Teitl Swydd: Swyddog Polisi ac Ymchwil

Lleoliad: Gweithio o gartref (bydd angen teithio o bryd i'w gilydd) neu ddefnyddio gofod desgiau mewn swyddfeydd ledled Cymru

Cyflog: £34,000, amser llawn (35 awr yr wythnos)

Dyddiad Cau: 4pm, Dydd Llun 16 Chwefror 2026

Peilot Wythnos 4 Diwrnod: Ar hyn o bryd mae'r cwmni'n cynnal cynllun peilot wythnos 4 diwrnod blwyddyn (yn effeithiol o Fehefin 2025 - Mehefin 2026). Mae staff sydd gyda contract 35 awr yn gweithio 28 awr o dan y peilot hwn, gyda'r nod o wella cydbwysedd gwaith a bywyd, gwneud y mwyaf a dwysáu cynhyrchiant, a gwella manteision gweithio i Ynni Cymunedol Cymru. Os bydd y bwrdd cyfarwyddwyr yn ystyried y peilot yn fethiant, bydd yr holl staff llawn amser yn dychwelyd i wythnosau gwaith 35 awr ar ddiwedd y peilot.

Gwybodaeth am Ynni Cymunedol Cymru: Mae Ynni Cymunedol Cymru yn sefydliad aelodaeth fach gyda nodau elusennol, sydd wedi ymrwymo i gynrychioli a chefnogi'r sector ynni cymunedol yng Nghymru. Mewn cydweithrediad â'n chwaer sefydliad, Ynni Teg – datblygwr prosiectau ynni adnewyddadwy - ein bwriad yw hybu datrysiadau ynni cynaliadwy a pherchnogaeth cymunedol o brosiectau ynni ledled Cymru.

Diben y Swydd:

Mae'r dirwedd bolisi yn sbardun allweddol yn ein sector ac mae'n hollbwysig felly fod Ynni Cymunedol Cymru yn aros ar flaen y gad o ran materion cyfredol ac yn cynnal deialog reolaidd gyda phartïon allweddol o fewn Llywodraeth Cymru a'r DU ac â rhanddeiliaid ehangach. Prif ddibenion y rôl hon yw:

- Deall ac olrhain y dirwedd bolisi, gan gynnwys olrhain ymgynghoriadau Llywodraeth a galwadau am dystiolaeth
- Ymgysylltu â'n haelodau a deall eu prosiectau, yn bennaf drwy gronfa ddata a holiadur blynyddol Cyflwr y Sector
- Sicrhau ymatebion gan aelodau, cynnal dadansoddi data ac ysgrifennu adroddiadau blynyddol Cyflwr y Sector (mewn partneriaeth â phartneriaid y DU a gweddill tîm YCC)
- Ymgysylltu â swyddogion Llywodraeth, aelodau a rhanddeiliaid ar faterion polisi allweddol a datblygu safbwyntiau mewn perthynas â'r rhain, gan gynnwys safbwyntiau ar y cyd â phartneriaid allweddol (yn arbennig Community Energy England a Community Energy Scotland

Ynni Cymunedol Cymru Community Energy Wales

- Datblygu ac arwain, gyda chydweithwyr ac aelodau, brosiectau eraill a gweithgareddau parhaus sy'n darparu mewnwelediadau a/neu'n helpu i egluro'r cynnydd y mae'r sector ynni cymunedol yn ei wneud yng Nghymru.

Bydd y sawl llwyddiannus yn arwain prosiectau ymchwil sy'n edrych ar y sector ynni cymunedol a'r sectorau ehangach sy'n croestorri ag ef yng Nghymru, gan gynnig dadansoddiad o wahanol agweddau o fewn ynni cymunedol a gweithio i ddatblygu galwadau polisi yn seiliedig arnynt. Byddant hefyd yn gweithio gyda chydweithwyr yn Community Energy England a Community Energy Scotland i ddatblygu adroddiad blynyddol ar y cyd – Cyflwr y Sector – ac yn cynhyrchu adroddiad Cymreig ar wahân, wedi'i ysgrifennu gyda dadansoddiad sydd yn berthnasol i'r sector yng Nghymru.

Prif Dasgau

- Cymryd cyfrifoldeb am reoli'r broses o olrhain a chynnal cofnod o ddatblygiadau polisi a chynghoriadau byw, gan flaenoriaethu yn ôl adnoddau sydd ar gael, darparu briffiau ar gyfer defnydd mewnol ac i aelodau, a llunio safbwyntiau ac ymatebion
- Ymchwilio ac ysgrifennu adroddiadau ar wahanol agweddau o fewn Ynni Cymunedol, a datblygu galwadau polisi ar sail y rhain
- Cydweithio ag aelodau'r bwrdd ac â'n haelodau i benderfynu pa feysydd ymchwil sydd angen eu blaenoriaethu
- Cydweithio â swyddogion Llywodraeth (Cymru a'r DU) i gyfleu a chyfathrebu ein galwadau polisi
- Datblygu rhwydwaith ehangach gyda thimau polisi ar draws y sectorau datblygu cymunedol a chynaliadwyedd, gan feithrin dull cydweithredol o greu polisïau ac eiriolaeth
- Caffael, contractio a rheoli perfformiad perthnasoedd cyflenwyr (er enghraifft, gwasanaethau cyfieithu a dylunio ar gyfer cyhoeddi adroddiadau)
- Cyfrannu at esblygu model busnes parhaus prosiect cronfa ddata SOTS y DU, gyda phartneriaid ledled y DU
- Cynnal yr ymchwil ansoddol a meintiol, y dadansoddi a'r ysgrifennu ar gyfer adroddiad SOTS Cymru, gan gynnwys cyfweliadau manwl â'r aelodau a rhanddeiliaid ehangach lle bo angen, a chynnal unrhyw is-gontractio fel sy'n ofynnol
- Sicrhau lefelau uchel o gyfranogiad gan sefydliadau aelodau a grwpiau ynni cymunedol yng Nghymru, drwy adeiladu perthnasoedd ac egluro/dangos gwerth y gwaith polisi a'r modd y mae data'n ei gefnogi
- Cydweithio â chydweithwyr yn Community Energy England a Scotland i ddilyn cynllun gwaith ar gyfer cylch cyhoeddi Adroddiad State of the Sector, gan gynnwys cefnogi menter Community Energy Fortnight sy'n cyd-fynd â lansiad blynyddol adroddiad SOTS y DU
- Gweithio gyda chydweithwyr i sicrhau proffil uchel i SOTS Cymru ac i ynni cymunedol yn gyffredinol

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- Eirioli ar ran yr adroddiad SOTS a'r sector yn gyffredinol, gan gynnwys siarad mewn digwyddiadau ar-lein ac wyneb yn wyneb
- Cydlynu lansiad blynyddol Adroddiad State of the Sector Cymru gyda Thîm YCC
- Cyfrannu at unrhyw weithgareddau eraill y Cwmni ac at gefnogi cydweithwyr, megis ysgrifennu blogiau, cyflwyno cynhadledd flynyddol, diwrnodau cynllunio strategol ac ati.

Manyleb y Person

Cymwysterau a Phrofiad Hanfodol

- Profiad o ddadansoddi data ac o ysgrifennu adroddiadau yn seiliedig ar hynny
- Profiad amlwg o ymgysylltu â materion polisi a rheoleiddio
- Gallu i adeiladu perthnasoedd gwaith da a hyderus ar draws ystod o randdeiliaid ar bob lefel
- Profiad amlwg neu ddiddordeb go iawn yn y sector ynni cymunedol
- Cymhwysedd uchel mewn darllen, ysgrifennu a rhuglder llafar yn y Gymraeg

Cymwysterau a Phrofiad Dymunol

- Profiad mewn rôl debyg o fewn y sector ynni neu sector perthnasol arall
- Cymhwyster graddedig neu ôl-raddedig perthnasol (er enghraifft mewn ymchwil, polisi neu ynni adnewyddadwy)
- Profiad uniongyrchol o ddatblygu prosiectau ynni cymunedol a dealltwriaeth ddofn o'r gofynion ar gyfer prosiectau cymunedol llwyddiannus
- Profiad o weithio yn y Diwydiant Ynni Adnewyddadwy neu mewn sefydliad elusennol neu nid-er-elw

Priodweddau Personol, Sgiliau a Chymwyseddau

- Sgiliau ysgrifennu a chyflwyno llafar rhagorol
- Gallu ac ewyllys i weithio'n hyblyg, gan gynnwys rhywfaint o waith y tu allan i oriau arferol
- Gallu i weithio gyda gradd uchel o hunanreolaeth, ochr yn ochr â dull agored o gydweithio mewn tîm
- Brwdfrydedd a chymhelliant dros genhadaeth YCC a gwerth ein haelodau i gymdeithas
- Y gallu i ganolbwyntio ar reoli amser a phrosiectau

Y Broses Ymgeisio

- Rhaid i ymgeiswyr gyflwyno CV a llythyr eglurhaol sy'n amlinellu eu haddasrwydd ar gyfer y rôl
- Dylai llythyrau eglurhaol ymdrin â'r meini prawf yn Manyleb y Person. Os nad yw eich llythyr eglurhaol yn ymdrin ag o leiaf y meini prawf hanfodol, mae'n annhebygol y byddwch yn sicrhau cyfweliad
- Dylid anfon ceisiadau at ben@ynnicymunedol.cymru erbyn Dydd Llun 16 Chwefror 2026
- Mae cyfweliadau ar y gweill ar gyfer Dydd Mercher 25 Chwefror 2026

Mae Ynni Cymunedol Cymru yn gyflogwr cyfle cyfartal. Rydym yn dathlu amrywiaeth ac yn ymrwymedig i greu amgylchedd cynhwysol i bob gweithiwr.

Nodyn: Bwriedir i'r disgrifiad swydd hwn amlinellu natur gyffredinol a lefel y gwaith a gyflawnir gan weithwyr yn y rôl hon. Nid yw'n gynhwysfawr ac efallai y'i newidir neu ei addasu wrth i anghenion y sefydliad esblygu.

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Job Title: Policy and Research Officer

Location: Home working (some travel may be required) or hot-desking office locations across Wales.
Salary: £34,000, full time (35 hours per week)
Closing Date: 4pm, Monday 16th February 2026

4 Day Week Pilot: The company is currently undertaking a one year 4-day week pilot (effective June 2025-June 2026). Staff contracted for 35 hours work 28 hours under this pilot, with the objective of improving work /life balance, maximising and intensifying productivity, and enhancing the benefits of working for Community Energy Wales. In the event that the board of directors deems the pilot a failure, all full-time staff will revert to 35 hour working weeks at the end of the pilot.

About Community Energy Wales:

Community Energy Wales is a small member organisation with charitable objects dedicated to representing and supporting the community energy sector in Wales. In collaboration with our sister organisation, Ynni Teg—a renewable energy project developer—we aim to promote sustainable energy solutions and community ownership of energy projects across Wales.

Core Purposes of the Post

The policy landscape is a key driver in our sector and it is essential therefore that Community Energy Wales remains abreast of current issues and maintains a regular dialogue with key parties within UK and Welsh Government and with wider stakeholders. The key purposes of this role are to:

1. Understand and track the policy landscape, including tracking government consultations and calls for evidence
2. Engage and understand our members and their projects, primarily through the UK-wide State of the Sector database and annual questionnaire
3. Secure member responses, undertake data analysis and produce annual 'State of the Sector' reports (in partnership with UK partners and the wider CEW team)
4. Engage Government officials, members and wider stakeholders on the key policy matters of the day and develop positions with respect to these, including shared positions with key partners (notably Community Energy England and Community Energy Scotland)
5. With colleagues and members, develop and lead other projects and ongoing activities that provide insight and/or help articulate progress the community energy sector is making in Wales

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The successful candidate will lead research projects looking at the community energy sector and the wider sectors with which it intersects in Wales, offering analysis on the different aspects within community energy and working to develop policy asks from them. They will also work with colleagues at Community Energy England and Scotland to develop the annual joint State of the Sector report, and produce a standalone Welsh report, written with separate analysis relevant to the sector in Wales.

Main Tasks

- Take responsibility for managing the process of tracking and maintaining a record of live policy developments and consultations, prioritising according to available resources, providing briefings on these for internal purposes and for members and formulating positions and responses
- Research and write reports on different aspects within Community Energy, and building policy asks from them.
- Liaise with board members and our membership to determine what areas of research need prioritising.
- Liaise with Government officials (both Welsh and UK) to convey and communicate our policy asks.
- Develop a wider network with policy teams across the community development and sustainability sectors, fostering a collegiate and collaborative approach to joined-up policy making and advocacy
- Procure, contract and manage performance of supplier relationships (for example, translation and design services for report publication)
- Contribute towards the evolving business model of the ongoing UK SOTS database project, with partners across the UK
- Undertake the qualitative and quantitative research, analysis and writing of the Welsh SOTS report, including in-depth interviews with members and wider stakeholders where needed, and including any subcontracting as required.
- Ensure high levels of participation in the research by member organisations and renewable energy community groups in Wales, by building relationships, and articulating / demonstrating the value of the policy representation and the way that data supports this
- Liaise with colleagues at Community Energy England and Scotland to follow a work plan for the State of the Sector Report publication cycle, including support for the Community Energy Fortnight initiative aligned with the annual launch of the UK SOTS report
- Working with colleagues to ensure a high profile for the Welsh SOTS and for community energy in general.
- Advocate for the SOTS report and the sector in general, including speaking at online events and public speaking in person.
- Co-ordinate the annual launch of the Welsh State of the Sector Report with the CEW Team
- And any other contributions to the Company's activities and in support of colleagues, for example blog writing, annual conference delivery, strategy planning days etc.

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Person Specification:

Essential Qualifications and Experience

1. Experience of data analysis followed through to report writing
2. Demonstrable experience of engagement in policy and regulatory matters
3. Ability to build good and trusting working relationships across a range of stakeholders at all levels
4. Demonstrable experience or a credible interest in the community energy sector
5. High competency in reading, writing & oral fluency in Welsh

Desirable Qualifications and Experience

1. Experience in a similar role within the energy or another relevant sector
2. A relevant graduate or post-graduate qualification (for example in research, policy or renewable energy)
3. First-hand experience of community energy development and a deep understanding of the requirements for successful community projects.
4. Experience of working in and knowledge of the Renewable Energy Industry or within a charitable or not for profit organisation

Personal Attributes, skills and competencies:

1. Excellent written and oral presentation skills
2. An ability and willingness to work flexibly including some out of hours work.
3. Ability to work with a good degree of self-sufficiency, alongside a collegiate and open approach to teamwork
4. Motivation and passion for CEW's mission and our members' value to society
5. A highly focused approach to time and project management

Application Process:

- Candidates must submit a CV and a cover letter outlining their suitability for the role
- Covering letters should address the criteria in the person specification. If your covering letter does not address at least the essential criteria in the person specification, your application is unlikely to secure an interview
- Applications should be sent to ben@ynnicymunedol.cymru by Monday 16th February 2026.
- Interviews are currently scheduled for Wednesday 25th February 2026

Ynni Cymunedol Cymru
Community Energy Wales

Community Energy Wales is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Note: This job description is intended to outline the general nature and level of work performed by employees within this role. It is not exhaustive and may be subject to change or modification as organisational needs evolve.