



## Education Liaison Officer

**(Part-time)**

**Grade/salary band:** £18,000 to £20,000 Pro rota, per annum, dependent upon experience

**Band graddfa/cyflog:** £18,000 i £20,000 y flwyddyn yn dibynnu ar brofiad

**Hours:** 8-10 hours a week

**Oriau:** 8-10 awr yr wythnos

**Accountable to:** Managing Director

**Atebol i:** Rheolwr Gyfarwyddwr

## Purpose of Role

For the role of Education Officer, you will:

- Delivery appropriate training for education providers.  
Darparu hyfforddiant priodol i ddarparwyr addysg
- Create and sustain partnerships with education providers across North Wales.  
Creu a chynnal partneriaethau gyda darparwyr addysg ledled Gogledd Cymru
- Conduct assessments with young carers.  
Cynnal asesiadau gyda gofalwyr ifanc

## Main Duties and Responsibilities

- Create and manage an innovative Education Plan to roll out across schools in North Wales. Darparu hyfforddiant ac arweiniad i roi'r wybodaeth berthnasol i athrawon/staff cymorth i nodi a chefnogi gofalwyr ifanc
- Deliver training and guidance to provide teachers/support staff with the relevant knowledge to identify and support young carers. Gweithio gyda chydweithwyr i integreiddio'r rhaglen addysg i'r gwasanaeth presennol, gan sicrhau ei bod yn cefnogi ac yn datblygu datblygiad gofalwyr ifanc

- To work with colleagues to integrate the education programme into the current service, ensuring it supports and progresses the development of young carers. Paratoi'r data a'r adroddiadau gwasanaeth perthnasol ar gyfer cyllidwyr, defnyddwyr a rhanddeiliaid
- To prepare the relevant data and service reports for funders, users and stakeholders. Cymryd cyfrifoldeb dros sicrhau bod pob rhaglen newydd yn cyd-fynd â pholisïau Gofalwyr Ifanc Caer
- Take responsibility for ensuring all new programmes are in accordance with Cheshire Young Carers policies. Cymryd cyfrifoldeb dros sicrhau bod pob rhaglen newydd yn cyd-fynd â pholisïau Gofalwyr Ifanc Caer
- Raise the profile of North Wales Young Carers work through networking and distribution of information, service updates, reports and presentations across the county. Bod yn wybodus am wasanaethau cymorth i sicrhau bod y rhaglenni addysg yn adlewyrchu'r cymorth y gallant ei ddarparu i'r gofalwyr ifanc
- Have a knowledge of support services to ensure the education programmes reflects the support they can provide the young carers. Mynychu cyfarfodydd gydag aelodau etholedig a chyfarfodydd mewnol ac allanol eraill y bernir eu bod yn briodol
- To attend meetings with elected members and other internal and external meetings that are deemed appropriate. Unrhyw dasgau eraill a ddisgwylir yn rhesymol gan Ofalwyr Ifanc Gogledd Cymru neu ein chwaer sefydliad Gofalwyr Ifanc Caer sy'n gymesur â'r sefyllfa
- Any other tasks reasonably expected by North Wales Young Carers or our sister organisation Cheshire Young Carers commensurate with the position. Mae'r swydd hon yn amodol ar gyfnod prawf o dri mis. Rhaid cael gwiriad y Gwasanaeth Datgelu a Gwahardd.

Please note this post is subject to a three-month probationary period. DBS disclosure applies. Creu a rheoli Cynllun Addysg arloesol i'w gyflwyno ar draws ysgolion yng Ngogledd Cymru

## Skills/Abilities/Knowledge

- Fluent Welsh Speaker (D)
- Fluent English speaker (E)
- Knowledge of the education sector (E)
- Strong interpersonal and communication skills (E)
- Strong organisational skills (E)
- Ability to multi-task and prioritise own workload (E)
- Ability to remain calm when under pressure and work to strict deadlines (E)
- Ability to maintain, develop and implement systems (E)
- Effective project management skills (D)
- Knowledge of Young Carers (D)

## Education/Qualification

- A qualification in education/social work/community sector (E)
- Educated to GCSE level or equivalent including English and Maths at grade 'C' or above (E)
- Welsh speaking (D)
- Previous education experience in schools (D)

## IT Skills

Competent MS Office User, confident using.

- MS Excel (E) (spreadsheet creation, formatting & maintenance)
- MS Word (E) (letter & table creating and formatting)
- MS Outlook (E) (emails, calendar, task list)
- MS PowerPoint (D)

## Experience

- Experience in working within the voluntary sector (D)  
Profiad o weithio yn y sector gwirfoddol (D)
- Experience of working within the education sector (E)  
Profiad o weithio yn y sector addysg (H)
- Experience working with volunteers (D)  
Profiad o weithio gyda gwirfoddolwyr (D)

- An understanding of the current issues relating to supporting young carers (D)  
Dealltwriaeth o'r materion cyfredol sy'n ymwneud â chefnogi gofalwyr ifanc (D)

## Attributes

- Flexible and adaptable approach to work (E)  
Dull hyblyg o weithio (H)
- A 'can do' attitude towards work (E)  
Agwedd 'gallu gwneud' tuag at waith (H)
- Team player with collaborative and supportive style (E)  
Chwaraewr tîm gydag arddull gydweithredol a chefnogol (H)
- Ability to work occasional evenings and weekends (E)  
Y gallu i weithio nosweithiau a phenwythnosau o bryd i'w gilydd (H)
- Ability to travel to occasional meetings away from the office (E)  
Y gallu i deithio i gyfarfodydd achlysurol i ffwrdd o'r swyddfa (H)
- Clean driving license to be held (E)  
Trwydded yrru lân (H)
- Access to a car (E)  
Mynediad i gar (H)