



This is a bilingual document – the English text follows the Welsh

Manyleb Person: Swyddog Cefnogi Gofalwyr a Llesiant Ariannol

Hanfodol

- Y gallu i ddefnyddio ysgogiad eich hun a gweithio'n greadigol er mwyn cyflawni nodau'r swydd hon.
- Y gallu i feithrin ymddiriedaeth a chynnal perthnasoedd da gyda gofalwyr di-dâl.
- Ymwybyddiaeth o anghenion gofalwyr, o amcanion Gwasanaeth Cynnal Gofalwyr ac ymrwymiad i'r gwaith.
- Sgiliau TG e.e. Y gallu i ddefnyddio cyfrifiadur i gofnodi gwaith achos, anfon negeseuon e-bost ac yn y blaen.
- Y gallu i flaenoriaethu a rheoli amser ac adnoddau.
- Y gallu i weithio yn unigol ac fel aelod o dîm.
- Y gallu i weithio a theithio yn ôl gofynion y swydd
- Bod yn berchen ar drwydded yrru llawn a gyda mynediad i drafnidiaeth addas ar gyfer y swydd.

Braf ei gael

- Dealltwriaeth o faterion gofalwyr a'u hawliau.
- Profiad o weithio wyneb yn wyneb ag aelodau'r cyhoedd.
- Profiad o weithio yn y trydydd sector neu'r sector iechyd a gofal cymdeithasol.
- Y gallu i gyfathrebu'n effeithiol yn y Gymraeg a'r Saesneg, ar lafar ac yn ysgrifenedig.

Rhinweddau craidd

- Ymrwymiad personol cryf i helpu pobl i symud ymlaen â'u bywydau a manteisio ar gyfleoedd i wella eu lles ariannol ac ansawdd eu bywydau.
- Hyblygrwydd, parodrwydd i ddysgu a'r gallu i gyflenwi gwaith cydweithwyr os oes angen.
- Person brwdfrydig a chymdeithasol tu hwnt sy'n gallu ysgogi eraill.

Person Specification: Carers Support and Financial Wellbeing Officer

Essential

- Ability to use initiative to achieve the objectives of this post.
- Ability to build trust and maintain good relationships with unpaid carers.
- Awareness of the needs of carers, of the aims of Carers Outreach Service and a commitment to the work.
- IT skills e.g. Ability to use a computer to record casework, send emails etc.
- Ability to prioritise and manage time and resources.
- Ability to work alone and as a member of a team.
- Ability to work and travel according to the needs of the post.
- Have a full driving licence and access to suitable transport to undertake this post.

Nice-to-have

- Understanding of carers' issues and their entitlements.
- Experience of working face to face with members of the public.
- Experience of working in the third sector or in the health and social care sector.
- Ability to communicate effectively in English and Welsh, both orally and in writing.

Core qualities

- Strong personal commitment to helping people move forward with their lives and take advantage of opportunities to improve their financial wellbeing and quality of life.
- Flexibility, a willingness to learn and ability to cover colleagues' work if necessary.
- Enthusiastic, and able to motivate others.