

Bronglais Hospital Radio Ysbyty Bronglais

DISGRIFIAD RÔL GWIRFODDOLWYR RADIO BRONGLAIS

Pam bod arnom angen eich help?

Mae arnom angen help i redeg gwasanaeth radio dyddiol yr ysbyty er budd cleifion a staff Ysbyty Bronglais.

Beth fydda i'n ei wneud?

Gallwch gymryd rhan yn unrhyw un neu bob un o'r canlynol, a byddwn yn paru'ch sgiliau, eich profiad a'ch diddordebau â'r tasgau sydd ar gael:

- Creu a chyfrannu at raglenni radio'r ysbyty.
- Darllen negeseuon, cyfarchion, a chwarae ceisiadau caneuon ar y radio.
- Casglu ceisiadau am ganeuon, negeseuon, a newyddion gan staff yr ysbyty, gwrandawyr ar y radio, a gwahoddedigion radio trwy alwadau ffôn, negeseuon e-bost, a phostiadau ar y cyfryngau cymdeithasol..
- Dosbarthu poster, clustffonau ac amserlenni darlledu Radio Bronglais i gleifion a wardiau.
- Cyfrif a chofnodi rhoddion sy'n dod i mewn a chymryd rhan mewn digwyddiadau codi arian.
- Ffeilio, copïo, a dyletswyddau swyddfa cyffredinol.
- Codi ymwybyddiaeth o'r elusen a gweithio trwy'r Bwrdd Iechyd a'r gymuned.

Pa sgiliau/profiad sydd eu hangen arnaf?

- Dull da ar y ffôn.
- Dull personol a chyfeillgar.
- Sylw i fanylion.
- Yn gallu gweithio'n annibynnol ac fel rhan o dîm.
- Sgiliau cyfrifiadurol hyderus.
- Sgiliau Cymraeg sylfaenol (darperir cefnogaeth).

ROLE DESCRIPTION RADIO BRONGLAIS VOLUNTEER

Why do we need your help?

We need help running the daily hospital radio service for the benefit of the patients and staff of Bronglais Hospital.

What will I be doing?

You can get involved in any or all the following, and we will match your skills, experience, and interests to the tasks available:

- Create and contribute to hospital radio programmes.
- Reading out messages, dedications, and playing song requests on the radio.
- Gather song requests, messages, and news from hospital staff, radio listeners, and radio guests via phone calls, emails, and social media posts.
- Distributing Radio Bronglais posters, earphones, and broadcast schedules to patients and wards.
- Count and record incoming donations and take part in fundraising events.
- Filing, copying, and general office duties.
- Raise awareness of the charity and work through the Health Board and the community.

What skills/experience do I need?

- Good telephone manner.
- A personal and friendly manner.
- Attention to detail.
- Able to work autonomously and as part of a team.
- Confident computer skills.
- Basic Welsh language skills (support provided).

Rhif Elusen || Charity Number
#514267

Bronglais Hospital Radio Ysbyty Bronglais

Faint o amser fydd hyn yn ei gymryd?

Rydym yn chwilio am rhywun ar gyfer oriau swyddfa arferol yn ystod yr wythnos ac ar benwythnosau. Rydym wedi rhannu bob dydd yn dair shift tair awr gyda lle i ddau wirfoddolwr ar bob shift.

Sut y byddaf yn cael fy hyfforddi a'm cefnogi?

- Byddwch yn derbyn cyflwyniad llawn i Radio Bronglais ac i'ch rôl yma.
- Bydd gennych gyswllt a enwir a fydd yn eich cefnogi ac yn ateb unrhyw ymholiadau sydd gennych.
- Byddwch yn cael cynnig cyfaill gwirfoddol i'ch helpu i integreiddio â gwirfoddolwyr eraill.
- Byddwch yn cael unrhyw offer a hyfforddiant sydd eu hangen i gyflawni eich rôl.

Pa fudd fydd gwirfoddoli i mi?

- Cyfraniad gwerthfawr at les cleifion a staff Ysbyty Bronglais.
- Defnyddio'ch sgiliau presennol yn ogystal â dysgu a datblygu rhai newydd.
- Profiad o weithio mewn gorsaf radio ac amgylchedd swyddfa cyfeillgar.
- Bydd Radio Bronglais yn gweithredu fel canolwr i chi ar ôl i chi gwblhau eich rôl yn llwyddiannus.
- Ad-dalu treuliau a drefnwyd (gyda chytundeb ymlaen llaw).

Ble fydda i yn gweithio?

Yn ein stiwdios/swyddfeydd ar safle Ysbyty Bronglais, Aberystwyth. Gellir cwblhau rhywfaint o waith o bell.

Sut mae gwneud cais?

Cysylltwch â Radio Bronglais gan ddefnyddio unrhyw un o'r manylion cyswllt isod.



radiobronglais.cymru



contact@radiobronglais.cymru



01970 635363

How much time would it take?

We are looking to cover general office hours during the week and the weekends. We have split each day into three three-hour shifts with space for two volunteers per shift.

How will I be trained and supported?

- You will receive a full induction to Radio Bronglais and to your role here.
- You will have a named contact who will support you and answer any queries you have.
- You will be offered a volunteer buddy to help you integrate with other volunteers.
- You will be given any equipment and training needed to perform your role.

What can I gain from volunteering?

- A valuable contribution to the wellbeing of patients and staff of Bronglais Hospital.
- Utilising your existing skills as well as learning and developing new ones.
- Experience working in a radio station and friendly office environment.
- Radio Bronglais will act as a referee for you after a successful completion of your role.
- Reimbursement of arranged expenses incurred (with prior agreement).

Where will I be based?

At our studios/offices on site at Bronglais Hospital, Aberystwyth. Some work can be completed remotely.

How do I apply?

Contact Radio Bronglais using any of the contact details below.

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Ynglyn â'r llawlyfr
Working in partnership



Bwrdd Iechyd Prifysgol
Hywel Dda
University Health Board

