



Prentis – Cynorthwydd Gweinyddol

Cyngor Tref Bae Colwyn

Cyflogwr	Cyngor Tref Bae Colwyn
Lleoliad	Neuadd y Dref, Ffordd Rhiw, Bae Colwyn
Yn adrodd i	Clerc y Dref / Dirprwy Clerc / Deputy Clerk
Cyfnod	Prentisiaeth tymor penodol o 24 mis

Diben y Rôl

Mae'r brentisiaeth hon yn rhoi profiad ymarferol mewn gweinyddu busnes o fewn sefydliad llywodraeth leol. Bydd y prentis yn cefnogi gweithrediad dyddiol Cyngor Tref Bae Colwyn wrth weithio tuag at gymhwyster Gweinyddu Busnes Lefel 3.

Mae'r rôl yn gofyn am drefniadaeth, cywirdeb, proffesiynoldeb a'r gallu i weithio o fewn gweithdrefnau sefydledig a gofynion statudol. Bydd y prentis yn datblygu sgiliau mewn gweinyddiaeth, cefnogaeth llywodraethu, cyfathrebu, ymgysylltu digidol a chyflawni prosiectau cymunedol.

Mae hon yn rôl ddatblygiadol a gynlluniwyd i feithrin sgiliau, hyder a phrofiad mewn gwasanaeth cyhoeddus, llywodraethu lleol ac ymgysylltu cymunedol.

Cyfrifoldebau Allweddol

Cefnogaeth Weinyddol mewn Swyddfa

Rhoi cefnogaeth weinyddol i'r Clerc, y Dirprwy Clerc a'r Clerc Cynorthwyol wrth weithredu Cyngor y Dref yn effeithiol.

Gweithredu fel pwynt cyswllt cyntaf i'r Cyngor, gan ddellio'n broffesiynol ag ymholiadau wyneb yn wyneb, dros y ffôn ac e-bost gan drigolion, cynghorwyr a sefydliadau partner, datrys materion arferol a chyfeirio ymholiadau mwy cymhleth yn briodol.

Cynorthwyo gyda rheoli mewnflychau e-bost a rennir gan y Cyngor a sicrhau bod ymatebion yn cael eu darparu o fewn yr amserlenni y cytunwyd arnynt.

Cynnal systemau ffeilio cywir yn electronig ag a llaw, cronfeydd data a chofnodion yn unol â gweithdrefnau'r Cyngor, deddfwriaeth diogelu data a gofynion rheoli cofnodion.

Paratoi gohebiaeth, adroddiadau a dogfennau arferol gan sicrhau lefel uchel o gywirdeb a sylw i fanylion.

Cefnogi cynnal a chadw cofnodion cynghorwyr gan gynnwys manylion cyswllt, aelodaeth pwyllgorau a chofnodion presenoldeb.

Ymgymryd â dyletswyddau swyddfa cyffredinol gan gynnwys paratoi dogfennau, mewnbynnu data, dosbarthu dogfennau a monitro cyflenwadau swyddfa.



Cefnogaeth i'r Cyngor a Llywodraethu

Cynorthwyo swyddogion i gefnogi cyfarfodydd y Cyngor Llawn, pwyllgorau a chynghorol yn unol â gweithdrefnau llywodraethu'r Cyngor.

Cynorthwyo gyda pharatoi a dosbarthu agendâu, adroddiadau a phapurau ategol o fewn terfynau amser statudol.

Cefnogi logisteg cyfarfodydd gan gynnwys paratoi ystafelloedd, dogfennaeth a chofnodion presenoldeb.

Cynorthwyo gyda pharatoi cofnodion drafft cyfarfodydd i'w hadolygu gan y Clerc.

Cadw cofnodion cywir o gyfarfodydd a phenderfyniadau i gefnogi tryloywder ac atebolrwydd.

Cynorthwyo gyda thasgau gweinyddol sy'n ymwneud â'r Maer gan gynnwys cynnal dyddiadur y Maer a chefnogi gweithgareddau codi arian y Maer.

Cyfathrebu ac Ymgysylltu Digidol

Cefnogi gweithgaredd cyfathrebu'r Cyngor ar draws llwyfannau digidol.

Cynorthwyo gyda chreu cynnwys ar gyfer sianeli cyfryngau cymdeithasol y Cyngor gan gynnwys Facebook ac Instagram.

Creu graffeg a chynnwys gweledol gan ddefnyddio Canva yn unol â chanllawiau brand Bae Colwyn.

Cynorthwyo gyda threfnu apwyntiadau a chynnal calendr cyfathrebu cyson.

Cefnogi hyrwyddo mentrau'r Cyngor gan gynnwys ymgynghoriadau, grantiau, digwyddiadau a gweithgaredd cymunedol.

Cynorthwyo gyda monitro ymgysylltu ac ymholiadau digidol dan oruchwyliaeth swyddogion.

Ymgysylltu Cymunedol

Cefnogi cyfathrebu â thrigolion, grwpiau cymunedol, sefydliadau lleol ac asiantaethau partner.

Cynorthwyo gyda pharatoi cylchlythyrau, diweddariadau gwefan a chynnwys digidol.

Cefnogi casglu gwybodaeth ac adborth i gefnogi gweithgareddau ymgysylltu ac ymgynghori cymunedol.

Cefnogi mentrau sy'n gysylltiedig â Chynllun Lle Bae Colwyn a gweithgaredd creu lleoedd ehangach.

Cefnogi Digwyddiadau a Phrosiectau

Cynorthwyo gyda chynllunio a chyflwyno digwyddiadau cymunedol a gweithgareddau dinesig.

Cefnogi gweinyddu digwyddiadau gan gynnwys archebu/llogi, dogfennu a chydlyn.

Cipio cynnwys mewn digwyddiadau (ffotograffau, fideos byr a dyfyniadau) i'w ddefnyddio mewn cyfathrebu ac adrodd.

Cynorthwyo gyda gwerthuso ac adrodd ar ôl digwyddiadau.

Darparu cefnogaeth achlysurol mewn digwyddiadau gyda'r nos a phenwythnos lle bo angen.



Cyllid a Llywodraethu (Dysgu â Chymorth)

Datblygu dealltwriaeth o sut mae arian cyhoeddus yn cael ei reoli o fewn Cyngor Tref.

Cynorthwyo gyda gweinyddiaeth ariannol sylfaenol dan oruchwyliaeth yn unol â gweithdrefnau'r Cyngor.

Cael gwybodaeth am ofynion statudol, gweithdrefnau llywodraethu ac atebolrwydd cyhoeddus.

Cydydffurfiaeth ac Ymddygiad Proffesiynol

Gweithio yn unol â pholisïau'r Cyngor gan gynnwys diogelu data, cydraddoldeb, diogelu ac iechyd a diogelwch.

Trin gwybodaeth sensitif a chyfrinachol yn briodol.

Sicrhau bod tasgau gweinyddol yn cael eu cwblhau yn unol â gweithdrefnau sefydledig a gofynion statudol.

Cyfrannu syniadau ar gyfer gwella prosesau gweinyddol a darparu gwasanaethau lle bo'n briodol.

Dysgu a Datblygiad Proffesiynol

Gweithio tuag at gwblhau **cymhwyster prentisiaeth Lefel 3 Gweinyddiaeth Busnes**.

Mynychu sesiynau hyfforddi a chwblhau gwaith cwrs sy'n ofynnol gan y darparwr prentisiaeth.

Datblygu sgiliau gweithle gan gynnwys cyfathrebu, gwaith tîm, trefnu a rheoli amser.

Cymryd rhan mewn adolygiadau cynnydd rheolaidd a chadw tystiolaeth ar gyfer asesiad prentisiaeth.

Cyflawni dyletswyddau eraill sy'n briodol i'r rôl yn ôl yr angen rhesymol.

Sgiliau a Rhinweddau Personol

Hanfodol

Gradd C neu uwch mewn Mathemateg a Saesneg a ICT, neu'r Sgiliau Hanfodol cyfatebol mewn Cymhwyso Rhif, Cyfathrebu a Llythrennedd Digidol.

Parodrwydd i ddysgu a datblygu sgiliau newydd

Sgiliau cyfathrebu da (ysgrifenedig a llafar)

Sgiliau TG sylfaenol gan gynnwys e-bost a meddalwedd swyddfa

Gallu i drefnu gwaith a dilyn gweithdrefnau

Dibynadwy, proffesiynol ac yn gallu gweithio fel rhan o dîm

Diddordeb mewn gweinyddiaeth, gwasanaeth cyhoeddus neu waith cymunedol

Dymunol

Diddordeb mewn cyfryngau cymdeithasol neu gyfathrebu digidol

Profiad o ddefnyddio Canva neu offer dylunio (neu barodrwydd i ddysgu)



Diddordeb mewn datblygu cymunedol neu faterion lleol

Llygad creadigol am ddelweddau a chynnwys

Sgiliau iaith Gymraeg:

Mae Cymraeg sylfaenol (e.e. cyfarchion ac enwau lleoedd) yn ddymunol, ond nid yw'n hanfodol. Rydym yn croesawu pob gallu ac yn gwerthfawrogi parodrwydd i ddysgu a datblygu sgiliau iaith Gymraeg yn ystod y brentisiaeth.

Amgylchedd Gwaith

Wedi'i leoli mewn swyddfa gyda rhywfaint o waith cymunedol a digwyddiadau

Gwaith achlysurol gyda'r nos neu ar benwythnosau (gydag amser i ffwrdd yn lle)

Amgylchedd dysgu cefnogol gyda goruchwyliaeth a mentora

Gwyliau -

Mae gan staff llawn amser hawl i 24 diwrnod o wyliau blynyddol, ynghyd â gwyliau banc, a 2 ddiwrnod ychwanegol (statudol), y mae'n rhaid eu cymryd dros gyfnod y Nadolig (26 diwrnod ynghyd â gwyliau banc).

Pam Mae'r Rôl Hon yn Bwysig

Mae'r brentisiaeth hon yn cynnig y cyfle i:

Ennill profiad go iawn mewn gweinyddiaeth llywodraeth leol

Datblygu sgiliau gweinyddu busnes proffesiynol

Adeiladu gwybodaeth am lywodraethu, cyfathrebu ac ymgysylltu cymunedol

Cyfrannu at brosiectau, digwyddiadau a mentrau sy'n fuddiol i Fae Colwyn

Datblygu sylfaen gref ar gyfer gyrfa yn y dyfodol mewn gweinyddiaeth, cyfathrebu neu wasanaeth cyhoeddus



Apprentice – Administration Assistant

Bay of Colwyn Town Council

Employer	Bay of Colwyn Town Council
Location	Town Hall, Rhiw Road, Colwyn Bay
Reporting to	Town Clerk / Deputy Clerk
Duration	24-month fixed term apprenticeship

Role Purpose

This apprenticeship provides practical experience in business administration within a local government organisation. The apprentice will support the day-to-day operation of Bay of Colwyn Town Council while working towards a Level 3 Business Administration qualification.

The role requires organisation, accuracy, professionalism and the ability to work within established procedures and statutory requirements. The apprentice will develop skills in administration, governance support, communication, digital engagement and community project delivery.

This is a developmental role designed to build skills, confidence and experience in public service, local governance and community engagement.

Key Responsibilities

Administrative & Office Support

Provide administrative support to the Clerk, Deputy Clerk and Assistant Clerk in the effective operation of the Town Council.

Act as a first point of contact for the Council, dealing professionally with face-to-face, telephone and email enquiries from residents, councillors and partner organisations, resolving routine matters and referring more complex enquiries appropriately.

Assist with managing shared Council email inboxes and ensure responses are provided within agreed timescales.

Maintain accurate electronic and manual filing systems, databases and records in accordance with Council procedures, data protection legislation and records management requirements.

Prepare routine correspondence, reports and documents ensuring a high level of accuracy and attention to detail.

Support the maintenance of councillor records including contact details, committee membership and attendance records.



Undertake general office duties including document preparation, data entry, document distribution and monitoring office supplies.

Council & Governance Support

Assist officers in supporting Full Council, committee and advisory meetings in accordance with the Council's governance procedures.

Assist with the preparation and distribution of agendas, reports and supporting papers within statutory deadlines.

Support meeting logistics including room preparation, documentation and attendance records.

Assist in the preparation of draft meeting minutes for review by the Clerk.

Maintain accurate records of meetings and decisions to support transparency and accountability.

Assist with administrative tasks relating to the Mayor including maintaining the Mayor's diary and supporting Mayoral fundraising activities.

Communications & Digital Engagement

Support the Council's communications activity across digital platforms.

Assist with the creation of content for the Council's social media channels including Facebook and Instagram.

Create graphics and visual content using Canva in line with Bay of Colwyn brand guidelines.

Assist with scheduling posts and maintaining a consistent communications calendar.

Support the promotion of Council initiatives including consultations, grants, events and community activity.

Assist with monitoring engagement and digital enquiries under officer supervision.

Community Engagement

Support communication with residents, community groups, local organisations and partner agencies.

Assist in preparing newsletters, website updates and digital content.

Help gather information and feedback to support community engagement and consultation activities.

Support initiatives linked to the Bay of Colwyn Place Plan and wider placemaking activity.

Events & Project Support

Assist with the planning and delivery of community events and civic activities.

Support event administration including bookings, documentation and coordination.



Capture content at events (photographs, short videos and quotes) for use in communications and reporting.

Assist with post-event evaluation and reporting.

Provide occasional support at evening and weekend events where required.

Finance & Governance (Supported Learning)

Develop an understanding of how public funds are managed within a Town Council.

Assist with basic financial administration under supervision in accordance with Council procedures.

Gain knowledge of statutory requirements, governance procedures and public accountability.

Compliance & Professional Conduct

Work in accordance with Council policies including data protection, equality, safeguarding and health & safety.

Handle sensitive and confidential information appropriately.

Ensure administrative tasks are completed in line with established procedures and statutory requirements.

Contribute ideas for improving administrative processes and service delivery where appropriate.

Learning & Professional Development

Work towards completion of the **Level 3 Business Administration apprenticeship qualification**.

Attend training sessions and complete coursework required by the apprenticeship provider.

Develop workplace skills including communication, teamwork, organisation and time management.

Participate in regular progress reviews and maintain evidence for apprenticeship assessment.

Carry out other duties appropriate to the role as reasonably required.

Skills & Personal Qualities

Essential

Grade C or above in Maths and English and ICT, or the equivalent Essential Skills in Application of Number, Communication and Digital Literacy.

Willingness to learn and develop new skills

Good communication skills (written and verbal)

Basic IT skills including email and office software

Ability to organise work and follow procedures

Reliable, professional and able to work as part of a team

Interest in administration, public service or community work



Desirable

Interest in social media or digital communications

Experience using Canva or design tools (or willingness to learn)

Interest in community development or local issues

Creative eye for images and content

Welsh language skills:

Basic Welsh (e.g. greetings and place names) is desirable, but not essential. We welcome all abilities and value a willingness to learn and develop Welsh language skills during the apprenticeship.

Working Environment

Office-based with some community and event work

Occasional evening or weekend work (with time off in lieu)

Supportive learning environment with supervision and mentoring

Holidays -

Full time staff are entitled to 24 days annual leave, plus bank holidays, and 2 additional (statutory) days, which must be taken over the Christmas period (26 days plus bank holidays).

Why This Role Matters

This apprenticeship offers the opportunity to:

Gain real experience in local government administration

Develop professional business administration skills

Build knowledge of governance, communications and community engagement

Contribute to projects, events and initiatives that benefit the Bay of Colwyn

Develop a strong foundation for a future career in administration, communications or public service