusol a chydweithredol at eich gwaith.
2. Profiad hanfodol o weithio gydag iechyd meddwl, lles, rhieni sengl a materion cymhleth. Gan gynnwys profiad personol o fod yn riant sengl neu o gartref un rhiant.
3. Profiad gwaith ieuenciad: arwain grwpiau a chynnal digwyddiadau i bobl ifanc, meithrin perthnasoedd cadarnhaol a bod yn fodel rôl dibynadwy i blant sy'n agored i niwed.
4. Sgiliau cyfathrebu da gyda phartneriaid a phlant a phobl ifanc.
5. Sgiliau trefnu.
6. Cynllunio/cyflwyno digwyddiadau.
7. Profiad o weithio ar draws partneriaid.
8. Profiad ymgysylltu.
9. Profiad o ymagwedd seiliedig ar weithredu ac a arweinir gan gymheiriad.
10. Y gallu i ddefnyddio cyfryngau cymdeithasol a llwyfannau technoleg o Gsuite.

1x CYP Volunteer Manager

25 hours per week | £22,100 per annum

Cardiff, Newport or Swansea base, with travel to all locations.

Job Specification:

1. Lead in the recruitment of Change 4 Champions, ensuring that KPIs are met and that there is a diverse range of Volunteers.
2. Liaise with Universities and Colleges, local community groups and organisations to the recruitment of CYP Volunteers for 16+
3. Lead with University and College placements, including the recruitment, training, supervision and criteria needs from placements
4. Engage with the local communities to ensure that CYP are being enrolled onto the project, thinking of new innovative ways to engage with volunteers
5. Train Champions 4 Change and develop training programmes for capacity building.
6. Ensure that risk assessments and DBS checks are completed for all Volunteers, and policies and procedures of SPW and the project are managed.
7. Develop and co create a framework for volunteers and welcome pack for CYP.
8. Develop incentives package including Time Credits and social prescribing.
9. Budgets and finance systems are completed to include expenditure of volunteers and fed to the Development and Project Manager.
10. Co-create online content from volunteers, ensuring that there is a constant stream of content for CYP to access on our website and advertising this to a broader network.
11. Working with CYP to ensure their voices are heard around mental health and their futures.
12. Deal with referrals for volunteers and process volunteer enquiries and general engagement with volunteers.
13. Ensure that there is a diverse range of Volunteers and that they feed into co creating workshops and events.
14. Co-create volunteer journey, including monitoring and feedback liaising with Swansea Uni and PHW around evaluation.
15. Promote and build partnerships with key agencies locally, promoting the project and also ensuring that there are agencies to refer CYP to, including feeding into the Knowledge and information sharing groups and attending networking events from organisations.
16. Ensure that all Volunteers receive support and set up a regular meeting around this and provide 1:1 support

Personal Specification

1. Demonstrates key behaviours that encompass SPW main aims, including having a compassionate, empowering and collaborative approach to your work.
2. Essential experience in working with mental health, wellbeing, single parents and complex issues. Including having personal experience of being a single parent or from a single parent household.
3. Diverse experience of working with Volunteers and building framework
4. Experience of working with children and young people.
5. Experience of partnership work.
6. Experience of coproduction and peer led approaches.
7. Knowledge of action based learning.
8. Ability to use social media and tech platforms from Gsuite

1 x Rheolwr Gwirfoddolwyr PPI

25 awr yr wythnos | £22,100 y flwyddyn

Canolfan – Caerdydd, Casnewydd neu Abertawe, gyda theithio i bob lleoliad.

Manyleb Swydd:

1. Arwain y gwaith o recriwtio *Change 4 Champions*, gan sicrhau bod DPA yn cael eu bodloni a bod ystod amrywiol o wирfoddolwyr.
2. Cysylltu â Phrifysgolion a Cholegau, grwpiau cymunedol lleol a sefydliadau i recriwtio gwirfoddolwyr PPI ar gyfer 16+.
3. Arwain gyda lleoliadau Prifysgol a Choleg, gan gynnwys recriwtio, hyfforddi, goruchwyliau a deal anghenion a meini prawf lleoliadau.
4. Ymgysylltu â chymunedau lleol i sicrhau bod plant a phobl ifanc yn cael eu cofrestru ar y prosiect, gan feddwl am ffyrdd arloesol newydd o ymgysylltu â gwirfoddolwyr.
5. Hyfforddi *Change 4 Champions* a datblygu rhagleni hyfforddi ar gyfer meithrin gallu.
6. Sicrhau bod asesiadau risg a gwiriadau DBS yn cael eu cwblhau ar gyfer pob gwirfoddolwr, a bod polisiau a gweithdrefnau SPW (RhSC) a'r prosiect yn cael eu rheoli.
7. Datblygu a chyd-greu fframwaith ar gyfer gwirfoddolwyr a phecyn croeso ar gyfer PPI.
8. Datblygu pecyn cymhellion gan gynnwys Credydau Amser a rhagnodi cymdeithasol.
9. Cwblheir cyllidebau a systemau cyllid i gynnwys gwariant gwirfoddolwyr a'u bwydo i'r Rheolwr Datblygu a Phrosiect.
10. Creu cynnwys ar-lein gan wирfoddolwyr, gan sicrhau bod llif cyson o gynnwys i blant a phobl ifanc ar ein gwefan a hysbysebu hwn i rwydwaith ehangach.
11. Gweithio gyda PPI i sicrhau bod eu lleisiau'n cael eu clywed am iechyd meddwl a'u dyfodol.

12. Delio ag atgyfeiriadau ar gyfer gwirfoddolwyr a phrosesu ymholiadau gwirfoddolwyr ac ymgysylltu cyffredinol â gwirfoddolwyr.
13. Sicrhau bod ystod amrywiol o wirfoddolwyr a'u bod yn bwydo i mewn i weithdai a digwyddiadau cyd-greu.
14. Taith gwirfoddolwyr *Cocreate*, gan gynnwys monitro ac adborth gan gysylltu â Phrifysgol Abertawe ac lechyd Cyhoeddus Cymru ynghylch gwerthuso.
15. Hyrwyddo ac adeiladu partneriaethau gydag asiantaethau allweddol yn lleol, gan hyrwyddo'r prosiect a hefyd sicrhau bod asiantaethau i gyfeirio PPI atynt, gan gynnwys bwydo i mewn i'r grwpiau Rhannu Gwybodaeth a mynchyu digwyddiadau rhwydweithio gan sefydliadau.
16. Sicrhau bod pob Gwirfoddolwr yn derbyn cefnogaeth a threfnu cyfarfod rheolaidd o amgylch hyn a darparu cefnogaeth 1:1.

Manyleb Bersonol

1. Dangos ymddygiadau allweddol sy'n cwmpasu prif nodau SPW(RhSC), gan gynnwys bod ag agwedd dosturiol, grymusol a chydweithredol at eich gwaith.
2. Profiad hanfodol o weithio gydag iechyd meddwl, lles, rhieni sengl a materion cymhleth, gan gynnwys profiad personol o fod yn rhiant sengl neu o gartref un rhiant.
3. Profiad amrywiol o weithio gyda gwirfoddolwyr ac adeiladu fframwaith.
4. Profiad o weithio gyda phlant a phobl ifanc.
5. Profiad o waith partneriaeth.
6. Profiad o gydgynhyrchu a dulliau a arweinir gan gymheiriaid.
7. Gwybodaeth am ddysgu sy'n seiliedig ar weithredu.
8. Y gallu i ddefnyddio cyfryngau cymdeithasol a llwyfannau technoleg o Gsuite.

SPW is actively committed to promoting positive mental health and a productive workplace, through a pioneering model of support around flexible working. We welcome an individual approach and conversations with employees around this.

We are committed to actively diversifying our team here at Single Parents Wellbeing. We know that people from underrepresented groups can sometimes hold back from applying if they don't meet all of the criteria. We care much more about getting to know you as a person so if you're on the fence – just go for it! If you are Black, Asian, any other ethnic minority, or disabled, you are guaranteed an interview if you meet all essential criteria. We also give the interview questions 30 minutes before the interview starts.

Please apply by sending a CV and a letter that covers how you meet each point of the criteria of the role to amy@singleparentswellbeing.com.

Mae SPW wedi ymrwymo'n frwd i hybu iechyd meddwl cadarnhaol a gweithle cynhyrchiol, drwy fodel arloesol. I cefnogaeth ynghylch gweithio hyblyg. Rydym yn croesawu ymagwedd unigol at weithio hyblyg a sgyrsiau gyda gweithwyr am hyn.

Rydym wedi ymrwymo i fynd ati i arallgyfeirio ein tîm yma yn Lles Rhieni Sengl. Gwyddom y gall pobl o grwpiau heb gynrychiolaeth ddigonol weithiau ddal yn ôl rhag ymgeisio os nad ydynt yn bodloni'r holl feini prawf. Rydyn ni'n poeni llawer mwy am ddod i'ch adnabod chi fel person felly os ydych chi ar y ffens – ewch amdani! Os ydych yn Ddu, yn Asiaidd, yn unrhyw leiafrif ethnig arall, neu'n anabl, rydych yn sicr o gael cyfweliad os ydych yn bodloni'r holl feini prawf hanfodol. Rydyn ni hefyd yn rhoi cwestiynau'r cyfweliad 30 munud cyn i'r cyfweliad ddechrau.

Os gwelwch yn dda gwnewch gais trwy anfon CV a llythyr sy'n nodi sut rydych chi'n bodloni pob pwynt o feini prawf y rôl at amy@singleparentswellbeing.com.