

Cydlynnydd Prosiect: MakingSense CIO

Rhan amser: 16 awr yr wythnos dros ddeuddydd

Lleoliad: Gogledd Cymru

Cytundeb cyfnod penodol tan 31 Hydref 2024

Cyfradd tâl: £20 yr awr.

Mae Making Sense CIO am recriwtio cydlynnydd prosiect rhan amser i gynnal prosiect i wreiddio creadigrwydd mewn gofal drwy weithio gydag artistiaid mewn cartrefi gofal preswyl a grwpiau cymorth i bobl sy'n byw gyda dementia ledled sir Conwy.

Elusen dan arweiniad artist yw Making Sense CIO ac mae ei waith a'i werthoedd wedi'i seilio ar gyfathrebu mewn modd sy'n defnyddio'r holl synhwyrau, cydlynu cymunedol a chyd-gynhyrchu.

Ein gweledigaeth yw creu adnoddau synhwyraidd hygyrch sy'n helpu pobl am-rywiol a bregus i gysylltu â'r byd mewn ffordd greadigol.

Sefydlu dull darparu'r gwasanaeth mewn modd cynaliadwy er mwyn rhoi gwasanaeth parhaus i staff gofal a defnyddwyr gwasanaethau yng Ngogledd Cymru.

Cysylltu cymunedau â'r celfyddydau a diwylliant er budd eu lles.

Byddwch yn gweithio'n agos â chymunedau, cartrefi gofal ac artistiaid i gydlynu gweithgareddau a threfnu dyddiau hyfforddiant, yn ogystal â chasglu data, monitro a gwerthuso drwy gydol y prosiect.

Byddwch yn meddu ar sgiliau cyfathrebu rhagorol, yn llawn hunan gymhlliant ac yn drefnus iawn.

Byddwch yn hyfedr mewn sgiliau Technoleg Gwybodaeth, yn cynnwys defnyddio pecyn Microsoft 365 (rhaglenni Word, Excel, PowerPoint ac ati).

Mae'r gallu i siarad Cymraeg yn ddymunol.

Gall y swydd fod yn hyblyg a chynnwys gweithio o gartref i gyd-fynd ag ymrwymadau sy'n bodoli eisoes.

'Mae'r prosiect hwn wedi ei ariannu gan Lywodraeth y DU drwy Gronfa Ffyniant Gyffredin y DU.'

Os ydych chi'n dymuno gwneud cais am y swydd anfonwch eich Mynegiad o Ddiddordeb (dim mwy na 400 gair) a chopi o'ch CV at tickyloew@makingsensecio.co.uk os gwelwch yn dda.

Dyddiad cau: 30 Ionawr 2024



Making Sense CIO

Gweinydddydd: Swydd Ddisgrifiad

Trosolwg

Mae'n ofynnol meddu ar sgiliau gweinyddol o'r ansawdd uchaf, gwybodaeth a dealltwriaeth am y sector celfyddydau a'r sector gofal cymdeithasol, effeithlonrwydd, hunangymhelliant, y gallu i dalu sylw i fanylion a'r gallu i weithio fel aelod o dîm ar gyfer y swydd hon.

Cyfrifoldebau

- Cydlynu ymweliadau artistiaid i gartrefi gofal a grwpiau cymorth dementia
- Gweithredu fel y prif gyswllt i'r artistiaid
- Gweithredu fel y prif gyswllt i gartrefi gofal a grwpiau cymorth dementia
- Mynd i nifer o sesiynau mewn cartrefi gofal i gefnogi'r artistiaid a chasglu adborth
- Hyrwyddo sesiynau a digwyddiadau hyfforddiant
- Cynorthwyo gyda gweinyddu a darparu'r holl ddigwyddiadau hyfforddiant
- Casglu data ac adborth i'w gyflwyno i'r cyllidwr
- Cynhyrchu adroddiadau am y prosiect ar gamau allweddol
- Cynnal y safonau moesegol a'r arferion proffesiynol o'r safon uchaf a weithredir gan Making Sense CIO.

Mae Making Sense CIO yn gyflogwr Cyfle Cyfartal, rydym ni'n croesawu pawb ac wrthi'n creu tîm cynhwysol. Rydym ni'n dathlu gwahaniaethau ac yn annog pawb i ymuno gyda ni, a bod yn nhw eu hunain yn eu gwaith."

Project Coordinator : Making Sense CIO

Part Time 16 hours a week over 2 days

Based in North Wales

Fixed term contract to October 31st 2024

Pay Rate £20 per hour.

Making Sense CIO is recruiting a part time project coordinator to deliver a project to embed creativity in care through work with artists in residential care homes and dementia support groups across Conwy County.

Making Sense CIO is a small artist led charity with multi sensory communication - community cohesion and co-production as its values and work.

Our vision is to create accessible sensory resources that help diverse and vulnerable people connect with the world in a creative way.

To establish a sustainable model of delivery aiming to provide a continuous service to care staff and service users in North Wales

To connect communities with arts and culture to benefit their wellbeing.

You will work closely with communities, care homes and artists to coordinate activities and organise training days, as well as collecting data, monitoring and evaluation throughout the project.

You will have excellent communication skills, you will need to be self motivated and well organised.

You will be competent in IT skills including the use of Microsoft 365 (Word, Excel, PowerPoint etc).

The ability to speak welsh is desirable

The role can be flexible and include home based working to fit in with existing commitments.

'This project is funded by the UK government through the UK Shared Prosperity Fund.'

If you wish to apply, please send your Expression of Interest (no more than 400 words) plus a copy of your CV to tickyloew@makingsensecio.co.uk.

Closing Date: 30th January 2024



Making Sense CIO

Administrator: Job Description

Overview

The position requires quality administrative skills, knowledge and understanding of the arts sector and the social care sector, efficiency, self-motivation, attention to detail and teamwork.

Responsibilities

- Coordinate artist visits to care homes and groups
- The main contact for artists
- Main point of contact for care homes and dementia support groups
- Attend a number of care home sessions to support artists and collect feedback
- Promote sessions and training events
- To assist in the administration and delivery of all training events.
- Collection of data and feedback for funder
- Producing project reports at key stages
- To maintain the highest professional standards of ethics and practices upheld by Making Sense CIO.

Making Sense CIO is an Equal Opportunities employer, we welcome everyone and are creating an inclusive team.

We celebrate difference and encourage everyone to join us, and be themselves at work”.