



TEITL Y SWYDD - POST TITLE:

Cydlynnydd Dŵr (Llawn Amser)

Aquatics Coordinator (Full Time)

YN ATEBOL I - ACCOUNTABLE TO:
Rheolwr Canolfan - Centre Manager

YN GYFRIFOL AM - ACCOUNTABLE FOR:
Hyfforddwyr nofio – Swimming instructors

PRIF DDIBEN Y SWYDD:

- Datblygu a helpu i hyrwyddo Rhaglen Dysgu Nofio a Gweithgareddau Dŵr effeithiol.
- Addysgu nofio a chyflwyno disgyblaethau dŵr eraill i bob grŵp oedran a gallu.
- Cynyddu ffigurau defnydd ymhlith grwpiau defnyddwyr wedi'u targedu.

MAIN PURPOSE OF JOB:

- To successfully develop and help promote an effective Learn to Swim and Aquatics Programme.
- To teach swimming and introduce other aquatic disciplines to all age groups and abilities.
- To increase usage figures amongst targeted user groups.

Y PRIF GYFRIFODELBAU:

1. Cydlynu a monitro rhaglen Dysgu Nofio y ganolfan, gan ddefnyddio'r feddalwedd reoli enwebedig (Aqua Passport ar hyn o bryd) a chyflawni targedau cyfranogi.
2. Cynorthwyo i ddyfeisio, gweithredu a monitro'r Cynllun Datblygu Dŵr ar gyfer Calon Tysul gan ystyried mentrau lleol, rhanbarthol a chenedlaethol.
3. Dysgu nofio yn llwyddiannus i bob grŵp oedran yn unol â'r Fframwaith Dysgu Nofio 'Nofio Cymru'.
4. Cefnogi wrth ddatblygu cynlluniau hyrwyddo / marchnata gan wneud y mwyaf o gyfleoedd defnydd ac incwm.
5. Cynnal ffigurau presenoldeb cyfoes yr holl ddefnyddwyr ar y rhaglen nofio, cynhyrchu

PRINCIPAL ACCOUNTABILITIES:

1. Coordinate and monitoring the centre's Learn to Swim programme, utilising the nominated management software (currently Aqua Passport) and achieve participation targets.
2. Assist in devising, implementing and monitoring the Aquatics Development Plan for Calon Tysul considering local, regional, and national initiatives.
3. Successfully teach swimming to all age groups as per Swim Wales's Learn to Swim Framework.
4. Support in the development of promotional / marketing plans maximising usage and income opportunities.
5. Maintain up-to-date attendance figures of all users on the swimming programme, produce



<p>cofnodion cywir o ddilyniant yr holl ddefnyddwyr drwy'r rhaglen dŵr.</p> <p>6. Rhoi adborth rheolaidd a mentora a chefnogaeth barhaus i'r holl Hyfforddwyr Nofio.</p> <p>7. Cydymffurfio â Gweithdrefnau Gweithredu Arferol a Chynlluniau Gweithredu Argyfwng Calon Tysul.</p> <p>8. Cynnal ymwybyddiaeth o ddatblygiadau cyfredol, arferion tueddiadau a mentrau mewn chwaraeon dŵr.</p> <p>9. Cyflawni cymwysterau proffesiynol ym mhob maes arbenigol sy'n berthnasol i'r swydd a mynychu'r hyfforddiant parhaus angenrheidiol.</p> <p>10. Dilyn polisi gofal cwsmer Calon Tysul a bod yn ymrwymedig i'r safonau gofal uchaf un i'n cwsmeriaid.</p> <p>11. Cyflawni unrhyw ddyletswyddau eraill y mae'r Rheolwr yn eu hystyried yn rhesymol i sicrhau'r lefel uchaf o ddarparu gwasanaeth cyson i'n holl gwsmeriaid.</p>	<p>accurate records of all users' progression through the aquatics programme.</p> <p>6. Provide regular feedback and ongoing mentoring and support to all Swimming Instructors.</p> <p>7. To comply with the Calon Tysul Normal Operating Procedures and Emergency Action Plans.</p> <p>8. Maintain an awareness of current developments, trends practices and initiatives in aquatic sports.</p> <p>9. To achieve professional qualifications in all specialist areas relevant to the post and attend the necessary ongoing training.</p> <p>10. To follow Calon Tysul's customer care policy and be committed to the very highest standards of care to our customers.</p> <p>11. To undertake any other duties deemed reasonable by the Manager to ensure the very highest level of consistent service delivery to all our customers.</p>
--	---

SGILIAU HANFODOL	ESSENTIAL SKILLS:
<p>CYMWYSTERAU/HYFFORDDIANT GALWEDIGAETHOL/GALLUOEDD</p> <ul style="list-style-type: none"> • SEQ Lefel 3 Cydlynnydd Nofio (gweithio tuag at) • SEQ Lefel 2 Athro Nofio • Cymhwyster Achubwyr Bywydau mewn Pyllau Nofio gyfredol (RLSS NPLQ neu Gwobr Achub Cenedlaethol ar gyfer Athrawon Nofio a Hyfforddwyr • Tystysgrif Cymorth Cyntaf gyfredol 	<p>QUALIFICATIONS / VOCATIONAL TRAINING / COMPETENCIES:</p> <ul style="list-style-type: none"> • SEQ Level 3 Swim Coordinator (working towards) • SEQ Level 2 Swimming Teacher • Pool rescue qualification (RLSS NPLQ or National Rescue Award for Swimming Teachers and Coaches) • First Aid Qualification



<ul style="list-style-type: none">• Datgeliad GDG Manwl – Gweithlu Plant ag Oedolion. <p>GWYBODAETH:</p> <ul style="list-style-type: none">• Gwybodaeth drylwyr o ddysgu nofio• Diogelwch mewn pwll nofio• Fframwaith Dysgu Nofio, Nofio Cymru• Gofal cwsmeriaid <p>PROFIAD:</p> <ul style="list-style-type: none">• Bod yn hyfforddwr nofio / chwaraeon• Rhaglenni cyfrifiaduron, e.e., Microsoft Office, Aqua Passport. <p>Y SGILIAU SY'N YMWNEUD Â'R SWYDD</p> <ul style="list-style-type: none">• Y gallu i gyflawni lefel uchel o berfformiad• Y gallu i ddefnyddio menter a bod yn arloesol• Ymagwedd gadarnhaol a brwdfrydig o ran darparu gwasanaeth• Ymrwymiad i gyflawni targedau <p>SGILIAU PERSONOL:</p> <ul style="list-style-type: none">• Sgiliau da o ran ymwneud â phobl eraill• Ymrwymiad cryf i ddarparu gofal i gwsmeriaid• Y gallu i weithio mewn tîm• Y gallu i ymateb i broblemau / cwynion yn gadarnhaol.	<ul style="list-style-type: none">• Enhanced DBS Disclosure – Children and Adults Workforce. <p>KNOWLEDGE:</p> <ul style="list-style-type: none">• Thorough knowledge of swimming teaching• Swimming pool safety• Swim Wales Learn to Swim Framework• Customer care <p>EXPERIENCE:</p> <ul style="list-style-type: none">• Swimming instruction / sports coaching• Computer programmes e.g., Microsoft Office, Aqua Passport. <p>JOB RELATED SKILLS:</p> <ul style="list-style-type: none">• Ability to achieve a high level of performance.• Ability to use initiative and be innovative.• Positive and enthusiastic approach to service delivery.• Commitment to achieving targets. <p>PERSONAL SKILLS:</p> <ul style="list-style-type: none">• Well-developed interpersonal skills.• Strong commitment to customer care• Ability to work as part of a team.• Ability to respond to problems / complaints positively.
---	---



<p>SGILIAU CYFATHREBU:</p> <p>Gweler fframwaith ALTE ar gyfer Cymraeg – gyda esboniad pob lefel. (ALTE – Association of Language Testers in Europe)</p> <p>Sgiliau llafar Cymraeg – Lefel 4 Sgiliau ysgrifennu Cymraeg – Lefel 4 Sgiliau llafar Saesneg – Lefel 4 Sgiliau ysgrifennu Saesneg – Lefel 4</p>	<p>COMMUNICATION SKILLS:</p> <p>See ALTE Framework for Welsh – with an explanation of skill levels. (ALTE – Association of Language Testers in Europe)</p> <p>Welsh Verbal Skills – Level 4 Welsh Written Skills – Level 4 English Verbal Skills – Level 4 English Written Skills – Level 4</p>
<p>SGILIAU DYMUNOL:</p> <ul style="list-style-type: none"> • Gwybodaeth gweinyddiaeth ac ariannu • Gweithio mewn amgylchedd sy'n cael ei yrru gan gwsmeriaid • Profiad gweithio mewn tîm mewn Canolfan Hamdden / pwl nofio. 	<p>DESIRABLE SKILLS:</p> <ul style="list-style-type: none"> • Knowledge of administration & finance • Working in a customer driven environment • Working in a team environment in a Leisure Centre / swimming pool
<p>AMGYLCHIADAU ARBENNIG:</p> <p>Bydd disgwyl i ddeiliad y swydd weithio y tu hwnt i oriau arferol swyddfa ac ar benwythnosau.</p> <p>Disgwylir i ddeiliad y swydd oruchwylio'r rhaglen Dysgu Nofio bob nos yn ystod yr wythnos rhwng 3.30 - 6.30pm ac ar fore Sadwrn rhwng 10am a 12.15pm (cyfanswm diwrnodau gwaith yr wythnos fydd 5).</p> <p>Bydd angen cymryd gwyliau blynyddol yn unol ag anghenion y busnes. Disgwylir y dylid cymryd 20 diwrnod o'r lwfans blynyddol o 28 diwrnod yn ystod gwyliau ysgol y Pasg a'r Nadolig. Bydd y rheolwyr yn ystyried ceisiadau am gyfnodau o wyliau ar adegau eraill.</p> <p>Datgeliad GDG Manwl - Bydd archwiliad Gweithlu Plant ac Oedolion yn cael ei gwblhau cyn cychwyn.</p>	<p>SPECIAL CIRCUMSTANCES:</p> <p>The post holder will be expected to occasionally work outside of normal office hours and during weekends.</p> <p>The post holder will be expected to supervise the Learn to Swim programme each weekday evening between 3.30 – 6.30pm and on Saturday mornings from 10am – 12.15pm (total workdays per week will be 5).</p> <p>Annual leave will need to be taken in line with the needs of the business. It is expected that 20 days of the annual allowance of 28 days should be taken during the Easter and Christmas school holidays. Applications for periods of leave at other times will be considered by management.</p> <p>An Enhanced DBS Disclosure – Children and Adults Workforce will be completed prior to commencement.</p>