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|  | Text  Description automatically generated with medium confidence |  |
| **Uwch Weinyddwr** | **Senior Administrator** |  |
| **Cymdeithas Plant Dewi Sant – Gwasanaeth Mabwysiadu Dewi Sant** | **St David’s Children Society – St David’s Adoption Service** |  |
| **15 awr yr wythnos** | **15 hours per week** |  |
| **Cyflog £27,344 - £30,151 y flwyddyn pro rata***[Band SCP 18 - 23]*  | **Salary** £27,344-£30,151 **per annum**. Pro Rata*[SCP 18-23]*  |  |
| **Plas y Parc, Caerdydd** | **Park Place, Cardiff** |  |
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| Mae cyfle cyffrous wedi codi i ymuno â'r tîm gweinyddol yng Ngwasanaeth Mabwysiadu Dewi Sant. Bydd deiliad llwyddiannus y swydd yn gweithio mewn amgylchedd gwaith cefnogol gyda phwyslais cryf ar ddatblygu unigolion a thimau. Cynigir telerau ac amodau hael.Dewi Sant yw'r Gwasanaeth Mabwysiadu Gwirfoddol hynaf; yn darparu gwasanaeth mabwysiadu ledled Cymru ac wedi'i gofrestru'n ddiweddar fel Gwasanaeth Maethu. Mae Dewi Sant yn gweithio'n agos gyda'r holl bartneriaid yn y Gwasanaeth Mabwysiadu Cenedlaethol a Maethu Cymru. Rydym angen gweinyddwr egnïol, creadigol, hyblyg a blaengar i weithio ochr yn ochr â'r tîm gweinyddol yng Nghaerdydd. Rhaid i ymgeiswyr feddu ar o leiaf 2 flynedd o brofiad gyda chymhwysedd lefel uchel mewn Microsoft 365 gan gynnwys, Word, Excel a PowerPoint a chymryd cofnodion cyfarfodydd cymhleth. Bydd croeso arbennig i geisiadau gan siaradwyr Cymraeg.  | An exciting opportunity has arisen to join the administrative team at St David’s Adoption Service. The successful post holder will work in a supportive working environment with a strong emphasis on individual and team development. Generous terms and conditions apply. St David’s is the longest established Voluntary Adoption Service in providing adoption services across Wales and recently registered as a Fostering Service. St David’s works closely with all partners in National Adoption Service and Foster Wales. We require an energetic, creative, flexible and forward-thinking administrator to work alongside the administrative team in Cardiff. Applicants must have a minimum of 2 years’ experience with high level competence in Microsoft 365 including, Word, Excel and PowerPoint and minuting complex meetings. Applications from Welsh speakers will be particularly welcome.  |  |
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| **Cyswllt**Ewch i’n gwefan [www.stdavidsadoptionservice.org/work-with-us](http://www.stdavidsadoptionservice.org/work-with-us) neu i ofyn am becyn recriwtio ffoniwch 02920 667007 neu anfonwch e-bost i hr@stdavidscs.org | **Contact**Visit our website [www.stdavidsadoptionservice.org/work-with-us](http://www.stdavidsadoptionservice.org/work-with-us) or to request a request a recruitment pack please contact 02920 667007 or email hr@stdavidscs.org For an informal discussion contact Anna Nyamhotsi or Martina McCrossan on 02920 667007: |  |
| Am sgwrs anffurfiol am y rôl hon cysylltwch â Anna Nyamhotsi neu Martina McCrossan ar 02920 667007: |  |  |
| **Dyddiad cau: 15 Mehefin 2023** | **Closing Date: 15 June 2023** |  |
| **Dyddiad** **cyfweld: 29 Mehefin 2023** | **Interview Date: 29 June 2023** |  |
| *Mae Cymdeithas Plant Dewi Sant wedi ei chofrestru fel elusen gyda Chomisiwn Elusennau Cymru a Lloegr (Rhif Cofrestru: 509163) a chwmni cyfyngedig drwy Warant (Cofrestredig Caerdydd 1546688)* *Gwasanaeth Mabwysiadu Dewi Sant yw enw brand Gwasanaeth Mabwysiadu Cymdeithas Plant Dewi Sant.* | *St David’s Children Society is registered as a charity with the Charity Commission for England and Wales (Registration No: 509163) and a company limited by Guarantee (Registered Cardiff 1546688)* *St David’s Adoption Service is the brand name of the St David’s Children Society’s adoption service.*  |  |