



Welfare Officer

Mission

The Welfare Officer provides support and representation for all Swansea University students during their time here. In fulfilling this role, students will be informed of the risks which face them and the support and advice available to them.

Requirements: Must be an enrolled student at Swansea University and confirmed by the institution as such. Current Full-Time Officers in their first year of office are also entitled to stand for the post. You would mostly be required to work across both Bay and Singleton campuses and occasionally in Carmarthen campus.

Responsibilities of all officers	Key performance indicator(s)
Ensure a high profile is maintained with the membership to promote the work of the Full Time Officer team and of SUSU.	High awareness of and satisfaction evidenced through feedback and surveys such as NSS and State of the Union.
Support Part Time Officers' roles and campaigns.	PTOs deliver on their roles. Positive impact and change achieved.
Ensure that the membership's views are researched and represented, regardless of personal opinion.	High satisfaction and engagement levels from membership and low levels of complaints.
Actively engage with all Union democratic meetings and report to them as relevant.	High level of attendance at Union democratic meetings; reports submitted in a timely manner.
Be mindful at all times of the overall mission and values of Swansea University Students' Union and work with colleagues to achieve the role's mission and the objectives of the Union's Strategic Plan.	Objectives achieved in the Strategic Plan.





Role specific responsibilities	Key performance indicator(s)
Lead on campaigns and raise awareness of issues relating to welfare such as housing, safety and security, transport, finance, mental, sexual and physical health.	Good uptake and reception of campaigns from the Members with high levels of involvement. Positive impact and change achieved.
Act as a mentor to the Liberation Officers and support their campaigns, promoting the use of evidence.	Good feedback from Liberation Officers and have well- co-ordinated liberation campaigns. Positive impact and change achieved.
Specifically support the Women's Officer in running and coordinating campaigns relating to women's liberation such as: Discrimination, Equal pay, Employment Opportunities, Anti-Domestic Violence, Personal Safety, Women's' Health, Pro- Choice, Pregnancy and Harassment etc.	Good uptake and reception of campaigns from the Members with high levels of involvement. Positive impact and change achieved.
Support the Students with Caring Responsibilities Officer and help represent & campaign on behalf of those students.	High levels of involvement from students with caring responsibilities. Awareness of current issues with ability to comment and campaign when required.
Support the Students with Disabilities Officer and help represent & campaign with the Disabilities Officer on behalf of those students.	High levels of involvement from students with disabilities. Awareness of current issues with ability to comment and campaign when required.
Assist the Environment and Ethics Officers in the development of the University and Union towards ethical and environmentally sound working practices.	Achieving a minimum of "Good" on the Green Impact Award.
Lead and attend the Welfare Committee.	Organise and Chair regular Welfare Committee meetings, inviting relevant stakeholders from the Union, University and Discovery SVS.
Work with the University to ensure that adequate welfare provision and	Positive feedback from Members.





support is provided for students, in particular through Student Services and the Wellbeing Service.	
Maintain contact with and offer support where applicable to Swansea students studying abroad on International programs such as Erasmus.	Swansea students abroad are aware of Union representation and support. Awareness of current issues with ability to comment and campaign when required.
Work closely with the Advice & Support Centre to ensure students are aware of their service and to identify campaigning issues and objectives.	Awareness of the services provided by ASC is high. Positive impact and change achieved.
Member of SAS Management Board, ensuring that the service remains student focused and achieves the aim of improving student housing.	Higher attendance and inputs at SAS Board meetings. Higher standards of student housing measurable in the private sector.
Focus on community relations and promote community development initiatives.	Positive profile in local media, in the community and with partners.
Attend appropriate University committees, namely – Council, Senate, Court, Student Partnership Engagement Committee (SPEC). Attend all other relevant meetings.	High attendance levels and input levels in committees’ deliberations. Awareness of relevant issues with ability to comment and campaign when required.

Other Duties and Responsibilities

- The Welfare Officer will be mindful of Health & Safety at work and Equality and Diversity legislations at all times.
- The Welfare Officer will follow the Students’ Union Policies & Procedures.
- The Welfare Officer will follow the Students’ Union Staff Protocol.
- The Welfare Officer will comply with Union policy, including bilingualism.

Responsible To

The Trustees Board and Swansea University Students’ Union Membership as outlined in the Articles of Governance.





As a Full-Time Officer your performance will be reviewed by the Trustees Board, Officer Responsibility Group and Audit Committee. You will also be required to adhere with the Officer Code of Conduct and provisions of the Articles of Governance & Schedules. Your terms of conditions of employment (including salary) are reviewed and considered by the Remuneration Committee.

On a day-to-day basis you will receive support and direction from the Chief Executive Officer. It is noted that you will also have a close working relationship with Union Officers, Union staff members and University colleagues.

Swansea University Students' Union Trustee Board

As a Full-Time Officer, you will automatically be a Trustee of Swansea University Students' Union for the duration of your time in office.

Trustees are central and essential to effectiveness of the Students' Union. As a Trustee, you have the ultimate legal responsibility for keeping the charity solvent, focussed on its stated objectives, for directing its strategy and ensuring it stays within the law.

You may be removed as a Trustee if you fail to meet the requirements set out by the Charity Commission.

For more information about the Trustee Board and how you would fit into this, please see the document "Role and Responsibilities of an FTO Trustee".





Swyddog Lles

Nod

Mae'r Swyddog Lles yn darparu cefnogaeth a chynrychiolaeth i bob Myfyriwr Abertawe yn ystod eu cyfnod yma. Wrth gyflawni'r rôl hon, bydd myfyrwyr yn cael gwybod am y risgiau maen nhw'n eu hwynebu a'r gefnogaeth a chymorth sydd ar gael iddynt.

Gofynion: Rhaid bod yn fyfyrwr cofrestredig ym Mhrifysgol Abertawe ac wedi'i gadarnhau gan y sefydliad. Mae hefyd gan y Swyddogion Llawn-amser cyfredol hefyd yr hawl i sefyll am y swydd. Bydd gofyn i chi weithio ar Gampws y Bae a Champws Singleton yn bennaf, ac ar Gampws Caerfyrddin ar adegau.

Cyfrifoldebau pob swyddog	Dangosydd(ion) perfformiad allweddol
Sicrhau bod proffil uchel yn cael ei gynnal gyda'r aelodaeth er mwyn hyrwyddo gwaith y tîm Swyddogion Llawn-amser ac UMPA.	Ymwybyddiaeth uchel o foddhad â thystiolaeth drwy adborth ac arolygon megis NSS a Chyflwr yr Undeb.
Cefnogi rolau ac ymgyrchoedd y Swyddogion Rhan-amser.	SRhA yn cyflawni eu rolau. Effaith gadarnhaol a newid wedi'i gwneud.
Sicrhau bod safbwyntiau'r aelodaeth yn cael eu hymchwilio a'u cynrychioli, beth bynnag eich barn bersonol.	Lefelau uchel o foddhad ac ymgysylltiad gan aelodaeth a lefelau isel o gwynion.
Mynd ati i ymgysylltu â phob cyfarfod democrataidd yr Undeb a'u hadrodd iddynt lle bo'n berthnasol.	Lefel uchel o bresenoldeb yng nghyfarfodydd democrataidd yr Undeb; adroddiadau'n cael eu cyflwyno mewn da bryd.
Byddwch chi wastad yn ymwybodol o nod cyffredinol ac egwyddorion Undeb Myfyrwyr Prifysgol Abertawe a gweithio â chyd-weithwyr er mwyn llwyddo yn y rôl ac amcanion Cynllun Strategaeth yr Undeb.	Amcanion a gyflawnwyd yn y Cynllun Strategaeth.

Cyfrifoldebau sy'n berthnasol i'r rôl	Dangosydd(ion) perfformiad allweddol
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Arwain ar ymgyrchoedd a chodi ymwybyddiaeth am faterion sy'n berthnasol i les, fel tai, diogelwch, cludiant, cyllid, iechyd meddyliol, rhywiol a chorfforol.	Derbyniad da o ymgyrchoedd gan yr Aelodau gyda lefelau uchel o gyfranogiad. Effaith gadarnhaol a newid wedi'i gwneud.
Ymddwyn fel mentor i'r Swyddogion Rhyddhad a chefnogi eu hymgyrchoedd, hyrwyddo'r defnydd o dystiolaeth.	Adborth da gan y Swyddogion Rhyddhad ac ymgyrchoedd rhyddhad yn cael eu cydlynu'n dda. Effaith gadarnhaol a newid wedi'i gwneud.
Cefnogi'r Swyddog Menywod yn benodol wrth redeg a chydlynu ymgyrchoedd sy'n berthnasol i ryddhad menywod, megis: Gwahaniaethu, Cyflog cyfartal, Cyfleoedd Cyflogaeth, Gwrthwynebu trais yn y gartref, Diogelwch personol, Iechyd menywod, O Blaid Dewis, Beichiogrwydd ac Aflonyddu ac ati	Derbyniad da o ymgyrchoedd gan yr Aelodau gyda lefelau uchel o gyfranogiad. Effaith gadarnhaol a newid wedi'i gwneud.
Cefnogi'r myfyrwyr â'r Swyddog Cyfrifoldebau Gofalu, a helpu i gynrychioli ac ymgyrchu ar ran y myfyrwyr hynny.	Lefelau uchel o gyfraniad gan fyfyrwyr â dyletswyddau gofalu. Ymwybyddiaeth o faterion cyfredol a'r gallu i wneud sylwadau ac ymgyrchu pan fo angen.
Cefnogi'r Swyddog Myfyrwyr ag Anableddau a helpu cynrychioli ac ymgyrchu gyda'r Swyddog Myfyrwyr ag Anableddau ar ran y myfyrwyr hynny.	Lefelau uchel o gyfraniad o fyfyrwyr sydd gydag anableddau. Ymwybyddiaeth o faterion cyfredol gyda'r gallu i wneud sylw ac ymgyrchu pan fo angen.
Cynorthwyo'r Swyddog Amgylchedd a Moeseg wrth ddatblygu'r Brifysgol a'r Undeb tuag at ymarferion gweithio moesegol ac amgylcheddol gadarn.	Llwyddo o leiaf safon "Da" yn yng Ngwobr yr Effaith Werdd.
Arwain a mynychu'r Pwyllgor Lles.	Trefnu a Chadeirio cyfarfodydd Pwyllgor Lles rheolaidd, gan wahodd rhanddeiliaid perthnasol o fewn yr Undeb, y Brifysgol a Discovery SVS.
Gweithio gyda'r Brifysgol er mwyn sicrhau bod darpariaeth lles a	Adborth gadarnhaol gan aelodau.





chefnogaeth ddigonol yn cael eu darparu i fyfyrwyr, yn enwedig trwy Wasanaethau Myfyrwyr a'r Gwasanaethau Lles.	
Cadw mewn cyswllt â myfyrwyr Abertawe sy'n astudio dramor ar raglenni megis Erasmus a chynnig cefnogaeth iddynt.	Myfyrwyr Abertawe sy'n astudio dramor yn ymwybodol o gynrychiolaeth a chymorth yr Undeb. Ymwybyddiaeth o faterion cyfredol gyda'r gallu i wneud sylw ac ymgyrchu pan fo angen.
Gweithio'n agos â'r Ganolfan Cymorth & Chefnogaeth er mwyn sicrhau bod myfyrwyr yn ymwybodol o'u gwasanaeth ac adnabod materion ac amcanion ymgyrchu.	Ymwybyddiaeth uchel o'r gwasanaethau a ddarperir gan y Ganolfan Gymorth a Chefnogaeth. Effaith gadarnhaol a newid wedi'i gwneud.
Aelod o Fwrdd Rheoli SAS, gan sicrhau bod y gwasanaeth yn parhau i ganolbwyntio ar fyfyrwyr ac yn cyflawni'r nod o wella ar dai myfyrwyr.	Mynychu rhagor o gyfarfodydd Bwrdd SAS a rhagor o fewnbwn yn y cyfarfodydd Safonau uwch o dai myfyrwyr a all gael eu mesur yn y sector preifat.
Canolbwyntio ar gysylltiadau cymunedol a hyrwyddo mentrau datblygu cymunedol.	Proffil cadarnhaol yn y cyfryngau lleol, yn y gymuned a gyda phartneriaid.
Mynychu pwyllgorau perthnasol y Brifysgol, sef -Cyngor, Senedd, Llys, Pwyllgor Partneriaethau Ymgysylltu Myfyrwyr (SPEC).. Mynychu pob cyfarfod arall sy'n berthnasol.	Lefelau uchel o bresenoldeb a mewnbwnau. Ymwybyddiaeth o faterion perthnasol gyda'r gallu i wneud sylwadau ac ymgyrchu pan fo angen.

Cyfrifoldebau a Dyletswyddau Eraill

- Bydd y Swyddog Cymdeithasau a Gwasanaethau wastad yn ymwybodol o ddeddfwriaethiaethau lechyd & Diogelwch a Chydraddoldebau ac Amrywiaeth yn y gwaith.
- Bydd y Swyddog Cymdeithasau a Gwasanaethau yn dilyn Polisiâu a Gweithdrefnau Undeb y Myfyrwyr.
- Bydd y Swyddog Cymdeithasau a Gwasanaethau yn dilyn Protocol Staff Undeb y Myfyrwyr.





- Bydd y Swyddog Cymdeithasau a Gwasanaethau yn cydymffurfio â pholisi'r Undeb, gan gynnwys dwyieithrwydd.

Yn Gyfrifol i:

Bwrdd Ymddiriedolwyr Aelodaeth Undeb Myfyrwyr Prifysgol Abertawe fel yr amlinellwyd yn yr Erthyglau Llywodraethu.

Fel Swyddog Llawn-amser bydd eich perfformiad yn cael eu hadolygu gan Fwrdd yr Ymddiriedolwyr, Grŵp Cyfrifoldeb y Swyddogion a'r Pwyllgor Archwilio. Hefyd, bydd gofyn i chi cadw at God Ymddygiad y Swyddogion a Darpariaethau'r Erthyglau Llywodraethu ac Amserlenni. Mae telerau ac amodau eich cyflogaeth (gan gynnwys cyflog) yn cael eu hadolygu a'u hystyried gan y Pwyllgor Cydnabyddiaeth.

O ddydd i ddydd byddwch yn derbyn cefnogaeth ac arweiniad gan staff gwasanaeth Aelodaeth a Rheolwr Cyffredinol yr Undeb. Hefyd nodir y bydd gennych berthynas weithiol agos at Swyddogion yr Undeb, aelodau staff yr Undeb a chydweithwyr y Brifysgol.

Bwrdd Ymddiriedolwyr Undeb Myfyrwyr Prifysgol Abertawe

Fel Swyddog Llawn-amser, byddwch chi'n Ymddiriedolwr o Undeb Myfyrwyr Prifysgol Abertawe am gyfnod eich amser yn y rôl.

Mae Ymddiriedolwyr yn ganolog ac yn hanfodol wrth sicrhau effeithiolrwydd Undeb y Myfyrwyr. Fel Ymddiriedolwr, bydd gennych chi'r cyfrifoldeb cyfreithlon pennaf dros gadw'r elusen yn ddiddyled, yn canolbwyntio ar ei hamcanion a nodwyd, dros arwain ei strategaeth a sicrhau ei bod yn cadw o fewn y gyfraith.

Gallech chi gael eich tynnu fel Ymddiriedolwr os ydych chi'n methu â bodloni'r gofynion a nodir gan Gomisiynydd yr Elusennau.

Am ragor o wybodaeth am y Bwrdd o Ymddiriedolwyr a sut fydddech chi'n rhan ohono, gweler y ddogfen "Rolau a Chyfrifoldebau SLIA sy'n Ymddiriedolwr".



