Intern y Gymraeg a Recriwtio

Diolch am eich diddordeb yn y rôl hon.

Gweler ynghlwm ddisgrifiad o'r rôl a’r fanyleb person.

Os hoffech chi gyflwyno cais amdani, gwnewch hynny drwy gwblhau’r ffurflen gais atodedig a’i dychwelyd i discovery@abertawe.ac.uk erbyn

**Ffurflen gais**

Gweler y fanyleb person sy’n amgaeedig a sicrhewch fod eich ffurflen gais wedi’i theilwra iddi. Byddwn yn defnyddio eich ffurflen gais i asesu i ba raddau rydych chi’n bodloni’r meini prawf a restrir yno a byddwn yn cyfweld ag ymgeiswyr sy’n paru orau ac sydd â'r sgiliau a phrofiad mwyaf perthnasol.

Dywedwch wrthym yn benodol sut rydych chi’n bodloni pob un o’r meini hynny.

**Er enghraifft**

Cyfathrebwr gwych

Dw i wedi datblygu fy sgiliau cyfathrebu drwy waith grŵp sy’n rhan hanfodol o gwrs fy ngradd. Dw i wedi gweithio gydag amrywiaeth eang o fyfyrwyr eraill. Er enghraifft, yn ddiweddar roedd gen i gyflwyniad grŵp i'w gwblhau, a phenderfynodd fy ngrŵp a minnau y byddwn ni’n defnyddio Messenger i gynllunio a rhannu bwrdd tîm i gasglu syniadau. Hefyd, cynllunion ni gyfarfodydd fideo diweddaru wythnosol. Yn ystod y cyfarfodydd hyn, sicrheais i fod gan bawb gyfle i gyfrannu ac fy mod i’n esbonio fy syniadau’n glir fel bod pawb yn eu deall. Gwrandewais i ar syniadau pawb a chyfrannais i at drafodaethau mewn ffordd ystyrlon.

Dylech chi ysgrifennu rhwng brawddeg a pharagraff ar gyfer pob meini prawf. Os nad oes gennych chi brofiad perthnasol eto, dywedwch wrthym ni pam rydych chi’n meddwl bod gennych chi’r sgiliau hynny. Gallwch ddefnyddio enghreifftiau o astudiaethau, gweithio, gwirfoddoli neu unrhyw ran o’ch bywyd.

Os hoffech chi sgwrs anffurfiol am y rôl neu unrhyw gwestiynau penodol, e-bostiwch fi yn

Eleanor.norton@abertawe.ac.uk

Pob lwc gyda’ch cais,

Eleanor Norton

Cyfarwyddwr

Welsh language and Recruitment Intern

Thank you for your interest in this position.

Please see the enclosed role description and person specification.

If you would like to apply please do so by completing the attached application form and send it to discovery@swansea.ac.uk by 20/1/25

**Application form**

Please see the person specification enclosed and tailor your application form to it. We will use your application form to assess how well you meet the criteria listed there and we will interview the candidates who offer the best match and most relevant skill and experience.

Please tell us specifically how you meet each of those criteria.

**For example**

Excellent communicator

I have developed my communication skills through the group work that is an essential part of my degree course. I have worked with a wide range of other students. For example I recently had a group presentation to complete, my group and I agreed that we would use messenger to plan and a shared teams board to collect ideas. We also planned weekly video meeting check ins. During those meetings I made sure that everyone had a chance to contribute and that my suggestions were clearly explained and understood. I listened to everyone’s ideas and contributed to discussions in a thoughtful way.

You should write between and sentence and a paragraph for each criteria, if you do not have relevant experience yet tell us why you think you have that skill, you can use examples from study, work, volunteering or any part of your life.

If you would like an informal discussion about the role or have any specific questions please contact me on

Eleanor.norton@Swansea.ac.uk

Good luck with your application,

Eleanor Norton

Director