



Job Title:	Project Manager
Salary:	£28,785-£29,636 per annual pro rata
Working hours:	Part Time, 16 hours per week
Pension:	4% employer's pension contribution
Annual Leave:	28 days per annum including bank holidays pro rata
Terms:	Two-year contract (From Oct. 2019 to Sep. 2021)
Report to:	CIWA's Trustee Board



Job Description

Aim of the Post:

The Project Manager is responsible for the coordination and completion of the funded project 'Stand Up For You', on time within budget and within scope. 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 project 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 management skills especially time management and finance management. She or he should be passionate about supporting people and be proactive and self-motivated.

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

Main task and responsibilities:

- To coordinate and complete the project on time within budget and within scope.
- To supervise the project officer to implement the project.
- To supervise volunteers to enable them to support and assist in implementing the project.
- To evaluate and monitor the development of the project.
- To plan and manage all project related activities including promotion, volunteer recruitment, training sessions and events.
- To build and maintain relationships with project funder and partners,
- To produce project reports and presentations.
- To monitor project finance records
- To summarise service users' feedback and amend project plan if needed.
- To comply with all CIWA's policies and procedures.
- To undertake any other duties assigned by the trustee board.





Person Specification

Essential:

Education / Qualifications

1. Degree in relevant subject area (preferably health and social service, management, human resource) 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 project management.
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 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 Cantonese or Mandarin.
5. Experience of working in a third sector.
6. Experience of fund raising.

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 .



info@chineseinwales.org.uk

01792-469919

www.chineseinwales.org.uk

Welsh version:

Swydd Wag Newydd – Rhif cyfeirnod swydd: 19081



Teitl swydd: Rheolwr prosiect

Cyflog: £28,785-£29,636 y flwyddyn pro rata

Oriau gweithio: Rhan amser: 16 awr yr wythnos

Pensiwn: Cyfraniad pensiwn cyflogwr 4%

Gwyliau blyneddol: 28 diwrnod y flwyddyn gan gynnwys gwyliau banc pro rata

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

Adrodd i: Bwrdd Ymddiriedolwyr CIWA

Disgrifiad swydd

Nod y swydd

Mae'r Rheolwr Prosiect yn gyfrifol am gydlynu a chwblhau'r prosiect a ariennir 'Stand Up For You', ar amser o fewn y gyllideb ac o fewn ei gwmpas. Ariennir y prosiect dwy flynedd hwn gan Gronfa Gymunedol y Loteri Genedlaethol. Nod y prosiect yw darparu gwasanaeth eiriolaeth, cyngor a gwybodaeth i drigolion Tsieineaidd sy'n byw yn Abertawe, Castell-nedd Port Talbot a Phen-y-bont ar Ogwr. Bydd y prosiect 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 rheoli cryf, yn enwedig rheoli amser a rheoli cyllid. Dylai ef neu hi fod yn angerddol am gefnogi pobl a bod yn rhagweithiol ac yn llawn cymhelliant.

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

Prif dasg a chyfrifoldebau:

- Cydlynu a chwblhau'r prosiect ar amser o fewn y gyllideb ac o fewn ei gwmpas.
- Goruchwylio'r swyddog prosiect i weithredu'r prosiect.
- Goruchwylio gwirfoddolwyr i'w galluogi i gefnogi a chynorthwyo i weithredu'r prosiect.
- Gwerthuso a monitro datblygiad y prosiect.





- Cynllunio a rheoli'r holl weithgareddau sy'n gysylltiedig â phrosiectau gan gynnwys dyrchafiad, recriwtio gwirfoddolwyr, sesiynau hyfforddi a digwyddiadau.
- Adeiladu a chynnal perthnasoedd â chyllidwr y prosiect a phartneriaid,
- Cynhyrchu adroddiadau a chyflwyniadau prosiect.
- Monitro cofnodion cyllid prosiect
- Crynhoi adborth defnyddwyr gwasanaeth a diwygio cynllun y prosiect os oes angen.
- Cydymffurfio â holl bolisiau a gweithdrefnau CIWA.
- Cyflawni unrhyw ddyletswyddau eraill a bennir gan y bwrdd ymddiriedolwyr.

Manyleb person

Hanfodol:

Addysg / Cymwysterau

1. Gradd mewn maes pwnc perthnasol (yn ddelfrydol gwasanaeth iechyd a chymdeithasol, rheolaeth, adnoddau dynol) 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 reoli prosiectau.
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 yn 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





 info@chineseinwales.org.uk

 01792-469919

 www.chineseinwales.org.uk

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 Cantoneg neu Fandarín.
5. Profiad o weithio mewn trydydd sector.
6. Profiad o godi arian.

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.

58/5000

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.

