

Discovery's Community Leadership Programme

Rhaglen Arweinyddiaeth Gymunedol

2025/26

UNITED NATIONS
SCHOOL OF THE HAGUE



Swansea University
Prifysgol Abertawe



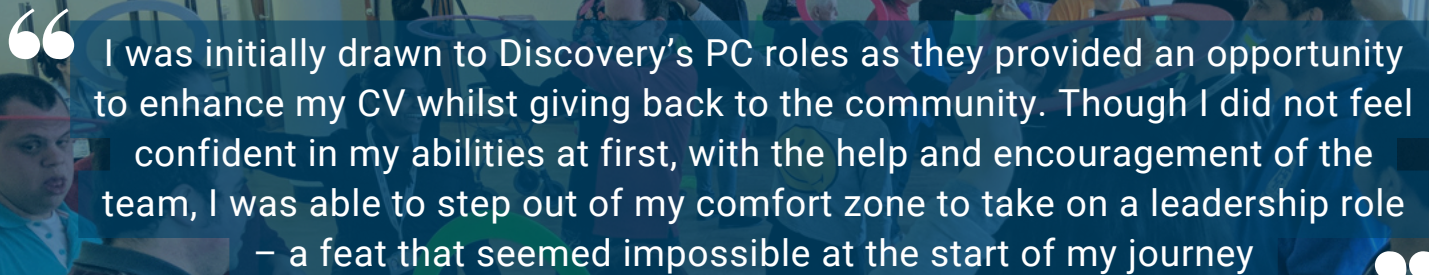
Who we are?

Discovery is a student led charity that manages a wide range of projects.

Discovery aims to create opportunities for meaningful volunteering and volunteer leadership that offers positive experiences for community members and builds positive relationships between students and the wider community.

All Discovery projects have been set up by previous students and taken over by current students over the years.

Each project aims to enrich the lives of disadvantaged people across Swansea and works with pockets of different community members whether it's children and young people, individuals with learning disabilities, refugee and asylum seeker families and older people who may be isolated.



“ I was initially drawn to Discovery’s PC roles as they provided an opportunity to enhance my CV whilst giving back to the community. Though I did not feel confident in my abilities at first, with the help and encouragement of the team, I was able to step out of my comfort zone to take on a leadership role – a feat that seemed impossible at the start of my journey ”

Pwy ydym ni?

Mae Discovery yn elusen a arweinir gan fyfyrwyr sy’n rheoli amrywiaeth o brosiectau.

Nod Discovery yw creu cyfleoedd ar gyfer gwirfoddoli ystyrlon ac arweinyddiaeth gwirfoddoli sy’n cynnig profiadau cadarnhaol i aelodau o’r gymuned ac sy’n meithrin perthnasoedd cadarnhaol rhwng myfyrwyr a’r gymuned ehangach.

Mae holl brosiectau Discovery wedi’u sefydlu gan fyfyrwyr blaenorol dros y blynyddoedd y mae myfyrwyr presennol yn cymryd yr awenau arnynt.

Nod pob prosiect yw cyfoethogi bywydau pobl dan anfantais ledled Abertawe a gweithio gyda grwpiau o wahanol aelodau o’r gymdeithas, boed yn blant a phobl ifanc, unigolion ag anabledau dysgu, teuluoedd sy’n ffoaduriaid neu’n geiswyr lloches a phobl hŷn a allai fod wedi’u hynysu.

Discovery's Community Leadership Programme

Every year Discovery recruits, trains and supports a small team of committed and energetic Project Coordinators to lead groups of volunteers as well as organising and delivering our community activities, through our Community Leadership Programme. The scheme offers students the opportunity to not only gain skills but to take a first step in to project managing and team leading in practical community leader roles. Please note: To be a Project Coordinator in 2025-26, you will need to be studying at Swansea University up until June 2026.

With lots of training and support, each Project Coordinator (PC) is allocated a specific Discovery project that they are responsible for leading on. As a PC they are in charge of the planning and coordinating of work to ensure all activities are completed safely and successfully whilst managing group dynamics of volunteers and making sure the experience is positive for everyone. This doesn't mean they have to do everything single-handedly, they can delegate tasks to other volunteers like making phone calls, organising transport or doing ice breakers. Project Coordinators are fully supported by the Volunteering Projects Manager, Project Support Worker and the rest of the Discovery staff and trustee team.



Rhaglen Arweinyddiaeth Gymunedol Discovery

Bob blwyddyn, mae Discovery yn recriwtio, yn hyfforddi ac yn cefnogi tîm bach o Gydlynwyr Prosiect ymrwymedig a bywiog i arwain grwpiau o wirfoddolwyr yn ogystal â threfnu a chyflwyno gweithgareddau cymunedol drwy ein Rhaglen Arweinyddiaeth Gymunedol. Mae'r cynllun yn cynnig y cyfle i fyfyrwyr nid yn unig ddatblygu sgiliau ond cymryd y cam cyntaf tuag at reoli prosiectau ac arwain tîm mewn rolau arwain cymunedol ymarferol. Sylwer: I fod yn gydlynwyr prosiect 2025-26 bydd angen i chi fod yn astudio ym Mhrifysgol Abertawe hyd at fis Mehefin 2026.

Gyda llawer o hyfforddi a chymorth, caiff prosiect Discovery penodol ei neilltuo i bob Cydlynnydd Prosiect (CP) a fydd yn gyfrifol am ei arwain. Fel CP, maent yn gyfrifol am gynllunio a chydlynu gwaith i sicrhau y caiff yr holl weithgareddau eu cwblhau'n ddiogel ac yn llwyddiannus wrth reoli deinamig grŵp ymhlith gwirfoddolwyr a sicrhau bod y profiad yn un cadarnhaol i bawb. Nid yw hyn yn golygu bod yn rhaid iddynt wneud popeth ar eu pennau eu hunain. Gallant ddirprwyo tasgau i wirfoddolwyr eraill, megis gwneud galwadau ffôn, trefnu cludiant neu gynnal gweithgareddau cyflwyno.

Caiff Cydlynwyr Prosiect eu cefnogi'n llawn gan y Rheolwr Prosiectau Gwirfoddoli, y Gweithiwr Cymorth Prosiectau a gweddill staff a thîm o ymddiriedolwyr Discovery.

What does it involve?

Key responsibilities:

While each role will have its own unique role description all Project Coordinators share a set of key responsibilities which you will be responsible for, these include:

Publicity & Recruitment - You will need to recruit volunteers for your project alongside our recruitment officer. You will be asked to be part of events and digitally represent Discovery on social media. This may also include speaking to your friends, housemates and classmates about what we do.

Communication - You will need to keep in regular contact with your volunteers and Discovery, this will include a weekly check in with the Volunteering Projects Manager and Project Support Worker.

Organisation & paperwork - You may be required to organise and update session schedules or delegate and share task lists for volunteers. You will also need to update a Discovery tracker.

Supporting and motivating volunteers - Being a PC is all about leadership, which means you will need to motivate and support other volunteers. Get to know your team and how they like to be supported and help them build strong relationships with each other. You can do this by organising socials and encouraging conversations.

Beth mae angen ei wneud ?

Cyfrifoldebau allweddol:

Er y bydd gan bob rôl ei disgrifiad rôl unigryw, mae'r holl Gydlynwyr Prosiect yn rhannu set o gyfrifoldebau allweddol y byddwch chi'n gyfrifol amdanynt. Mae'r rhain yn cynnwys:

Cyhoeddusrwydd a Recriwtio - Bydd angen i chi recriwtio gwirfoddolwyr ar gyfer eich prosiect ar y cyd â'n swyddog recriwtio. Bydd gofyn i chi fod yn rhan o ddigwyddiadau a chynrychioli Discovery yn ddigidol ar y cyfryngau cymdeithasol. Gallai hyn hefyd gynnwys siarad â'ch ffrindiau, eich cyd-breswylwyr a'ch cyd-fyfrwyr am yr hyn rydym ni'n ei wneud.

Cyfathrebu - Bydd angen i chi aros mewn cysylltiad rheolaidd â'ch gwirfoddolwyr a Discovery, a bydd hyn yn cynnwys cyfarfod diweddarau wythnosol gyda'r Rheolwr Prosiectau Gwirfoddoli a'r Gweithiwr Cymorth Prosiectau.

Trefnu a gwaith papur - Efallai y bydd gofyn i chi drefnu a diweddarau amserlenni sesiynau neu ddirprwyo a rhannu rhestr o dasgau i wirfoddolwyr. Bydd hefyd angen i chi ddiweddarau olrheinydd Discovery.

Cefnogi ac ysgogi gwirfoddolwyr - Mae bod yn CP yn golygu arweinyddiaeth, sy'n golygu y bydd angen i chi ysgogi a chefnogi gwirfoddoli eraill. Gwnewch ymdrech i ddod i adnabod eich tîm a sut maent yn hoffi cael eu cefnogi a'u helpu i feithrin perthnasoedd cryf ag eraill. Gallwch wneud hyn drwy drefnu digwyddiadau cymdeithasol ac annog trafodaeth.

Leading meetings - Whether it is a meeting to plan ideas with volunteers or briefing/debriefing them on their tasks and roles during an activity. You will need to take a lead in organising and chairing these meetings, ensuring they are accessible and welcoming to all of your volunteers.

Monitoring and Evaluation - As a charity, Discovery is reliant on funding grants from various sources, this means it's important we are able to measure the impact our projects are having on communities. Project Coordinators are required to collect feedback and photos from those attending activities, volunteers and project partners.

Attending training & events - Being a Project Coordinator is a fun and fulfilling way of developing essential life skills and boost your CV. Discovery will provide you with full training and support as well as listening to your needs and providing extra skill building opportunities around these. We expect all Project Coordinators to attend all mandatory training and supervisions.

Being part of project activities - You may want to join in with the activity yourself, which is a great way to motivate volunteers and set an example.

Creating digital content - There will be an element of creating and managing digital resources such as posters, social media posts and blogs. Don't worry if you're not a computer whizz, that is absolutely fine and we can support you with this.

Arwain cyfarfodydd - Gallai hyn gynnwys cynnal cyfarfod i gynllunio syniadau ar y cyd â gwirfoddolwyr neu eu briffio adadfriffio am eu tasgau a'u rolau yn ystod gweithgaredd. Bydd angen i chi gymryd yr awenau wrth drefnu a chadeirio'r cyfarfodydd hyn, gan sicrhau eu bod yn hygyrch ac yn groesawgar i'ch holl wirfoddolwyr.

Monitro a Gwerthuso - Fel elusen, mae Discovery yn dibynnu ar grantiau cyllido o ffynonellau amrywiol. Mae hyn yn golygu ei bod hi'n bwysig y gallwn ni fesur effaith ein prosiectau ar gymunedau. Mae angen i Gydlynwyr Prosiect gasglu adborth a lluniau o bobl sy'n dod i'n gweithgareddau.


Hyfforddi a digwyddiadau - Mae bod yn Gydlynnydd Prosiect yn hwyl ac yn ffordd o ddatblygu sgiliau bywyd hanfodol mewn ffordd sy'n rhoi boddhad. Mae hefyd yn dda i'ch CV. Bydd Discovery yn darparu hyfforddiant llawn a chymorth, yn ogystal â gwrando ar yr hyn mae ei angen arnoch, ac yn darparu cyfleoedd datblygu sgiliau ychwanegol ar ben y rhain. Rydym yn disgwyl i Gydlynwyr Prosiect fynd i'r holl hyfforddiant a sesiynau goruchwylio gorfodol.

Bod yn rhan o weithgareddau prosiect - Efallai y byddwch chi am ymuno â gweithgaredd yn bersonol, ac mae hyn yn ffordd wych o ysgogi gwirfoddolwyr a gosod esiamp.

Creu cynnwys digidol - Bydd elfen o greu a rheoli adnoddau digidol megis posteri, postiadau ar y cyfryngau cymdeithasol a blogiau. Peidiwch â phoeni os nad ydych chi'n wych gyda chyfrifiaduron. Mae hynny'n hollol iawn a byddwn yn eich cefnogi gyda hynny.

Training:

Our Leadership and Project Management training is a highlight of the year, it will be full of important information and fun opportunities to get to know your fellow Project Coordinators. In this training you will learn everything there is to know about your role as a Project Coordinator including what's expected of you, steps for managing your project, how to recruit and lead a team of volunteers, health and safety and safeguarding. Throughout the year there will be more opportunities for you to get involved in additional training like first aid, restorative practice & conflict management (and more!) which will be super useful for your projects. As well as opportunities to attend external training, hear from guest speakers, group supervision sessions for reflecting on your project and problem solving and social activities. Project Coordinators will also be offered through the Career Development Course and various employability sessions with the Swansea Employability Academy.

A group of people, including a man in a red shirt and a woman in a black jacket, are participating in a training exercise. They are standing in a circle, and one man is leaning over, possibly demonstrating a technique. The background shows a room with a whiteboard and posters.

“ The PC training was my first experience of safeguarding training, project planning and risk assessment writing. All of the Discovery staff were so patient and supportive as I navigated my way through this! I feel the knowledge I've gained from this training shaped my experience as a PC and are skills that will stay with me in future employment. ”

Mae ein hyfforddiant Arweinyddiaeth a Rheoli Prosiectau'n uchafbwynt yn y flwyddyn. Bydd yn llawn gwybodaeth bwysig a bydd cyfleoedd gwych i ddod i adnabod eich cyd-gydlynwyr prosiect. Yn yr hyfforddiant hwn, byddwch yn dysgu popeth mae angen i chi ei wybod am eich rôl chi fel Cydlynnydd Prosiect, gan gynnwys yr hyn a ddisgwylir gennych chi, camau ar gyfer rheoli eich prosiect, sut i recriwtio tîm o wirfoddolwyr, iechyd a diogelwch a diogelu. Drwy gydol y flwyddyn, bydd rhagor o gyfleoedd i chi fod yn rhan o hyfforddiant pellach, megis cymorth cyntaf, ymarfer adferol a rheoli gwrthdaro a mwy, a fydd yn hynod ddefnyddiol ar gyfer eich prosiectau. Yn ogystal, bydd cyfleoedd i fynd i hyfforddiant allanol, cael clywed gan siaradwyr gwadd, mynd i sesiynau goruchwylio mewn grŵp ar gyfer adfyfrio ar eich prosiect a datrys problemau a gweithgareddau cymdeithasol. Bydd Cydlynwyr Prosiect hefyd yn cael cynnig y Cwrs Datblygu Gyrfa a sesiynau sgiliau cyflogadwyedd amrywiol gydag Academi Cyflogadwyedd Abertawe.

Hyfforddiant:

Support:

You're not expected to do all this yourself. You'll have a wonderful, supportive team of experienced third sector staff around you to help at every turn. You will attend a **weekly PC office hour** with the Volunteering Projects Manager and Project Support Worker in the Discovery office to make sure you have everything you need to run the project, so that they know what your volunteers are up to each week and to check through risk assessments and answer any questions. Discovery prides itself on being inclusive, all of our Project Coordinator roles are adaptable to suit you and make sure you have everything you need to do your role to the best of your ability.



“ I would also attend an office hour in the Discovery office so that I could catch up on my emails and stay on top of the admin stuff. Once you get your head around all of the things that you need to do it doesn't take that long to sort it so I often spent the office hour going through Discovery's snack box. ”

Does dim disgwyl i chi wneud popeth ar eich pen eich hun. Bydd gennych chi dîm o bobl hyfryd a chefnogol sy'n brofiadol yn y trydydd sector wrth law i'ch helpu bob cam o'r ffordd. Byddwch yn mynychu cyfarfod awr swyddfa CP wythnosol gyda'r Rheolwr Prosiectau Gwirfoddoli a'r Gweithiwr Cymorth Prosiectau yn swyddfa Discovery i sicrhau bod gennych chi bopeth mae ei angen arnoch i gynnal y prosiect er mwyn iddynt gael gwybod yr hyn mae gwirfoddolwyr yn ei wneud bob wythnos a gwirio asesiadau risg ac ateb unrhyw gwestiynau. Mae Discovery yn ymfalchïo mewn bod yn gynhwysol, ac felly gellir addasu pob rôl Cydlynedd Prosiect i fod yn berthnasol i chi a sicrhau bod gennych chi bopeth mae ei angen arnoch i gyflawni eich rôl hyd eithaf eich gallu.

Cymorth:

What's in it for you?

Joining Discovery as a Project Coordinator is a unique opportunity to gain valuable skills and experience in a safe and supportive environment. It can give you the opportunity to:

Improve your employability skills

Build your CV

Get training and experience

Gain management experience

Gain leadership skills


Make a difference to the community

Improve self awareness

Make friends and meet like-minded people

Develop as a future community leader

Improve creative thinking skills



“ Acting as a PC was such a valuable experience to me as it gave me first-hand experience of coordinating a project, as well as a direct insight into the charity sector. Using the skills and experience gained from my PC role, I have since gone on to gain employment as a Volunteer Coordinator with a local charity. I would encourage anyone interested in applying to get involved ”

Beth yw'r fantais i chi?

Mae bod yn rhan o Raglen Arweinyddiaeth Gymunedol Discovery yn gyfle unigryw i chi ddatblygu sgiliau a phrofiad gwerthfawr mewn amgylchedd diogel a chefnogol.

Gall roi'r cyfle i chi wneud y canlynol:

Gwella eich sgiliau cyflogadwyedd

Adeiladu eich CV

Cael hyfforddiant a phrofiad

Ennill profiad rheoli

Ennill sgiliau arwain

Gwneud gwahaniaeth i'r gymuned

Gwella hunanymwybyddiaeth

Gwneud ffrindiau a chwrdd â phobl o'r un anian

Datblygu fel arweinydd cymunedol yn y dyfodol

Gwella sgiliau meddwl creadigol

HEAR Award

As a Project Coordinator you will get a Community Leadership Programme Award from us and can put Discovery down as a reference if you are applying for jobs and internships. Discovery also has it's own HEAR award which will be added onto your transcript once you graduate from your degree and you can show future employers!

Swansea Employability Academy

You'll be offered sessions with Swansea Employability Academy throughout the year so you can have a moment to step back, see how you've come and congratulate yourself on all those brilliant new skills and experiences you have. SEA will be able to help you talk about your volunteering experience and get ready to toot your own trumpet in future job applications and interviews!

Gwobr HEAR

Fel Cydlynnydd Prosiect, byddwch yn derbyn Gwobr Rhaglen Arweinyddiaeth Gymunedol gennym ni a gallwch chi ddefnyddio Discovery fel canolwr wrth gyflwyno ceisiadau am swyddi neu interniaethau. Yn ogystal, mae gan Discovery ei gwobr HEAR ei hun i'w ychwanegu at eich trawsgrifiad pan fyddwch chi'n graddio i ddangos i gyflogwyr y dyfodol!

Academi Cyflogadwyedd Abertawe

Byddwn yn cynnig sesiynau gydag Academi Cyflogadwyedd Abertawe (ACA) i chi drwy gydol y flwyddyn er mwyn rhoi cyfle i chi gamu'n ôl, ystyried sut rydych chi wedi gwneud a llongyfarch eich hun ar y sgiliau a'r profiadau newydd gwych sydd gennych. Bydd ACA yn gallu eich helpu i drafod eich profiad gwirfoddoli a'ch paratoi i ddisgleirio mewn ceisiadau am swyddi a chyfweliadau yn y dyfodol!



“ Being a PC at Discovery has been one of the best parts of my degree (and I enjoy it a lot more than my studies!) and having the hands-on experience has taught me more than lectures ever could. I am so grateful to have met so many lovely people and to have gained so many skills that will help me in my career. ”

Have you got what it takes?

Discovery aims to make volunteering and being a Project Coordinator as accessible as possible and open to all. However, these are the key competencies we look for in our Project Coordinators. You don't have to be perfect at all of these qualities but we do ask that you can demonstrate them in some way as they are vital to your role as a Project Coordinator.



Team player

Gweithio'n dda mewn tîm



Organised

Bod yn drefnus



Good motivator

Gallu ysgogi eraill



Enthusiastic

Brwdfrydig



Good communicator

Cyfathrebu dda



Flexible

Hyblygrwydd



Creative

Creadigol



Reliable

Dibynadwyedd



Proactive

Rhagweithiol

Beth sydd gennych chi i'w gynnig?

Nod Discovery yw sicrhau bod gwirfoddoli a bod yn Gydlynnydd Prosiect mor hygyrch â phosib a'u bod yn gyfleoedd sydd ar agor i bawb. Fodd bynnag, mae yna alluoedd allweddol rydym ni'n chwilio amdanynt yn ein holl Gydlynwyr Prosiect. Does dim rhaid i chi fod yn berffaith a meddu ar yr holl rinweddau hyn ond rydym yn gofyn i chi eu dangos mewn rhyw ffordd oherwydd eu bod yn hanfodol i'ch rôl chi fel Cydlynnydd Prosiect.

2025-26 Project areas

Discovery has lots of projects that run both off and on campus, on a regular or less regular basis. Our projects change yearly and we ask that Project Coordinators are flexible to what projects they are open to taking on. We will do our best to match new Project Coordinators to the area of the work they are most interested in but cannot guarantee they will have their first choice.

2025-26 Meysydd prosiect

Mae gan Discovery lawer o brosiectau sy'n rhedeg oddi ar ac ar y campws, yn rheolaidd neu'n llai rheolaidd. Mae ein prosiectau'n newid yn flynyddol a gofynnwn i Gydlynwyr Prosiect fod yn hyblyg i ba brosiectau y maent yn agored i'w cyflawni. Byddwn yn gwneud ein gorau i baru Cydlynwyr Prosiect newydd â'r maes gwaith y mae ganddynt ddi-ddordeb mwyaf ynddo, ond ni allwn warantu y bydd ganddynt eu dewis cyntaf.

Inspire:

Supporting children and young people

These projects involve running local LEGO clubs, reading schemes and supporting children in local schools.



Inspire Cefnogi plant a phobl ifanc

Mae'r prosiectau hyn yn cynnwys cynnal gwneud clybiau LEGO a chynllunio darllent a chefnogi plant mewn ysgolion lleol

Ysbrydoli:

Involve:

Supporting adults and older people

These projects involve organising group activities for adults with additional needs and volunteering with the elderly in care homes.



Cefnogi oedolion a phobl hŷn

Mae'r prosiectau hyn yn cynnwys trefnu gweithgareddau grŵp ar gyfer oedolion ag anghenion ychwanegol a gwirfoddoli gyda'r henoed mewn cartrefi gofal.

Cynnwys:

Interact:

Practical projects

These projects include running wellbeing activities on campus, maintenance at a local community garden and running a penpal exchange!



Prosiectau ymarferol

Mae'r prosiectau hyn yn cynnwys gwneud digwyddiadau lles ar campws, gwaith cynnal a chadw mewn gardd gymunedol leol a chynnal cyfnewidfa cyfeillion gohebol!

Rhyngweithio

Next steps!

- 1** You will need to complete the application pack and email it to: m.williamson-sarll@swansea.ac.uk
- 2** You will be contacted and invited to an informal interview. This will be your opportunity to ask any questions you have about the role and projects we have to offer. We will then match individuals to the various roles available. *While we aim to offer everyone a leadership role based on their expressed interest and skills, we cannot always guarantee this so please bear this in mind when applying.*
- 3** Once matched you will need to undergo a DBS check which is free for volunteers. If you have lived outside of the UK for more than 6 months you will need to undertake an International DBS check as well, where possible (*this includes students who have undertaken a year abroad*).
- 4** If successful, you will complete our Leadership and Project Management training in September. This will allow you to meet and socialise with your fellow Project Coordinators and the Discovery staff team!

Y camau nesaf


- 1** Bydd angen i chi gwblhau'r pecyn ymgeisio a'i e-bostio at: m.williamson-sarll@swansea.ac.uk
- 2** Byddwn yn cysylltu â chi ac yn eich gwahodd i gyfweiliad anffurfiol. Dyma fydd eich cyfle i ofyn unrhyw gwestiynau a allai fod gennych chi am y rôl a'r prosiectau sydd gennym i'w cynnig. Byddwn yn paru unigolion â'r rolau amrywiol sydd ar gael. *Er ein bod ni'n ceisio cynnig rôl arweinyddiaeth i bawb ar sail y diddordeb a'r sgiliau a nodwyd ganddynt, dyw hi ddim yn bosib gwarantu hyn felly cofiwch hyn wrth gyflwyno cais.*
- 3** Pan fydd rôl addas yn codi, bydd angen cwblhau gwiriad GDG, sydd am ddim i wirfoddolwyr. Os ydych chi wedi byw y tu allan i'r DU am fwy na 6 mis, bydd angen cwblhau gwiriad GDG Rhyngwladol hefyd lle bo hynny'n bosib (*mae hyn yn cynnwys myfyrwyr sydd wedi cael blwyddyn dramor*).
- 4** Os byddwch yn llwyddiannus, byddwch yn cwblhau ein hyfforddiant Arwain a Rheoli Prosiectau ym mis Medi. Bydd hyn yn eich galluogi i gyfarfod a chymdeithasu gyda'ch cyd-Gydlynwyr Prosiect a thîm staff Discovery!



 DiscoverySVS

 [Discoverysvs.org/lead](https://discoverysvs.org/lead)

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Discovery's Community Leadership Scheme is run in partnership with Swansea University and Swansea Employability Academy.

Cynhelir Rhaglen Arweinyddiaeth Gymunedol Discovery mewn partneriaeth â Phrifysgol Abertawe ac Academi Cyflogadwyedd Abertawe.

