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**Sistema Cymru - Codi’r To**

**Swyddog Codi Arian (rhan-amser)- Disgrifiad o’r Swydd**

**Pwrpas y swydd:**

Hybu'r argymhellion sydd yng nghynllun codi arian 2020-23, gan helpu’r sefydliad i fod yn gynaliadwy drwy amrywio’r cyllid a gawn a thrwy gyflwyno dulliau codi arian yn y gymuned, rhoddion gan unigolion a phartneriaethau corfforaethol i’r cyfuniad cyllid.

Bydd y gweithgareddau’n cynnwys:

- gweithredu strategaeth i amrywio’r cyllid a gawn

- datblygu codi arian yn ddigidol

- datblygu partneriaethau corfforaethol

- datblygu rhoddion unigol

- datblygu cefnogaeth a chodi arian cymunedol

- adolygu ein dulliau marchnata a chyfathrebu

**Yn atebol i:** Cydlynydd Sistema Cymru – Codi’r To

**Y prif ddyletswyddau:**

1. Gweithio gyda Bwrdd yr Ymddiriedolwyr, Cydlynydd, y Cyfarwyddwr Cerdd a chynghorwyr y prosiect i gytuno ar dargedau codi arian a hybu'r argymhellion sydd yng nghynllun codi arian 2020-2023.

2. Cynnal ‘archwiliad iechyd’ ar ddulliau codi arian

3. Gweithio gyda'r tîm i ddatblygu ymgyrchoedd a gweithgareddau codi arian digidol newydd ar draws ystod o sianeli digidol, platfformau a deunyddiau digidol.

4. Adnabod cynulleidfaoedd targed a denu dilynwyr newydd ar y cyfryngau cymdeithasol a chefnogwyr ebost.

5. Rheoli ein cyfrifon cyfryngau cymdeithasol i sicrhau cynnwys amserol, wedi'i deilwra ar gyfer y platfformau ac sy'n annog ymgysylltu.

6. Creu cynnwys digidol ar draws cyfryngau cymdeithasol, e-bost, cylchlythyrau a thudalennau gwe.

7. Adeiladu cronfa ddata o gefnogwyr, a datblygu a gweithredu strategaeth effeithiol ar gyfer cyfathrebu a marchnata er mwyn cefnogi ac annog rhoddion gan unigolion.

8. Diweddaru, datblygu a gwneud y mwyaf o wefan Codi’r To, gan gymryd perchnogaeth dros dudalennau rhoddion unigol.

9. Ymchwilio i bartneriaid corfforaethol posibl, a datblygu cyfleoedd i gael cefnogaeth gorfforaethol.

10. Gweithio gyda Chydlynydd y Prosiect i adolygu’r deunyddiau cyfathrebu a marchnata sydd gennym eisoes, a diweddaru’r strategaeth marchnata a chyfathrebu er mwyn ategu a chefnogi gweithgareddau codi arian.

11. Canfod cynulleidfaoedd posibl i roi cymorth, a datblygu a gweithredu syniadau ar gyfer codi arian yn y gymuned.

12. Cyffredinol

• Cydymffurfio bob amser â pholisïau amddiffyn plant, diogelu data (GDPR), iechyd a diogelwch, a pholisïau perthnasol eraill sydd gan Codi'r To er mwyn sicrhau cydymffurfiaeth â'r gofynion a’r rhwymedigaethau statudol.

• Deall rheoliadau cyllid a’r cyfarwyddyd sydd yn y Cod Ymarfer ar gyfer Codi Arian (Code of Fundraising Practice – Fundraising Regulator)

• Cyflawni unrhyw ddyletswyddau eraill y gallai fod yn deg i chi eu cyflawni.

• Cynnig egni a brwdfrydedd tuag at waith cynllunio’r sefydliad ar gyfer y dyfodol, a chynorthwyo i ganfod a datblygu ffyrdd o sicrhau cyllid ar gyfer y dyfodol.

**Manylion y Person**: Swyddog Codi Arian

**Profiad a Sgiliau Hanfodol**

· Profiad o weithio i elusen ac adnabyddiaeth o faterion codi arian i elusen.

. Wedi'i addysgu i lefel gradd neu brofiad proffesiynol cyfatebol.

· Gallu mynd ati’n hyderus i gyfleu ein prif neges ar gyfer codi arian, a mynd ati, yn ysgrifenedig ac yn bersonol, i feithrin perthynas lawn ymddiriedaeth gyda’r cefnogwyr.

· Sgiliau trefnu, a gallu cynllunio a rheoli ymgyrchoedd codi arian a digwyddiadau codi arian yn y gymuned.

· Adnabyddiaeth o'r Cod Ymarfer ar gyfer Codi Arian.

· Lefel uchel o allu mewn tasgau gweinyddol gan gynnwys prosesu geiriau safonol, Word, Excel, Microsoft Publisher. Dealltwriaeth o ddefnyddio cronfeydd data a systemau CRM i reoli data.

· Brwd dros weithio i elusen sy'n gallu gwneud gwahaniaeth cadarnhaol i fywydau pobl ifanc.

· Gallu rhoi sylw i'r manylion wrth reoli data a gwybodaeth.

. Diddordeb mewn hyrwyddo mynediad at gerddoriaeth mewn cyd-destun cymunedol.

· Trefnus iawn, brwdfrydig, aelod da o dîm; parod i weithio'n hyblyg.

· Trwydded yrru a defnyddio cerbyd gyda’r yswiriant priodol

. Sgiliau cyfathrebu ysgrifenedig a llafar rhagorol.

. Sgiliau dadansoddi a rhifedd rhagorol.

. Cymraeg a Saesneg ysgrifenedig a llafar rhagorol.

**Dymunol**

· Angen gallu trefnu a rheoli cronfa ddata o wybodaeth a chysylltiadau, a deall sut i gydymffurfio â deddfwriaeth diogelu data mewn perthynas â GDPR a Rheoliadau Codi Arian.

· Profiad o wneud tasgau cysylltiadau cyhoeddus, a/neu o waith marchnata neu ddatblygu cynulleidfaoedd.

. Profiad o sefydlu ymgyrchoedd a gweithgaredd cynhyrchu incwm digidol mewn busnes neu elusen.

. Profiad o ddefnyddio meddalwedd golygu sylfaenol i greu cynnwys digidol sy'n weledol effeithiol.

. Profiad o ddefnyddio Salesforce, Wordpress, Action Network, Adobe Photoshop, Canva, basic HTML/CSS, Facebook business manager a golygu fideo.

. Yn gyfarwydd ag offer dadansoddi fel Google Analytics.

· Profiad o weithio fel gwirfoddolwr, a/neu o reoli gwirfoddolwyr.

**Cyn penodi**

· Mae'n bosibl y byddwn yn gofyn am eirda ar gyfer ymgeiswyr sydd ar y rhestr fer.

· Bydd angen cynnal Gwiriad Manylach gyda’r DBS (y CRB gynt) cyn gallu cadarnhau unrhyw benodiad.

Anfonwch lythyr cais a chopi o’ch CV i carys@codirto.com

Neu cysylltwch â’r Cydlynydd, Carys Bowen carys@codirto.com am fwy o wybodaeth.

Dyddiad cau: 12 o’r gloch, Dydd Gwener 13eg o Dachwedd 2020

**This is a job advert for the position of a part time Funding Officer for Sistema Cymru – Codi’r To. The ability to speak and write in Welsh is essential for this post.**

*Ariennir y prosiect hwn gan Gronfa Gymunedol Comic Relief yng Nghymru, a weinyddir gan Gefnogi Trydydd Sector Cymru*



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**Sistema Cymru - Codi’r To**

**Advertisement: Fundraising Officer (part-time)**

We are seeking to appoint an experienced charity fundraiser to support Codi’r To’s work in two communities in Bangor and Caernarfon. We are looking to diversify our funding by developing our community and on-line fundraising, individual giving and corporate support.

**We have a budget of £ 14,000 for an 8 month contract.**

This is a flexible, part-time job, suitable for an individual or company to apply for.

*Codi’r To* is a Welsh language community project bringing the world renowned El Sistema programme to north Wales. It challenges deprivation, raising expectations and improving the lives of children by regular participation in music from an early age. We work in two primary schools, Ysgol Maesincla, Caernarfon and Ysgol Glancegin, Bangor and in communities within the schools' catchment areas.

**Contract: 8 months (until end of August 2021 - but with opportunity to discuss extending agreement)**

**Budget: £14,000 to cover any overheads and associated costs.**

For further details, or If you are interested, please send a letter of application and a copy of your CV to the Co-ordinator, Carys Bowen carys@codirto.com

Closing Date: 12pm - Friday 13th November 2020

**This is a job advert for the position of a part time Funding Officer for Sistema Cymru – Codi’r To. The ability to speak and write in Welsh is essential for this post.**

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**Fundraising Co-ordinator (part-time)- Job Description**

**Purpose of post:**

To take forward the recommendations of the 2020-23 fundraising plan, helping the organization to become sustainable by diversifying funding and introducing community fundraising, individual giving and corporate partnerships into the funding mix.

The activities will include:

* implementation of a strategy to diversify funding
* developing digital fundraising
* developing corporate partnerships
* developing individual giving
* building community fundraising and support
* a review of our marketing and communication.

**Reporting to:** Project Co-ordinator.

**Principal duties:**

1. To work with the Board of Trustees, Project Co-ordinator, Musical Director and project advisors to agree fundraising targets and take forward the recommendations set out in the 2020-23 fundraising plan.
2. To undertake a fundraising health check.
3. Work with the team to develop new digital fundraising campaigns and activities across a range of new and existing digital channels, platforms, online tools and materials.
4. Identify target audiences and continue to grow Codi’r To’s social media following and email list of supporters.
5. Manage social media channels to ensure timely, platform-tailored content that encourages engagement.
6. Create engaging, optimised digital content across social media, email, newsletters and webpages from inception to execution.
7. To build a database of supporters and develop and implement an effective communication and marketing strategy to support and encourage individual giving.
8. Update, develop and optimise Codi’r To’s website, taking ownership over ensuring high conversion rates on donate and action pages.
9. To research potential corporate partners and develop opportunities for corporate support.
10. To work with the Project Co-ordinator on reviewing existing communication and marketing materials and update the organisations marketing and communication strategy in order to compliment and support fundraising activity.
11. Identify potential audiences to support, and develop and implement fundraising ideas in the community.
12. General
* To comply at all times with child protection, data protection (GDPR), health and safety and other relevant policies of Codi’r To to ensure compliance with statutory requirements and obligations.
* To have an understanding of Funding Regulations and guidance contained in the Code of Fundraising Practice.
* To carry out such other duties as may reasonably be required.
* To offer energy and enthusiasm towards the future planning of the organisation and to assist in identifying and developing ways of securing funding for the future.

**Person Specification: Fundraising Officer**

**Essential Skills and Experience**

* Experience of working for a charity and knowledge of charity fundraising.
* Educated to a degree level or equivalent professional experience.
* Ability to communicate confidently our key fundraising message and build a trusting relationship with supporters in writing and in person.
* Organisational skills and the ability to plan and manage fundraising campaigns and community fundraising events.
* Knowledge of the Fundraising Code of Practice.
* High degree of ICT literacy – email marketing software, online tools and platforms, image editing software, Excel, Word, Microsoft Publisher. Understanding of using databases and CRM systems to manage data.
* Passionate about working for a charity that can make a positive difference in young people’s lives.
* Ability to pay attention to detail when managing data and information.
* An interest in promoting access to music in a community context.
* Well organised, highly motivated, a good team player; willing to work flexibly.
* Driving licence and the use of a vehicle with the appropriate insurance

Excellent written and verbal communication skills.

Excellent analytical and numeracy skills.

Excellent written and spoken Welsh and English.

**Desirable**

* Need to able to organise and manage a database of information and contacts and have an understanding of data compliance in relation to GDPR and Fundraising Regulations.
* Experience of carrying out public relations tasks, and/or working in marketing or audience development.
* Experience of setting up digital income generation campaigns and activity in a business or charity.
* Design savvy, with experience of using basic editing software to create visually effective digital content.
* Skills in any combination of: Salesforce, Wordpress, Action Network, Adobe Photoshop, Canva, basic HTML/CSS, Facebook business manager, video editing.
* Familiarity with analytical tools such as Google Analytics.

**Before an appointment is made**

* References may be taken up for short-listed candidates.
* An Enhanced Disclosure from the Barring and Disclosure Service (previously the Criminal Records Bureau) will be required before any appointment can be confirmed.

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