

Appointment of ETS Members

Role Description for ETS Members

Members of ETS will be involved in:

- 1. Promoting professional development in the sector* by participating in:**
 - 1.1. at least three ETS Wales business meetings per annum
 - 1.2. specialist panels and endorsement and accreditation panels
 - 1.3. the reading, evaluating and discussion of texts relevant to the sector

- 2. Supporting training agencies in the sector by contributing to:**
 - 2.1. the development of appropriate guidelines
 - 2.2. individual guidance and support as necessary
 - 2.3. the collation and review of data associated with quality management in the sector (recruitment, selection, attainment, retention etc) and the publishing of reports
 - 2.4. participating in, and chairing, peer review procedures following submissions from eligible bodies on an occasional basis.

- 3. Supporting those who work in the sector by contributing to:**
 - 3.1. the development of appropriate guidelines concerning workforce development planning and continuing professional development
 - 3.2. the provision of individual guidance and support as necessary
 - 3.3. the collation and review of data associated with workforce development, planning of peer review and accreditation procedures

- 4. Supporting employees and volunteers deployed in the sector by contributing to:**
 - 4.1. the promotion of professional development in the sector.
 - 4.2. the development of routes to professional recognition for individuals with appropriate qualifications gained outside the UK and Ireland (individual recognition)

- 5. Promoting mature partnerships in the sector by contributing to the development of:**
 - 5.1 proactive relationships with an appropriate range of relevant agencies
 - 5.2 proactive relationships with employers and employees in the sector
 - 5.3 a proactive relationship with members and staff of the Welsh Government
 - 5.4 an ETS Wales annual business plan
 - 5.5 appropriate appeal and monitoring procedures following a complaint by an individual or organisation on the processes used by a panel to reach its decision.

* “the sector” means youth & community work and playwork

Person Specification

Essential Characteristics

1. An understanding of the needs of either the young people or children served by the sector.
2. Knowledge and experience of the principles and practice of youth and community work or play and/ or training within the sector and the national policy context within which it is undertaken.
3. An ability to participate constructively in business meetings at a national level.
4. An ability to communicate effectively at all levels and to absorb and analyse complex information quickly.
5. The confidence and skill to chair specialist panels and endorsement and accreditation panels effectively and to communicate and discuss outcomes with key stakeholders, including those at a senior level.
6. Knowledge of how professional training agencies allied to the sector accredit and validate their qualifications.
7. An interest in the field of continuing professional development and workforce development issues.
8. The ability to deal with a wide range of complex issues.
9. Willingness to undertake further training and development.
10. Clear understanding and commitment to equality issues and challenging discriminatory practices; and
11. Clear understanding and commitment to Nolan's 'Seven Principles of Public Life'.

Desirable Characteristics

1. Experience of inspection or peer assessment
2. An ability to communicate through the medium of Welsh
3. Experience of working at a senior level within the sector either at a major training agency or with a relevant service provider.

Disgrifiad o Rôl Aelodau'r ETS

Bydd Aelodau'r ETS yn cyfrannu at:

- 1. Hyrwyddo datblygiad proffesiynol yn y sector* trwy gyfrannu at:**
 - 1.1. o leiaf dri o gyfarfodydd busnes ETS Cymru bob blwyddyn
 - 1.2. paneli arbenigol a phaneli cymeradwyo ac achredu
 - 1.3. darllen, gwerthuso a thrafod testunau sy'n berthnasol i'r sector

- 2. Cefnogi asiantaethau hyfforddi yn y sector trwy gyfrannu at:**
 - 2.1. datblygu canllawiau priodol
 - 2.2. canllawiau a chefnogaeth i unigolion fel y bo'r angen
 - 2.3. casglu ac adolygu data sy'n gysylltiedig â rheoli ansawdd yn y sector (recriwtio, dethol, cyrhaeddiad, cadw myfyrwyr ac ati) a chyhoeddi adroddiadau
 - 2.4. cymryd rhan mewn gweithdrefnau adolygu cymheiriaid, a'u cadeirio, yn dilyn sylwadau cyrff cymwys ar sail achlysurol

- 3. Cefnogi'r rhai sy'n gweithio yn y sector trwy gyfrannu at:**
 - 3.1. datblygu canllawiau priodol ynglŷn â chynllunio i ddatblygu'r gweithlu a datblygiad proffesiynol parhaus
 - 3.2. darparu canllawiau a chefnogaeth i unigolion fel y bo angen
 - 3.3. casglu ac adolygu data sy'n gysylltiedig â datblygu'r gweithlu, cynllunio adolygiadau cyfoedion a gweithdrefnau achredu

- 4. Cefnogi gweithwyr a gwirfoddolwyr sydd yn y sector trwy gyfrannu at:**
 - 4.1. hyrwyddo datblygiad proffesiynol yn y sector
 - 4.2. datblygu llwybrau i roi cydnabyddiaeth broffesiynol i unigolion sydd wedi ennill cymwysterau priodol y tu allan i'r Deyrnas Gyfunol ac Iwerddon (cydnabyddiaeth i unigolion)

- 5. Hyrwyddo partneriaethau aeddfed yn y sector trwy gyfrannu at ddatblygu:**
 - 5.1 perthynas ragweithiol ag ystod briodol o asiantaethau perthnasol
 - 5.2 perthynas ragweithiol â chyflogwyr a gweithwyr yn y sector
 - 5.3 perthynas ragweithiol ag aelodau a staff Llywodraeth Cymru
 - 5.4 cynllun busnes blynyddol ETS Cymru
 - 5.5 gweithdrefnau apelio a monitro priodol yn dilyn cwyn gan unigolyn neu sefydliad ynglŷn â'r prosesau a ddefnyddir gan banel i ddod i benderfyniad.

Manyleb y Person

Priodoleddau Hanfodol

1. Dealltwriaeth o anghenion naill ai'r bobl ifanc neu'r plant a wasanaethir gan y sector.
2. Dealltwriaeth a phrofiad o egwyddorion ac agweddau ymarferol gwaith ieuenctid a chymunedol neu chwarae a/neu hyfforddiant o fewn y sector a'r cyd-destun polisi cenedlaethol y mae'n gweithredu o'i fewn.
3. Y gallu i gyfrannu'n adeiladol at gyfarfodydd busnes ar lefel genedlaethol.
4. Y gallu i gyfathrebu'n effeithiol ar bob lefel ac i ddeall a dadansoddi gwybodaeth gymhleth yn gyflym.
5. Yr hyder a'r gallu i gadeirio paneli arbenigol a phaneli cymeradwyo ac achredu yn effeithiol a chyfathrebu a thrafod canlyniadau gyda rhanddeiliaid allweddol, gan gynnwys rhai ar lefel uchel.
6. Gwybod am sut y mae asiantaethau hyfforddi proffesiynol sy'n gysylltiedig â'r sector yn achredu a dilysu eu cymwysterau.
7. Diddordeb ym maes datblygiad proffesiynol parhaus a materion sy'n ymwneud â datblygu'r gweithlu.
8. Y gallu i ddelio gydag ystod eang o faterion cymhleth.
9. Parodrwydd i dderbyn hyfforddiant a datblygu ymhellach.
10. Dealltwriaeth glir o faterion cydraddoldeb ac ymrwymiad iddynt ac ymrwymiad i herio arferion gwahaniaethol.
11. Dealltwriaeth glir o 'Saith Egwyddor Bywyd Cyhoeddus' Nolan.

Priodoleddau Dymunol

1. Profiad o arolygu neu asesiadau cyfoedion
2. Y gallu i gyfathrebu trwy gyfrwng y Gymraeg
3. Profiad o weithio ar lefel uchel o fewn y sector naill ai mewn asiantaeth hyfforddi fawr neu gyda darparwr gwasanaeth perthnasol.