**Plaid Cymru – Swyddog Gweinyddol**

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| **Teitl y Swydd:** | **Swyddog Gweinyddol** |
| **Ystod Cyflog:** | **£19,047 - £25,687** *(Penodir, fel arfer, ar ris isaf y raddfa)* |
| **Oriau Gwaith:** | **37 awr** |
| **Natur y Cytundeb:** | **Parhaol** |
| **Lleoliad:**  | **Tŷ Gwynfor, Caerdydd** |
| **Amcan y Swydd** |
| Darparu cefnogaeth weinyddol i Swyddfa Genedlaethol Plaid Cymru. |
| **Prif Ddyletswyddau** |
| 1. Ymateb, neu trefnu i’r aelod o staff perthnasol ymateb, i ebyst sy’n dod i gyfrif ebyst canolog y Blaid.
2. Ateb galwadau ffôn prif linell y Blaid.
3. Agor a didoli gohebiaeth a dderbynir drwy’r post.
4. Cydlynu presenoldeb mewn digwyddiadau cenedlaethol h.y. stondinau yn yr Eisteddfod a’r Sioe Amaethyddol.
5. Cynorthwyo gyda threfniadau gweinyddol Cynhadledd y Blaid e.e. trefnu lleoliadau’r gynhadledd, prosesu archebion gan fudiadau allanol, llety a thrafnidiaeth staff, rota staff, cynorthwyo gyda digwyddiadau cymdeithasol.
6. Paratoi dogfennau a gohebiaeth yn ddwyieithog, a chyfieithu o dro i dro.
7. Cymryd cofnodion mewn cyfarfodydd yn ôl yr angen e.e. cyfarfodydd staff, Pwyllgor Llywio.
8. Ffeilio dogfennau papur ac electroneg.
9. Cynorthwyo staff Swyddfa Genedlaethol y Blaid gyda thasgau a phrosiectau.
10. Tasgau gweinyddol cyffredinol e.e. archebu deunydd y Swyddfa, tacluso’r swyddfa yn ôl yr angen.
11. Gweinyddu elfennau o weinyddiad cyllid y Blaid e.e. delio gyda ‘petty cash’ y swyddfa, cynorthwyo gyda bancio.
12. Cynorthwyo gyda prosesu aelodaeth yn ol yr angen (e.e. mewn cyfnodau lle mae nifer uchel o aelodau’n ymuno).
13. Gweithgareddau rhesymol eraill a bennir gan y Prif Weithredwr neu’r Rheolwr Gweinyddol o dro i dro.
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| **Rhinweddau Personol** |
| **Profiad a Sgiliau Angenrheidiol** * Profiad gweinyddol a threfniadol
* Sgiliau cyfathrebu llafar ac ysgrifenedig gwych yn Gymraeg a Saesneg
* Sgiliau TG rhagorol
* Sgiliau trefniadol cryf iawn, gan ganolbwyntio ar reoli amser a blaenoriaethu
* Sylw da i fanylion
* Gallu i gyfathrebu gydag unigolion yn gwrtais
* Gallu i weithio ar eich liwt eich hun ac fel aelod o dîm
* Deall pwysigrwydd cyfrinachedd, ac ymrwymiad llwyr i gynnal cyfrinachedd materion y Blaid
* Ymrwymiad i nod ac amcanion y Blaid

**Meini Prawf Dymunol*** Dealltwriaeth o bynciau’r dydd a materion perthnasol i Gymru, ddiddordeb yn system wleidyddol Cymru
* Profiad o drefnu digwyddiadau
* Profiad o waith cyllidol
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| **Gwybodaeth Ychwanegol** |
| Sylwch y bydd y penodiad yn amodol ar eirda |
| **Proses Ymgeisio** |
| **Dyddiad Cau:** | **Dydd Llun 24 Chwefror (canol dydd)** |
| **Cyfweliadau:** | Wythnos yn cychwyn 2 Mawrth |
| **Cyswllt:** | Gwennol Haf, Rheolydd Gweinyddol |
| Cyflogwr cyfleon cyfartal yw Plaid Cymru a rydym yn croesawu ceisiadau gan bob person cymwys. Nid ydym yn gwahaniaethu yn erbyn gweithwyr neu ymgeiswyr ar sail hil, rhyw, anabledd, crefydd neu gred, cyfeiriadedd rhywiol, ailbennu rhywedd, beichiogrwydd a mamolaeth, neu oedran. |

**Plaid Cymru – Administrative Officer**

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| **Job Title:** | **Administrative Officer** |
| **Salary Range:** | **£19,047 - £25,687** *(Appointments are ordinarily made at the lowest point on the scale)* |
| **Working Hours:** | **37 hours** |
| **Appointment Type:** | **Permanent** |
| **Location:**  | **Tŷ Gwynfor, Caerdydd** |
| **Purpose of Job** |
| Provide administrative support to the National Office of Plaid Cymru. |
| **Main Duties** |
| 1. Respond, or arrange for the relevant staff member to respond, to the emails sent to the Party’s central email account.
2. Answer phone calls to the Party’s main line.
3. Open and sort mail received by post.
4. Co-ordinate presence in national events i.e. stands at the National Eisteddfod and Royal Welsh Show.
5. Assist with the administrative arrangements of the Party’s Conference e.g. arrange conference locations, process orders by external organisations, staff accommodation and transport, staff rota, assist with social events.
6. Prepare documents and correspondence bilingually, and translate now and again.
7. Minute taking at meetings as needed e.g. staff meetings and Steering Committee.
8. File paper and electronic documents.
9. Assist the Party’s National Office staff with tasks and projects.
10. General administrative tasks e.g. order office stationery, tidy the office as needed.
11. Administer elements of the Party’s finance administration e.g. dealing with the office’s ‘petty cash’, assist with banking.
12. Assist with processing membership as needed (e.g. in periods when there is a surge in membership).
13. Any other reasonable activities as determined by the Chief Executive or Administrative Manager from time to time.
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| **Person Specification**  |
| **Essential experience and Skills** * Administrative and organisation experience
* Excellent communication skills, verbally and written, in Welsh and English
* Excellent IT skills
* Strong organisational skills, in particular time management and prioritising
* Good attention to detail
* Ability to communicate with individuals politely
* Ability to work independently and as a member of a team
* Understand the importance of confidentiality, and a full commitment to maintaining the confidentiality of the Party’s affairs
* Commitment to the aims and objectives of the Party

**Desirable Criteria*** An understanding of current affairs and issues of relevance to Wales, an interest in the Welsh political system.
* Experience of organising events
* Experience of financial work
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| **Additional Information** |
| Please note appointment will be subject to references  |
| **Application Process** |
| **Closing Date:** | **Monday 24 February (midday)** |
| **Interviews:** | w/c 2 March |
| **Contact:** | Gwennol Haf, Administrative Manager |
| Plaid Cymru is an equal opportunities employer and welcomes applications from all suitable persons. We do not discriminate against employees or applicants based on race, sex, disability, religion/belief, sexual orientation, gender identity, pregnancy or maternity, or age. |