



info@chineseinwales.org.uk

01792-469919

www.chineseinwales.org.uk

Job Title:	Multilingual Advocacy Officer
Salary:	£23,369-£23,836 per annum,
Working hours:	Full time; 37.5 hours per week
Pension:	4% employer's pension contribution
Annual Leave:	28 days per annum including bank holidays
Terms:	Two-year contract (From Oct. 2019 to Sep. 2021)
Report to:	Project Manager



Job Description

Aim of the Post:

The Multilingual Advocacy Officer will play a key role in the development and implementation of the 'Stand Up for You' Project. This two-year project is funded by **National Lottery Community Fund**. The project aims to provide an advocacy, advice and information service to Chinese residents living in Swansea, Neath Port Talbot and Bridgend. The post holder will undertake specialist casework for vulnerable adults, new migrants - including refugees, asylum seekers and their families, as well as victims of hate crime.

The post holder will need to have strong multilingual skills in Cantonese, Mandarin and English. The post holder can apply part time if he/she can only speak Mandarin or Cantonese but they are required to speak fluent English.

This post is subject to a satisfactory criminal records disclosure from the Disclosure and Barring Service (DBS).

Main task and responsibilities:

- To implement the funded project as planned.
- To promote the project and build a network with local service providers.
- To raise awareness of the project within the targeted areas.
- To support the targeted service users within the project specifications.
- To recruit volunteers to enable them to support and assist in implementing the project.
- To provide appropriate, accurate and up-to-date accessible information to targeted service users.
- To take on advocacy cases as allocated by the Project Manager.
- To keep clear and precise records for all service users.
- To evaluate service users' feedback.
- To comply with all CIWA's policies and procedures.
- To travel within the targeted areas to deliver support based on the project.
- To undertake any other duties assigned by the Project Manager.





Person Specification

Essential:

Education / Qualifications

1. Degree in relevant subject area (preferably translation, health and social service) or five years related experience.

Experience

2. Experience of supporting a membership-based network, engaging organisations and individuals to work collaboratively.
3. Experience of delivering engaging and creative communications strategies and approaches.
4. Experience of working with vulnerable adults and children.
5. Experience of working in a culturally sensitive setting.
6. Experience of translation and interpretation.
7. Experience of supporting and motivating volunteers.

Skills and abilities

8. Excellent interpersonal, presentation (oral and written) skills and attention to details.
9. Strong communication skills and ability to work collaboratively and across disciplines are necessary.
10. Excellent clear and concise written and spoken language skills in Mandarin, Cantonese and English.
11. Proven ability to multi-task, be flexible and meet deadlines.
12. Problem solving skills, with a focus on finding effective solutions.
13. Commitment to team working.
14. Good IT skills including all Microsoft Office applications.
15. Ability to work on own initiative and be proactive.

Desirable:

1. Experience of promoting information through different digital platforms (website and social medias).
2. Knowledge of diverse local services within targeted areas.
3. Knowledge of safeguarding and General Data Protection Regulation.
4. Ability to speak other popular Chinese dialect such as Hakka, Fujian dialect.
5. Full UK driving licence with own car.

This job description and person specification is not exhaustive and serves only to highlight the main requirements of the post holder. The job description will be reviewed regularly and may be subject to change for the purpose of the funded project.

**To apply, please email your CV and cover letter to Shirley Au-Yeung:
shirley@chineseinwales.org.uk .**



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Welsh Version:

Swydd Wag Newydd - Rhif Cyfeirnod Swydd: 19082

Teitl swydd: Swyddog Eiriolaeth Amlieithog

Cyflog: £23,369-£23,836 y flwyddyn

Oriau gweithio: Llawn amser 37.5 awr yr wythnos

Pensiwn: Cyfraniad pensiwn cyflogwr 4%

Gwyliau blynyddol: 28 diwrnod y flwyddyn gan gynnwys gwyliau banc

Termau: Contract dwy flynedd (Rhwing Hydref 2019 a Medi 2021)

Adrodd i: Rheolwr y Prosiect



Disgrifiad Swydd

Nod y Post:

Bydd y Swyddog Eiriolaeth Amlieithog yn chwarae rhan allweddol yn natblygiad a gweithrediad y Prosiect 'Sefwch i Chi'. Ariennir y prosiect dwy flynedd hwn gan **Gronfa Gymunedol y Loteri Genedlaethol**. Nod y prosiect yw darparu gwasanaeth eiriolaeth, cyngor a gwybodaeth i drigolion Tsieinaidd sy'n byw yn Abertawe, Castell-nedd Port Talbot a Phen-y-bont ar Ogwr. Bydd deiliad y swydd yn ymgymryd â gwaith achos arbenigol ar gyfer oedolion agored i niwed, ymfudwyr newydd - gan gynnwys ffoaduriaid, ceiswyr lloches a'u teuluoedd, yn ogystal â dioddefwyr troseddau casineb.

Bydd angen i ddeiliad y swydd feddu ar sgiliau amlieithog cryf mewn Cantoneg, Mandarin a Saesneg. Gall deiliad y swydd wneud cais yn rhan amser os mai dim ond Mandarin neu Cantoneg y gall ef / hi ond mae'n ofynnol iddynt siarad Saesneg yn rhugl.

Mae'r swydd hon yn destun datgeliad boddhaol o gofnodion troseddol gan y Gwasanaeth Datgelu a Gwahardd (DBS).

Prif dasg a chyfrifoldebau:

- Gweithredu'r prosiect a ariennir fel y cynlluniwyd.
- Hyrwyddo'r prosiect ac adeiladu rhwydwaith gyda darparwyr gwasanaeth lleol.
- Codi ymwybyddiaeth o'r prosiect yn yr ardaloedd a dargedir.
- Cefnogi'r defnyddwyr gwasanaeth wedi'u targedu o fewn manylebau'r prosiect.
- Recriwtio gwirfoddolwyr i'w galluogi i gefnogi a chynorthwyo i weithredu'r prosiect.
- Darparu gwybodaeth hygyrch briodol, gywir a chyfoes i ddefnyddwyr gwasanaeth wedi'u targedu.
- Ymgymryd ag achosion eiriolaeth fel y'u dyrannwyd gan y Rheolwr Prosiect.
- Cadw cofnodion clir a manwl gywir ar gyfer holl ddefnyddwyr y gwasanaeth.
- Gwerthuso adborth defnyddwyr gwasanaeth.





- Cydymffurfio â holl bolisiau a gweithdrefnau CIWA.
- Teithio o fewn yr ardaloedd wedi'u targedu i ddarparu cefnogaeth yn seiliedig ar y prosiect.
- Cyflawni unrhyw ddyletswyddau eraill a bennir gan y Rheolwr Prosiect.

Manyleb Person

Hanfodol:

Addysg / Cymwysterau

1. Gradd mewn maes pwnc perthnasol (cyfieithu, iechyd a gwasanaeth cymdeithasol yn ddefnyddiol) neu bum mlynedd o brofiad cysylltiedig.

Profiad

1. Profiad o gefnogi rhwydwaith sy'n seiliedig ar aelodaeth, gan ymgysylltu â sefydliadau ac unigolion i weithio ar y cyd.
2. Profiad o ddarparu strategaethau a dulliau cyfathrebu deniadol a chreadigol.
3. Profiad o weithio gydag oedolion a phlant sy'n agored i niwed.
4. Profiad o weithio mewn lleoliad diwylliannol sensitif.
5. Profiad o gyfieithu a dehongli.
6. Profiad o gefnogi ac ysgogi gwirfoddolwyr.

Sgiliau a galluoedd

1. Sgiliau rhyngpersonol, cyflwyno (llafar ac ysgrifenedig) rhagorol a sylw i fanylion.
2. Mae sgiliau cyfathrebu cryf a'r gallu i weithio ar y cyd ac ar draws disgyblaethau yn angenrheidiol.
3. Sgiliau iaith ysgrifenedig a llafar clir a chryno rhagorol mewn Mandarin, Cantoneg a Saesneg.
4. Gallu profedig i aml-dasgio, bod yn hyblyg a chwrdd â therfynau amser.
5. Sgiliau datrys problemau, gyda ffocws ar ddod o hyd i atebion effeithiol.
6. Ymrwymiad i weithio mewn tîm.
7. Sgiliau TG da gan gynnwys pob cymhwysiad Microsoft Office.
8. Y gallu i weithio ar eich liwt eich hun a bod yn rhagweithiol.

Dymunol:


1. Profiad o hyrwyddo gwybodaeth trwy wahanol lwyfannau digidol (gwefan a chyfryngau cymdeithasol).
2. Gwybodaeth am wasanaethau lleol amrywiol o fewn ardaloedd wedi'u targedu.
3. Gwybodaeth am ddiogelu a Rheoliad Diogelu Data Cyffredinol.
4. Y gallu i siarad tafodiaith Tsieineaidd boblogaidd arall fel Hakka, tafodiaith Fujian.
5. Trwydded yrru lawn y DU gyda'ch car ei hun.





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Nid yw'r disgrifiad swydd a'r fanyleb person hon yn gynhwysfawr ac nid yw ond yn tynnu sylw at brif ofynion deiliad y swydd. Bydd y disgrifiad swydd yn cael ei adolygu'n rheolaidd a gall newid at ddiben y prosiect a ariennir.

Cliciwch [yma](#) i lawrlwytho'r disgrifiad swydd uchod.

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Y dyddiad cau ar gyfer ceisiadau yw 20 Medi 2019.

I wneud cais, e-bostiwch eich CV a'ch llythyr eglurhaol at Shirley Au-Yeung:
shirley@chineseinwales.org.uk.

