

CYFEILLION Y DDAEAR – SWYDD DDISGRIFIAD

TEITL Y SWYDD	Swyddog Ymgyrchu a Gweithredu Cymunedol (Cymru) (Dros Dro)
YN ADRODD I	Rheolwr Ymgyrchoedd a Datblygu, Cyfeillion y Ddaear Cymru
TÎM	Cyfeillion y Ddaear Cymru
CAM GYRFAOL	Gradd D
MATH O GONTRACT	32 awr yr wythnos am gyfnod penodol
LLEOLIAD	Cymru / gweithio gartref (gyda rhywfaint o deithio ar draws Cymru ac i gyfarfodydd tîm wyneb yn wyneb yng Nghaerdydd yn ôl y gofyn)
RHEOLWR LLINELL	Amherthnasol

DIBEN Y RÔL

Y Swyddog Ymgyrchu a Gweithredu Cymunedol fydd y pwynt cysylltu cyntaf i rwydwaith grŵp Cyfeillion y Ddaear yng Nghymru - bydd yn cefnogi ein rhwydwaith ar lawr gwlad i gyflwyno ymgyrchoedd Cyfeillion y Ddaear, ac yn cynorthwyo gyda datblygiad a materion lleol. Fel aelod o'r tîm yng Nghymru, bydd yn ganolog i waith ymgyrchu lleol ac i ddatblygu ymgyrchu gweithredol, yn ogystal â threfnu digwyddiadau hyfforddi a rhwydweithio i ymgyrchwyr yng Nghymru a rhoi syniadau a phrosiectau ymgyrchu newydd dan brawf.

CYFRIFOLDEBAU A THASGAU ALLWEDDOL

- Cyfrifoldeb am gyflawni deilliannau prosiectau sy'n cyfrannu at amcanion ymgyrchu a gweithredu Cyfeillion y Ddaear Cymru yn ogystal â Nodau ac Amcanion ehangach Strategaeth Cyfeillion y Ddaear.
- Defnyddio dealltwriaeth am anghenion a diddordebau ymgyrchwyr i ysbrydoli a chefnogi ymgyrchu effeithiol ar agenda Cyfeillion y Ddaear yng Nghymru.
- Cymryd y cyfrifoldeb am gyflawni amcanion prosiect a allai gynnwys tîm prosiect, gweithredu fel rheolwr i aelodau tîm prosiect mewn perthynas â gwaith prosiect a sicrhau cynllunio, cadw cyllideb (os oes angen), monitro, cyfathrebu mewnol ac adrodd ar y prosiect.
- Datblygu ffyrdd o gynnwys pobl sydd â gwahanol sgiliau a diddordebau mewn gwaith ymgyrchu.
- Nodi anghenion hyfforddi a gweithio gyda thîm hyfforddi Cyfeillion y Ddaear i ddatblygu a chyflwyno pecyn hyfforddi i ymgyrchwyr a grwpiau
- Hwyluso rhwydweithio effeithiol rhwng ymgyrchwyr cymunedol i sicrhau'r cyfleoedd gorau i ymgyrchwyr gefnogi ei gilydd gyda'u harbenigedd a'u gwybodaeth eu hunain.
- Cyfrifoldeb am fonitro a chynnal perthynas gyson rhwng Cyfeillion y Ddaear a'i rwydwaith o grwpiau.
- Sicrhau cyfathrebu a chydlynu effeithiol rhwng eich tîmau a gwaith timau eraill a rhwydwaith Cyfeillion y Ddaear, yn cynnwys grwpiau lleol a rhyngwladol.
- Hyrwyddo profiad, galluoedd, anghenion a diddordebau ymgyrchu gweithredwyr a helpu i sicrhau bod eu llais yn dylanwadu ar bolisiau.
- Cefnogi cynghreiriau a rhwydweithiau sy'n bodoli i adeiladu cryfder mewn ymgyrchu a gweithredu a chefnogi ymgyrchwyr newydd.
- Cefnogi cymunedau sy'n cael eu heffeithio'n anghymesur gan faterion cyfiawnder amgylcheddol.
- Defnyddio sgiliau trafod a datrys problemau i ddiddymu tensiynau rhwng unigolion ac o fewn grwpiau ymgyrchu er mwyn cynnal a chynyddu eu heffeithiolrwydd.

- Defnyddio amrywiaeth o ddulliau a thactegau i ennyn diddordeb gweithredwyr yn ymgyrchoedd Cyfeillion y Ddaear Cymru a rhannu'r arfer gorau hwn gyda staff, ymgyrchwyr a'r rhwydwaith fel y bo'n briodol.
- Helpu i sicrhau bod ymgyrchwyr yn gallu cael gafael ar y wybodaeth sydd ar gael o'r tu mewn i Gyfeillion y Ddaear ar gyfer eu gwaith ymgyrchu lleol eu hunain.
- Addasu cynlluniau a thactegau ymgyrchu lle bo modd i amgylcheddau allanol sy'n newid yn gyflym.
- Casglu a rheoli data cefnogwyr.
- Cymryd rhan mewn prosesau adolygu yn ôl yr angen i werthuso gwaith, dysgu ac ail-gynllunio gwaith ar gyfer y cyfnod nesaf a bwydo i mewn i brosesau cynllunio busnes y sefydliad a'r tîm.
- Byddwch hefyd angen bod yn ymwybodol o bolisïau a gweithdrefnau Cyfeillion y Ddaear, a glynu wrthynt, gan roi sylw arbennig i ddiogelu, cydraddoldeb, amrywiaeth a chynhwysiant, a'n gwerthoedd.

MANYLEB PERSON (ASESIR HYN WRTH LUNIO'R RHESTR FER)

Hanfodol

- Profiad o weithio gydag gweithredwyr lleol, fel unigolion a/neu o fewn grwpiau ymgyrchu neu grwpiau cymunedol.
- Profiad o gyfathrebu'n effeithiol a magu perthynas gref gyda phobl o amrywiaeth o gefndiroedd a phobl sydd ag anghenion gwahanol, yn unigol ac mewn grwpiau.
- Y gallu i gyfathrebu'n effeithiol yn Gymraeg ar lafar ac yn ysgrifenedig neu barodrwydd i ddysgu o fewn cyfnod penodol.
- Profiad o drefnu a chynnal amrywiaeth o wahanol ddigwyddiadau.
- Y gallu i deithio'n achlysurol yng Nghymru y tu hwnt i oriau gwaith arferol a theithio'n achlysurol y tu allan i Gymru ar gyfer cyfarfodydd.
- Profiad o ddatblygu sgiliau a hyder ym mhobl eraill gan ddefnyddio amrywiaeth o ddulliau ar-lein ac wyneb yn wyneb.
- Deall y cyd-destun gwleidyddol, diwylliannol ac amgylcheddol yng Nghymru, yn arbennig sut mae penderfyniadau'n cael eu gwneud a chyfleoedd i gymunedau gymryd rhan ac ymgyrchu.
- Dealltwriaeth o ymgyrchu all-lein ac ar-lein a phrofiad o ymgyrchu digidol modern a defnyddio cyfryngau cymdeithasol ar gyfer trefnu.
- Sgiliau cyfathrebu ysgrifenedig rhagorol a'r gallu i ysgrifennu copi ar gyfer amrywiaeth o gynulleidfaoedd mewnol ac allanol.
- Sgiliau hwyluso – y gallu i drefnu grŵp ac arwain trafodaeth tuag at ganlyniadau clir y cytunwyd arnynt.
- Dealltwriaeth o amrywiaeth a chynhwysiant, ac ymrwymiad iddynt.

Dymunol

- Profiad o ymgyrchu mewn cyd-destun gwleidyddol yng Nghymru.
- Profiad o gynllunio a datblygu strategaeth ymgyrchu effeithiol ochr yn ochr ag ymgyrchwyr cymunedol (unigolion a grwpiau) a chynnwys mewnbyn arbenigol gan eraill.
- Y gallu i ddefnyddio offer digidol yn dda ac yn hyderus i ddysgu dulliau ac offer digidol newydd ar gyfer creu effaith wrth weithredu ac ymgyrchu.

- Sgiliau datrys problemau – y gallu i adnabod problemau mewn grwpiau ymgyrchu a’u cefnogi i ddatrys y rhain.
- Profiad o reoli adnoddau ariannol a chadw cyllideb.
- Sgiliau a phrofiad rheoli prosiect.

DYDDIAD CYMERADWYO	Chwefror 2018
DYDDIAD ADOLYGU	Gorffennaf 2022

Mae’r disgrifiad hwn o’r swydd yn gyfredol ar y dyddiad a ddangosir uchod. Mewn ymgyngoriad â deiliad y swydd, gellir ei addasu gan y Cyfarwyddwr i adlewyrchu neu ragflaenu newidiadau i’r swydd a’r sefydliad, neu o fewn y swydd a’r sefydliad.

Mae’r disgrifiad swydd yn rhoi trosolwg o brif gyfrifoldebau’r rôl. Bydd y rôl o ddydd i ddydd yn cynnwys unrhyw ddyletswyddau a chyfrifoldebau eraill hefyd, rhai amlwg ac ymhlyg, sy’n codi o natur a chymeriad y swydd.

FRIENDS OF THE EARTH – JOB DESCRIPTION

JOB TITLE	(Temporary) Activism and Community Campaigns Officer (Wales)
REPORTING TO	Campaigns and Development Manager, Friends of the Earth Cymru
TEAM	Friends of the Earth Cymru
CAREER STAGE	Grade D
CONTRACT TYPE	Fixed term, 32 hours per week
LOCATION	Wales/ home based (with some travel across Wales and to in-person team meetings in Cardiff as required)
LINE MANAGEMENT	N/A

PURPOSE OF ROLE

The Activism and Community Campaigns Officer will be the first point of contact for the Friends of the Earth group network in Wales - supporting our grassroots network with their delivery of Friends of the Earth campaigns, and with local issues and development. As part of the team in Wales they will be central to local campaign work and the development of campaign activism, as well as organising training and networking events for activists in Wales and trialling new activism ideas and projects.

KEY RESPONSIBILITIES AND TASKS

- Responsible for achieving project outcomes contributing to Friends of the Earth Cymru activism and campaign objectives as well as wider Friends of the Earth Strategy Aims and Objectives.
- Use an understanding of the needs and interests of activists to inspire and support effective campaigning on Friends of the Earth's agenda in Wales.
- Take responsibility for delivering project objectives that may involve a project team, acting as manager to the members of the project team with respect to project work and ensuring planning, budgeting (if needed), monitoring, internal communications and reporting on the project.
- Develop ways for involving people with different skills and interests in campaign work.
- Identify training needs and work with Friends of the Earth's training team to develop and deliver a training package to activists and groups
- Facilitate effective networking between activists to maximise opportunities for activists to support each other with their own expertise and knowledge.
- Responsible for monitoring and maintaining a consistent relationship between Friends of the Earth and its network of groups.
- Ensure effective communication and coordination between own teams and the work of other teams and the Friends of the Earth network, including local and international groups.
- Champion the experience, abilities, needs and campaign interests of activists and help to facilitate their voice in influencing policy.
- Support alliances and existing networks to build strength in activism and campaigning and support new activists.
- Support communities who are disproportionately affected by environmental justice issues.
- Apply negotiation and problem-solving skills to resolve tensions between individuals and within campaign groups to maintain and increase their effectiveness.

- Use a variety of approaches and tactics to engage activists in Friends of the Earth Cymru's campaigns and share this best practice with staff, activists and the network as appropriate.
- Help to ensure activists can access available knowledge from within Friends of the Earth for their own local campaigning work.
- Adapt activism plans and tactics to rapidly changing external circumstances wherever possible.
- Collect and manage supporter data.
- Contribute to review processes as necessary to evaluate work, learn and replan work for the next period and feed into the team and organisation's business planning processes.
- You will also need to be aware of and follow Friends of the Earth policies and procedures, with particular attention to safeguarding, equality, diversity & inclusion, and our values

PERSON SPECIFICATION (ASSESSED AT SHORTLISTING STAGE)

Essential

- Experience of working with activists, as individuals and/or within campaign or community groups.
- Experience of communicating effectively and building strong relationships with people from a variety of backgrounds and with different needs, both individually and in groups.
- Able to communicate effectively in spoken and written Welsh or be willing to learn within a specified timescale.
- Experience of organising and running a variety of different events.
- Ability to travel occasionally within Wales outside normal working hours and also occasionally travel outside of Wales for meetings.
- Experience of developing skills and confidence in others using a range of approaches both online and face to face.
- Understanding the political, cultural and environmental context in Wales, in particular how decisions are made and opportunities for community involvement and campaigning.
- An understanding of offline and online activism and experience of modern digital campaigning and using social media for organising.
- Excellent written communication skills and ability to write copy for a range of internal and external audiences.
- Facilitation skills – able to organise a group and guide discussion towards agreed, clear outcomes.
- An understanding of and commitment to diversity and inclusion.

Desirable

- Experience of campaigning in a political context in Wales.
- Experience of planning and developing an effective campaign strategy alongside community activists (individuals and groups) and incorporate expert input from others.
- Competence in using digital tools and confidence in learning new digital approaches and tools for activism and campaign impact.
- Troubleshooting skills – able to identify problems in campaign groups and to support them in solving these.

- Experience of managing financial resources and budgeting.
- Project management skills and experience.

DATE APPROVED	February 2018
DATE REVIEWED	July 2022

This job description is current as at the date shown above. In consultation with the post-holder it is liable to variation by the Director to reflect or anticipate changes, in, or to, the post and the organisation.

The job description gives an overview of the main responsibilities of the role. The day to day role will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.