

Venue Hire Officer

Amgueddfa Cymru – National Museum Wales

Location

National Waterfront Museum in Swansea

Background

Amgueddfa Cymru - National Museum Wales is funded by the Welsh Government as a Welsh Government Sponsored Body, and has a Board of Trustees whose role is to set the strategic direction of the organisation, and to ensure proper management of its resources.

Amgueddfa Cymru is led by the Senior Management Team (SMT), consisting of the Director General and four Divisional Directors. A Joint Executive Group, whose members include departmental managers as well as SMT, approves policies and reviews significant projects and initiatives.

Amgueddfa Cymru has eight sites distributed across Wales: 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.

In 2015 Amgueddfa Cymru agreed a new Vision to guide all future activities:

"Inspiring people, changing lives"

Our purpose is to inspire people through our museums and collections to find a sense of well-being and identity, to discover, enjoy and learn bilingually, and to understand Wales's place in the wider world.

Our work is based on the principle that culture is a resource that is created by people and communities. Our collections and other resources come from the society of which we are part, and are continually renewed through our work with the public. We are accountable for our use of these resources to the nation we serve.

We have made five commitments to support the implementation of the Vision. The work of every department and member of staff is directed to achieving these commitments.

Making a difference to Wales, by working with local and national organizations to create a happier, healthier and more sustainable Wales, with access to culture for all and a thriving economy.

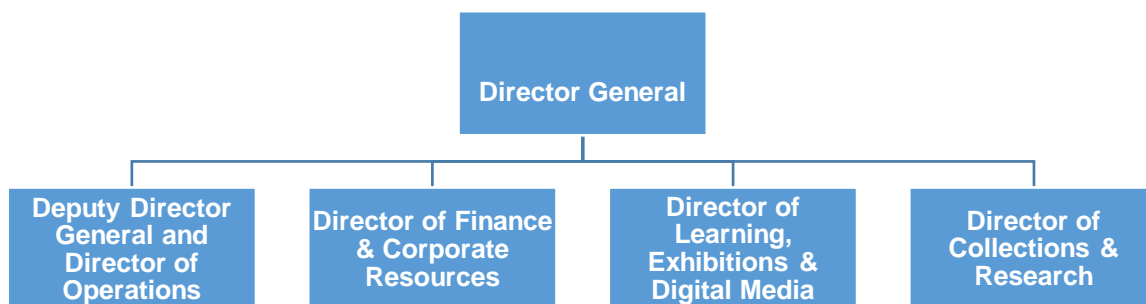
Museum experience. Visitors experience high quality museums, exhibitions and public spaces for enjoyment and learning.

Online experience. Users experience a connected and accessible digital museum for engagement, creativity and learning.

Learning and creativity. Everyone has a wealth of opportunity to learn, research and create.

Participation and inclusion. Individuals, families and communities throughout Wales and beyond, shape and take part in inclusive and accessible cross-cultural activities for all.

Senior management structure



Main purpose of the post

Provide first point of contact for venue hire enquiries. To take lead in administration, delivery and effectively management of all private hire bookings including associated analysis, evaluation and reporting

Responsible to

This post is managed by the Business Improvement Manager and is based at the National Waterfront Museum in Swansea.

The post holder will be required from time to time to provide support in the delivery of private events and functions at any museum within AC-NMW.

Key Tasks and Responsibilities

Core Tasks

1. Respond to telephone, written and in person enquiries regarding hiring Museum facilities adhering to the agreed booking process and procedure
2. Arrange and undertake venue hire tours with interested parties.
3. Maintain log of enquiries, conduct follow-ups and prepare and present monthly enquiry update reports
4. Ensure timely and accurate inputting of bookings into the electronic booking and Finance systems
5. Raise invoices and purchase orders and maintain accurate client, accounting and administration files
6. Ensure events are planned effectively with each client and obtain necessary risk assessments and insurance documentation in advance
7. Liaise with catering franchise holder to convert enquiries, upsell and take proactive approach to the sale of hireable spaces to a wide range of existing and new clients
8. To act as Duty Officer and oversee delivery and staffing complement of venue hire events at the venue, and provide cover at other AC-NMW venues where necessary
9. To work with site management team to renew relevant licenses well in advance of expiry; make and process applications to the Council for temporary extensions to late license on behalf of clients
10. Assist with set-up and take-down of AV equipment in the absence of the technical team
11. Establish and maintain a bank of suitable images and client testimonials to use for publicity purposes
12. Use social media to proactively promote and raise awareness of venue hire opportunities and special offers at the venue
13. Assist in the administration of commercial filming and photoshoots requests and oversee such events when required
14. Attend and represent AC-NMW at wedding fayres, corporate shows and networking events to increase awareness and promote awareness and sale of the venue hire offer

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 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.

3. To support bilingualism across Amgueddfa Cymru – National Museum Wales and actively supporting our Welsh Language plan.
4. To undertake such other duties and/or times of work as may reasonably be required, commensurate with grade or general level of responsibility within the organisation.

Outcomes

1. Clients expectations are met throughout the event booking and planning phase, adhering to agreed set timescales
2. Venue hire income targets, income generation opportunities and control costs will be met or exceeded wherever possible with due regard to quality and customer care.
3. Appropriate and timely business analysis will be produced for all involved in delivering the events and opportunities, including customers, franchise holder, external suppliers and museum staff.
4. Agreed venue hire initiatives in the Enterprises Business Plan and the joint Sales & Marketing Plan with Elior will be delivered on time, within budget and to agreed customer service delivery outcomes

Person Specification

ESSENTIAL	DESIRABLE
Knowledge Required	
Working knowledge of office systems and administration.	Working knowledge of client sales, planning, organising and overseeing a range of events
Working Knowledge of budget administration and reporting.	
Knowledge and understanding of processes for collating and reporting statistical information.	
Experience Required	
Experience of working in a similar role in a hospitality/event environment	
Experience gained in a busy office environment, dealing with public and staff.	Experience of co-ordinating and overseeing a range of different events, and dealing confidently with clients at all levels
Demonstrated experience in daily budget and financial management, including maintaining and monitoring records of budget spending.	
Experience of managing and processing orders, invoices and payments.	
Qualifications Required	
	Relevant qualification in events management
Skills Required	
Excellent general administrative skills and the ability to follow procedures and guidelines.	Ability to communicate in writing and verbally in Welsh is Desirable.

Excellent interpersonal and communication skills, both written and oral, with the ability to respond proactively to enquiries.	
Excellent organisational skills including the ability to prioritise workloads, multi-task and work with competing deadlines and diverse workloads.	
A high degree of computer literacy with knowledge of Windows based and database applications.	Willingness to learn other software packages specific to the running of the department; experience in setting up and taking down basic AV equipment
A confident user of internet, email and social media.	
Personal Factors Required	
A collaborative approach to team working.	
An ability to work on own initiative.	Willingness to support and enable others
Flexible in adapting to change in order to meet the needs of the Museum, and willingness to work weekends and evenings to oversee events.	
An understanding of the principles of equality and diversity in relation to Amgueddfa Cymru's work.	
An interest in and commitment to the work of Amgueddfa Cymru.	

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>Demonstrates a confident, positive attitude and provides timely, constructive feedback to all team members.</p> <p>Actively collaborates with other Museum departments, clients and service providers.</p>
Embracing Learning, Change and Creativity	<p>Adapts to change quickly and co-operatively.</p> <p>A flexible, evolving and solution-focused approach that delivers a genuinely value-added service to internal and external customers.</p>
Commitment to Customer focus	<p>Recognises that everyone with whom they come into contact is a customer.</p> <p>Demonstrates a genuine desire to work with, serve and strive to exceed customer expectations.</p>
Delivery of effective outcomes	<p>An ‘all hands on deck’ attitude that remains focused on priorities and delivers consistent results.</p>
Commitment to Diversity & Social Responsibilities	<p>Demonstrates a commitment to the principles and practice of diversity and inclusion.</p>

Terms and Conditions of Service

Starting Salary	Grade C £15,893.89 - £20,346.42 per annum (based on the full-time equivalent of 37 hours at £16,802.11 - £21,509.60 per annum)
Contract Length	Permanent
Contract Hours	35 hours per week. Regular weekend and evening working required.
Probation	The post is subject to a probationary period of 6 months.

Benefits in working for Amgueddfa Cymru

Annual Leave	27 days on appointment, rising to 32 days after 5 years service, plus a privilege day at Christmas and 8 bank holidays (for full time staff). The days are pro-rated for staff who work part-time.
Flexitime	In order to enable staff to meet their work life balance requirements and help manage their time as effectively as possible, we operate a flexitime system. The scheme is open to all staff except for those who work on a rota basis. New staff will be informed on appointment of their eligibility for the scheme.
Pension	<p>We operate a Career Average Revalued Earnings occupational pension scheme (the "National Museum of Wales Pension Scheme"). If you are employed by the Museum under a permanent or fixed term contract of 2 years or more, you will automatically join the Scheme as part of your employment contract .</p> <p>The Museum also has a statutory duty under auto-enrolment legislation to enroll eligible jobholders into an automatic enrolment scheme. The Scheme is a qualifying scheme for automatic enrolment purposes, and therefore can be used to comply with automatic enrolment legislation. If you are an eligible job holder you will be automatically enrolled into the Scheme following an initial 3 month postponement period (although a request may be made to join earlier).</p> <p>If you are not eligible to join the Scheme, you may also make a request to do so.</p> <p>The employee contribution paid depends on your grade and the amount of your pensionable earnings. Currently staff categorised as Grade A pay 6%, Grades B and C pay 8%, and Grade D and above pay 9%.</p>
Salary Exchange	The Museum operates a Salary Exchange Scheme for members of the Scheme. Participation is voluntary and is not suitable for all employees.
Training & Development	We are committed to providing excellent training and development opportunities for all employees.
Induction Training	We provide a comprehensive Induction Training session for all new members of staff on appointment.
Childcare Vouchers	A childcare voucher scheme is available which enables you to take part of your salary in childcare vouchers which are then free from tax and National Insurance contributions (up to the value of £55 per week). The vouchers can then be used to pay for your childcare provider.
Family Friendly Working Practices	We offer a range of family friendly working practices such as maternity/paternity leave, adoption leave, career breaks, extended leave and

	variable working.
Travel Loan Scheme	Staff may apply for an interest free travel loan to purchase an annual or quarterly bus or rail season ticket up to the value of £1,500 or a bicycle up to the value of £300.
Health & Fitness Scheme	We have established membership of fitness clubs at special discounted rates for staff where you can save 25% on the cost of standard membership.
Display Screen Equipment	The Museum will arrange (for employees who normally use display screen equipment (DSE) for continuous or near-continuous spells of an hour or more at a time on a daily basis) to have discounted rate on spectacles at Specsavers.

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<p>Benefit Schemes:</p>	<p>Beneden Healthcare Society: Providers of first class healthcare without expensive medical insurance. Further information can be found on the Museum Intranet or at www.beneden.org.uk</p> <p>WHA (Welsh Hospitals & Health Services Association) WHA can help you with everyday health care costs such as dental, optical and physiotherapy. Further details can be found on their website www.whahealthcare.co.uk</p> <p>Credit Union Scheme: We offer employees an easy way of becoming a member of the Cardiff Credit Union. The Cardiff Credit Union is a savings and loans organisation owned and run by its members for the benefit of its members. It offers a simple and convenient place to save and gives access to low cost loans. Further details can be obtained from the HR Department.</p>
<p>Staff Discount Scheme</p>	<p>All staff are entitled to 20% discount in the Museum shops and 25% discount in the cafes.</p>
<p>Trade Unions</p>	<p>Staff members have the right to belong to a registered trade union and to take part at any appropriate time in the activities of the organisation to which you belong, including the right to apply for and hold office. The Unions which we recognise are Prospect, PCS and FDA.</p>

How to apply:

Applicants for the post should complete our on-line application form which can be found on the jobs page on our website at www.museumwales.ac.uk 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

All vacancies close at 5pm on the closing date. No applications will be accepted after this time.

Please note, we will need you to submit the Vetting and Equality Monitoring Forms before we can process your application.

Please use the section of the application form headed "post applied for" to state clearly whether you want to be considered for full-time or part-time jobs (or both).

Please do not send us your CV – we will only consider completed application forms.

Unfortunately, due to the number of applications we expect in respect of this post, it will not be possible to write personally to each unsuccessful applicant. However, interviews are normally arranged within three weeks of the closing date.

Please be aware that the cost of returning the completed application form and any attachments to the HR Department, will be more than the price of a single first class stamp.

Amgueddfa Cymru — National Museum Wales is an equal opportunities employer. Applications are welcome from all sections of the community.

Swyddog Llogi Cyfleusterau

Amgueddfa Cymru

national
museum
wales
amgueddfa
cymru

Lleoliad

Amgueddfa Genedlaethol y Glannau, Abertawe

Cefndir

Corff a Noddir gan Lywodraeth Cymru yw Amgueddfa Cymru gyda Bwrdd Ymddiriedolwyr yn pennu cyfeiriad strategol y sefydliad ac yn sicrhau y caiff ei hadnoddau eu rheoli yn briodol.

Caiff Amgueddfa Cymru ei harwain gan Uwch Dîm Rheoli (SMT) yn cynnwys Rheolwr Cyffredinol a Phedwar Cyfarwyddwr Cyfadran. Mae Gweithgor Cyfunol (JEG), yn cynnwys rheolwyr adrannau yn ogystal â'r SMT, yn cymeradwyo polisïau ac yn adolygu projectau a mentrau pwysig.

Mae gan Amgueddfa Cymru wyth safle ar draws Cymru: 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'r Ganolfan Gasgliadau Genedlaethol.

Yn 2015 cytunodd Amgueddfa Cymru ar Weledigaeth newydd i'r dyfodol er mwyn

“ysbrydoli pobl, newid bywydau”.

Ein pwrpas yw defnyddio ein hamgueddfeydd a'n casgliadau i ysbrydoli pobl i feithrin eu hunaniaeth a'u lles; i ddarganfod, mwynhau a dysgu'n ddwyieithog a deall lle Cymru yn y byd.

Hanfod ein gwaith yw bod diwylliant yn adnodd a gaiff ei greu gan bobl a chymunedau. Rydyn ni'n rhan o'r gymdeithas y daw ein casgliadau a'n hadnoddau ohoni, a cant eu hadnewyddu yn barhaus drwy ein gwaith gyda'r cyhoedd. Rydyn ni'n atebol i'n cenedl am ein defnydd o'r adnoddau hyn.

Rydyn ni wedi ymrwymo i bum peth er mwyn cyflawni'r Weledigaeth. Nod gwaith pob adran ac aelod o staff yw cyflawni'r ymrwymadau hyn.

Gwneud gwahaniaeth i Gymru: newid bywydau trwy weithio gyda chyrrff lleol a chenedlaethol i greu Cymru hapusach, iachach a mwy cynaliadwy, lle mae diwylliant yn hygyrch i bawb a'r economi'n ffynnu.

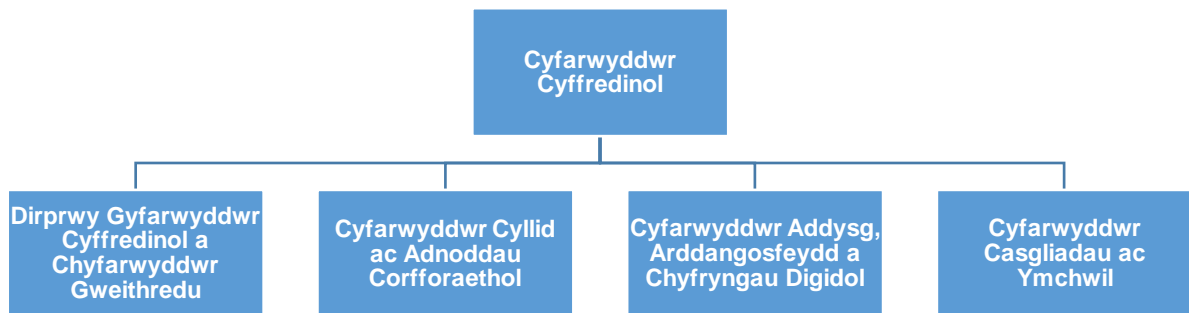
Profiad amgueddfa: mae ymwelwyr yn cael profi amgueddfeydd, arddangosfeydd, a gofodau cyhoeddus o ansawdd uchel lle gallant ddysgu a mwynhau.

Profiad ar-lein: mae defnyddwyr yn cael profi amgueddfa ddigidol hygyrch a chydgysylltiedig gan ymgysylltu, bod yn greadigol a dysgu.

Addysg a chreadigrwydd: mae gan bawb gyfoeth o gyfleoedd i ddysgu, ymchwilio a chreu.

Cyfranogiad a chynhwysiant: mae unigolion, teuluoedd a chymunedau yng Nghymru a thu hwnt yn cymryd rhan mewn gweithgareddau trawsddiwyllyannol, cynhwysol a hygyrch a luniwyd ganddynt.

Strwythur yr uwch-reolwyr



Prif ddiben y swydd

Bod yn fan cyswllt cyntaf ar gyfer holl ymholiadau llogi cyfleusterau, ffilmio a thynnu lluniau Amgueddfa Cymru. Gweinyddu a rheoli'n effeithiol y broses llogi cyfleusterau gan gynnwys dadansoddi, gwerthuso ac adrodd cysylltiedig ar gyfer Mentrau AC-NMW Cyf.

Yn atebol i

Caiff y swydd hon ei rheoli gan y Rheolwr Gwella Busnes ac mae wedi'i lleoli yn Amgueddfa Genedlaethol Caerdydd.

Prif dasgau a chyfrifoldebau

Penodol i'r swydd

1. Ymateb i ymholiadau ffôn, ysgrifenedig, digidol ac wyneb yn wyneb parthed llogi cyfleusterau ar draws Amgueddfa Cymru, gan lynu at y broses archebu
2. Trefnu a chynnal teithiau llogi cyfleusterau gyda phartïon sydd â diddordeb mewn amgueddfa berthnasol, pan fydd angen
3. Cynnal a diweddarau ffeiliau cleient gweinyddol er mwyn sicrhau bod yr holl weithdrefnau archebu a chyfrifon yn eu lle
4. Paratoi a chyflwyno adroddiadau misol i Amgueddfa Cymru ac Elor
5. Mewnbynnu archebion i'r system archebu electronig yn brydlon a chywir
6. Sicrhau y caiff digwyddiadau eu trefnu yn effeithiol a chaffael asesiadau risg a dogfennau yswiriant priodol ymlaen llaw
7. Cynnal a diweddarau ffeiliau gweinyddol er mwyn dosbarthu cofnodion cywir ar gyfer cyfrifon diwedd mis a chyfarfodydd llogi cyfleusterau gan ddefnyddio taenlenni pwrpasol
8. Gweithio gyda'r tîm rheoli safle i adnewyddu trwyddedau perthnasol mewn da bryd; cynhyrchu a phrosesu ceisiadau i'r Cyngor ar ran cleientiaid i ymestyn y drwydded hwyr dros dro
9. Cynorthwyo i osod a thynnu offer clyweledol sylfaenol yn absenoldeb y tîm technegol
10. Cadw casgliad o ddelweddau addas a geirda cleientiaid at ddefnydd cyhoeddusrwydd
11. Defnyddio cyfryngau cymdeithasol i hyrwyddo a chodi ymwybyddiaeth o gyfleon llogi cyfleusterau yn yr Amgueddfa
12. Cynorthwyo'r Rheolwr Datblygu Busnes i weinyddu ceisiadau ffilmio a thynnu lluniau masnachol a goruchwylio digwyddiadau o'r fath yn ôl y galw
13. Cysylltu â Rheolwr Marchnata a Gwerthiant Elor a thîm Elor y safle i ateb ymholiadau yn ymwneud ag Elor
14. Bod yn Swyddog ar Ddyletswydd ac arwain a goruchwylio digwyddiadau er mwyn sicrhau eu bod yn rhedeg yn hwylus
15. Cynnal cyfarfodydd rheolaidd â deiliaid y fasnachfaint arlwygo i gynllunio digwyddiadau a sicrhau eu bod yn rhedeg yn hwylus

Corfforaethol

1. Ymroi yn llawn i gefnogi egwyddorion cyfle cyfartal fel yr amlinellir ym Mholisi Cydraddoldeb ac Amrywiaeth y sefydliad a'u gweithredu
2. 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
3. Cefnogi dwyieithrwydd ar draws gwaith Amgueddfa Cymru ac ymroi i wireddu ein Cynllun Iaith
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. Caiff disgwyliadau'r cleientiaid eu bodloni drwy gydol y digwyddiad
2. Mae targedau incwm llogi cyfleusterau, cyfleon cynhyrchu incwm a chostau rheoli yn cael eu cyrraedd neu eu curo ym mhob achos posibl, a sylw dyledus yn cael ei dalu i safon a gofal cwsmeriaid
3. Cynhelir digwyddiadau a gweithgareddau cynhyrchu incwm o safon uchel ar gyfer cynulleidfa mor eang â phosibl, mewn modd effeithlon, amserol a chost-effeithiol
4. Darperir gwybodaeth briodol mewn da bryd i bawb sydd yn ymwneud â chynnal digwyddiadau a gweithgareddau, gan gynnwys cleientiaid, deiliaid masnachfrait, cyflenwyr allanol a staff amgueddfa
5. Cytunir ar fentrau llogi cyfleusterau yng Nghynllun Busnes Mentrau a caiff y Cynllun Gwerthiant a Marchnata ar y cyd ag Eilor ei gwblhau ar amser, o fewn y gyllideb ac yn unol â chanlyniadau gwasanaeth cwsmeriaid y cytunwyd arnynt.

Manyleb y Person

HANFODOL	DYMUNOL
Gwybodaeth Ofynnol	
Gwybodaeth ymarferol o systemau swyddfa	Gwybodaeth ymarferol o gynllunio, trefnu a goruchwyllo ystod o ddigwyddiadau
Gwybodaeth am weinyddu cyllideb a chynhyrchu adroddiadau	
Gwybodaeth am, a dealltwriaeth o gasglu ac adrodd ar wybodaeth ystadegol	
Profiad Gofynnol	
	Profiad o weithio mewn rôl gyffelyb ym maes lletygarwch/digwyddiadau
Profiad o weithio mewn swyddfa brysur, yn ymdrin â'r cyhoedd a staff	Profiad o gydlynu a goruchwyllo amrywiaeth o ddigwyddiadau, gan ymdrin yn hyderus â chleientiaid ar bob lefel
Profiad profadwy o reoli cyllideb ac arian yn ddyddiol, gan gynnwys cadw a monitro cofnodion o wariant cyllideb.	
Profiad o reoli a phrosesu archebion, talebau a thaliadau	
Cymwysterau Gofynnol	
	Cymhwyster perthnasol ym maes rheoli digwyddiadau
Sgiliau Gofynnol	
Sgiliau gweinyddu cyffredinol rhagorol a'r gallu i ddilyn gweithdrefnau a chanllawiau	Y gallu i gyfarthrebu ar lafar ac yn ysgrifenedig drwy gyfrwng y Gymraeg yn ddymunol

Sgiliau rhyngpersonol a chyfathrebu rhagorol ar lafar ac ar bapur, gyda'r gallu i ymateb yn rhagweithiol i ymholiadau	
Sgiliau trefnu rhagorol gan gynnwys y gallu i flaenoriaethu gwaith, gweithio ar nifer o brojectau ar y tro, a gweithio gydag amserlen groestynnol a phwysau gwaith amrywiol	
Lefel uchel o allu cyfrifiadurol a gwybodaeth o becynnau Windows a meddalwedd bas data	Parodrwydd i ddysgu defnyddio pecynnau meddalwedd perthnasol i waith yr adran. Profiad o osod a thynnu offer clyweledol sylfaenol.
Gallu defnyddio'r rhyngwyd, e-bost a'r cyfryngau cymdeithasol yn hyderus	
Ffactorau Personol Gofynnol	
Y gallu i gydweithio fel rhan o dîm	
Y gallu i weithio o'ch pen a'ch pastwn eich hun	Parodrwydd i gefnogi a galluogi eraill
Person hyblyg wrth ymateb i newid er mwyn diwallu anghenion yr Amgueddfa, a pharodrwydd i weithio ar benwythnosau a nosweithiau i oruchwylio digwyddiadau	
Dealltwriaeth o egwyddorion cydraddoldeb ac amrywiaeth parthed gwaith Amgueddfa Cymru	
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	EsiampI 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>Yn dangos agwedd gadarnhaol ac yn rhoi adborth prydlon ac adeiladol i holl aelodau'r tîm</p> <p>Yn ymroi i gydweithio ag adrannau eraill Amgueddfa Cymru</p>
Croesawu Dysgu, Newid a Chreadigrwydd	<p>Addasu i newidiadau yn gyflym a chydweithredol</p> <p>Dull o weithio sy'n hyblyg ac esblygol ac yn canolbwyntio ar ddatrys problemau er mwyn darparu gwasanaeth gwerth ychwanegol i gwsmeriaid mewnol ac allanol</p>
Ymroddiad i Ganolbwyntio ar Gwsmeriaid	<p>Dealltwriaeth fod pawb y dôt 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>Y gallu i ganolbwyntio'n glir ar yr hyn sydd i'w gyflawni a darparu canlyniadau cyson</p>
Ymrwymiad i amrywiaeth a chyfrifoldebau cymdeithasol	<p>Dangos ymroddiad i egwyddorion amrywiaeth a chynhwysiant</p>

Telerau ac amodau gwasanaeth

Cyflog cychwynnol	Gradd C £15,893.89 - £20,346.42 y flwyddyn (ar sail cyflog llawn-amser 37 awr £16,802.11 - £21,509.60 y flwyddyn)
Hyd y contract	Parhaol
Oriau'r contract	35 awr yr wythnos. Bydd yn rhaid gweithio ar benwythnosau ac yn y nos yn rheolaidd. Efallai y bydd y swydd hon yn addas ar gyfer rhannu swydd.
Cyfnod prawf	Mae cyfnod prawf o 6 mis yn berthnasol i'r swydd hon
Mae pob penodiad newydd yn ddibynnol ar dderbyn geirdaon boddhaol, adroddiad meddygol ac Archwiliad o Euogfarnau Troseddol yn ogystal â phrawf o'ch hawl i weithio yn y DU.	

Manteision gweithio i Amgueddfa Cymru

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 amser llawn). Defnyddir sail pro rata i gyfrifo gwyliau staff rhan amser.
Oriau Hyblyg	Rydym yn gweithredu system oriau gwaith hyblyg er mwyn galluogi staff i daro cydbwysedd rhwng eu bywyd cartref a gwaith ac er mwyn helpu i reoli eu hamser mewn ffordd sydd mor effeithiol â phosibl. Mae'r cynllun yn agored i bawb heblaw staff sy'n gweithio ar sail rota. Caiff staff newydd wybod a fyddan nhw'n cymryd rhan yn y cynllun ai peidio adeg eu penodi.
Pensiwn	<p>Rydym yn gweithredu cynllun pensiwn Enillion Cyfartalog Gyrfa wedi'u Hailbrisio ("Cynllun pensiwn Amgueddfa Cymru"). Os ydych yn cael eich cyflogi gan yr Amgueddfa ar gytundeb parhaol neu dymor penodol o dros 2 flynedd, byddwch yn ymuno â'r Cynllun yn awtomatig fel rhan o'ch cytundeb cyflogaeth.</p> <p>Mae'n ddyletswydd statudol ar yr Amgueddfa, dan ddeddfwriaeth cofrestru awtomatig, i roi staff cymwys ar gynllun cofrestru awtomatig. Mae'r Cynllun yn un cymhwysol at ddibenion cofrestru awtomatig, ac felly gellir ei ddefnyddio i gydymffurfio â deddfwriaeth cofrestru awtomatig. Os ydych yn aelod cymwys o staff byddwch yn cael eich cofrestru'n awtomatig i'r Cynllun yn dilyn cyfnod gohirio cychwynnol o 3 mis (er y gellir gwneud cais i ymuno yn gynharach).</p> <p>Os nad ydych yn gymwys i ymuno â'r Cynllun, gallwch wneud cais i ymuno.</p> <p>Mae'r cyfraniad a dalwch fel aelod o staff yn dibynnu ar eich gradd a swm eich enillion pensiynadwy. Ar hyn o bryd mae staff Gradd A yn talu 6%, Graddau B a C yn talu 8%, a Graddau D ac uwch yn talu 9%.</p>
Cyfrnewid Cyflog	Mae'r Amgueddfa yn gweithredu trefniant Cyfrnewid Cyflog ar gyfer aelodau o'r Cynllun. Mae cymryd rhan yn wirfoddol, ac nid yw'n addas ar gyfer pob aelod o staff.
Datblygiad a Hyfforddiant	Mae'r Amgueddfa wedi ymrwymo i ddarparu cyfleoedd datblygu a hyfforddi ardderchog ar gyfer pob gweithiwr cyflogedig.
Hyfforddiant Cychwynnol	Rydym yn darparu sesiwn Hyfforddiant Cychwynnol cynhwysfawr ar gyfer pob aelod newydd o staff ar ôl eu penodi.

Talebau Gofal Plant:	Mae cynllun talebau gofal plant ar gael sy'n golygu y gallwch dderbyn rhan o'ch cyflog fel talebau gofal plant nad oes rhaid talu treth na chyfraniadau Yswiriant Cenedlaethol ar eu cyfer (gwerth hyd at £55 yr wythnos). Gellir defnyddio'r talebau i dalu'ch darparwr gofal plant.
Arferion Gweithio sydd o Gymorth i Deuluoedd	Rydym yn cynnig amrywiaeth o arferion gweithio sydd o gymorth i deuluoedd fel enghraifft absenoldeb mamolaeth/tadolaeth, absenoldeb mabwysiadu, seibiant gyrfa, absenoldeb estynedig ac amrywio oriau gwaith.
Cynllun Benthyciadau Teithio	Gall staff wneud cais am fenthyciad di-log i brynu tocyn bws blynyddol neu chwarterol neu docyn trê'n tymhorol hyd at £1,500 neu feic hyd at £300.
Cynllun Iechyd a Ffitrwydd	Mae'r Adran Adnoddau Dynol wedi sefydlu cynllun aelodaeth o glybiau ffitrwydd i staff am bris gostyngol arbennig sy'n arbed 25% ar gost aelodaeth safonol.
Cyfarpar Sgrin Arddangos	Bydd yr Amgueddfa yn trefnu (ar gyfer staff sydd fel arfer yn defnyddio offer sgrin arddangos (OSA) am gyfnodau parhaus neu bron yn barhaus am awr neu fwy ar y tro bob dydd) i gael cyfradd ostyngol ar sbectol yn Specsavers.

Cynlluniau Buddion:	<p><i>Beneden Healthcare Society</i></p> <p>Darparwyr gofal iechyd o'r radd flaenaf heb orfod talu yswiriant meddygol drud. Mae rhagor o wybodaeth ar Fewnwyd yr amgueddfa neu ewch i www.beneden.org.uk</p> <p>Cymdeithas Gwasanaethau Iechyd ac Ysbytai Cymru (WHA)</p> <p>Gall WHA eich helpu gyda chostau gofal iechyd bob dydd megis costau deintyddol, optegol a ffisiotherapi. Mae rhagor o fanylion ar y wefan www.whahealthcare.co.uk</p> <p>Cynllun Undeb Credyd</p> <p>Rydym yn cynnig ffordd hawdd i weithwyr ymuno ag Undeb Credyd Caerdydd. Aelodau'r cynllun yw perchnogion a rheolwyr Undeb Credyd Caerdydd, sefydliad cynilo a benthycy gaiff ei reoli er lles ei aelodau. Mae'n lle syml a chyfleus i gynilo ac yn caniatáu benthyciadau isel eu cost. Ceir rhagor o fanylion gan yr Adran Adnoddau Dynol.</p>
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Cynllun Gostyngiad i Staff	Mae gan bob aelod staff hawl i ostyngiad o 20% yn siopau'r Amgueddfa a gostyngiad o 25% yn y caffis.
Undebau Llafur	Mae gan aelodau staff yr hawl i ymaelodi ag undeb llafur cofrestredig a chymryd rhan ar unrhyw adeg briodol yng ngweithgareddau'r corff rydych chi'n rhan ohono, gan gynnwys ymgeisio am swydd a'i chyflawni. Yr undebau a gydnabyddir gan yr Amgueddfa yw Prospect, PCS a FDA.

I wneud cais:

Dylai ymgeiswyr am y swydd ddefnyddio ein ffurflen gais sydd ar gael ar dudalen swyddi ein gwefan sef www.amgueddfacymru.ac.uk 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 ebost 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

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

Bydd angen i chi gyflwyno'r ffurflenni Archwilio Cefndir a Monitro cyn i ni brosesu eich cais.

Defnyddiwch y darn o'r ffurflen gais dan y pennawd "Y swydd yr ymgeisir amdani" i nodi'r glir ai swydd llawn neu rhan amser sydd gennych mewn golwg (neu'r ddwy).

Peidiwch ag anfon CV, dim ond ffurflenni cais gaiff eu hystyried.

Yn anffodus, oherwydd y nifer o geisiadau a ddisgwylir mewn perthynas â'r swydd hon, ni fydd yn bosibl i ni ysgrifennu'n bersonol at bob ymgeisydd aflwyddiannus. Fodd bynnag, bydd cyfweliadau yn cael eu cynnal fel arfer o fewn tair wythnos i'r dyddiad cau.

Noder, bydd y gost o anfon y ffurflen gais ac unrhyw atodiadau yn ôl i'r Adran Adnoddau Dynol yn fwy na phris un stamp dosbarth cyntaf.

Mae Amgueddfa Cymru yn gyflogwyr cyfle cyfartal. Croesewir ceisiadau o bob rhan o'r gymuned.