

National Standards Manager & REPs Registrar

[Ireland Active](#)

Dublin, County Dublin

Hybrid remote

€40,000–€45,000 a year - Full-time

The successful candidate will be responsible for enhancing our relationship with our partners to increase the participation in the NQS and REPS, working with education providers to assist in members achieving the necessary standards

The role will require developing and implementing industry standards in line with the Ireland Active strategic development plan 2021 -2024. The ideal candidate for the position has managerial experience, along with experience in quality and assurance, education and technical understanding of the complexities of the leisure health fitness and sports industry. The position is based in Sport HQ on the national sports campus, Dublin 15.

Key Duties and Responsibilities

The responsibilities of the role include but is not limited to;

1. Lead the strategy to increase overall industry standards across facilities and practitioners

- Implement a program of activities which raise the profile and benefit of quality assurance in the sector
- Develop code of conduct, policies & guidelines for the leisure health and fitness industry
- Engage with industry stakeholders to ensure the strategy achieves needs/requirements of the sector
- Lead all Ireland Actives activities which require auditing and quality assurance
- Co-ordinate and build relationships with other professional organisations and registers nationally and internationally

2. Lead the operations of the National Quality Standard (NQS) program, including;

- Regularly review the policy, framework and procedures for the NQS, updating as required
- Manage the process for the annual evaluation of member facilities
- Ensure that NQS and its programmes & events are promoted successfully
- Plan and maintain the budget for NQS
- Co-ordinate and provide support information for NQS committee

3. Lead the operations of the Register of Exercise Professionals (REPs)

- Regularly review the policy, framework and procedures for register, updating as required
- Manage the process for reviewing 'practitioner' applications
- Liaise with Education & Training Providers regarding endorsement (i.e. Standard development,

Tutor Training, QA criteria & standards)

- Plan and maintain the budget for REPS
- Ensure that REPs Ireland and its programmes & events are promoted successfully
- Co-ordinate and provide support the REPs Ireland Council

4. Working closely with the Head of Membership/Operations to align education initiatives to support the industry to achieve the established industry standards

5. Promote within the sector the benefit of maintaining standards, through.

- Engagement with facility operators to promote benefits of standards
- Organisation & delivery of National events/seminars such as Ireland Active Convention & REPs

Ireland Conference

- Represent Ireland Active and REPs Ireland at events & forums – national & international – 3-4 key international events per year
- Updating of Newsletter, Website & all social media in consultation with the Marketing & Communications Officer

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity you will be required to work on with consultation and can be amended in the light of the changing needs of the organisation.

Desired Qualifications/Experience

- Third level qualification
- 2-4 years or more experience in a management of quality assurance
- Experience in the education sector
- Knowledge of leisure, health, fitness and sports industry including issues and business practices.
- Proven track record of managing and growing membership and revenue goals, and anticipating growth and development needs.
- Experience maintaining accurate membership records and databases
- Strong written and oral communication and excellent presentation skills.
- Capacity to think outside of the box, be creative, and easily adjust to shifting expectations and workflows, while demonstrating outstanding organisational skills and setting priorities.

Remuneration

This is a full-time, salaried position based in Sport HQ, National Sports Campus, Dublin 15, with some travel required.

Salary range: €45,000 based on experience + excellent benefits.

To apply, please send a cover letter and resume by 17th February 2023. Please reference National Standards Manager & REPs Registrar

Only applicants to be invited for an interview will be contacted. All candidates must have existing valid permission to live and work in Ireland unrestricted. Ireland Active is committed to equal opportunities for all staff and applications. The appointment will be made subject to satisfactory Garda Vetting and suitable reference checks.

Job Type: Full-time

Salary: €40,000.00-€45,000.00 per year

Benefits:

- Company events
- Gym membership
- On-site parking

Schedule:

- Monday to Friday

Ability to commute/relocate:

- Blanchardstown, Dublin, CO. Dublin: reliably commute or plan to relocate before starting work (required)

Experience:

- Quality assurance: 2 years (required)

Language:

- English (required)

Work Location: Hybrid remote in Blanchardstown, Dublin, CO. Dublin

Reference ID: Ireland Active National Standards Manager & REPs Registrar