

National Standards Manager & REPs Registrar

About Ireland Active

Ireland Active is the national association for the leisure, health and fitness sector representing over 350 organisations across the Republic of Ireland. Our members include hotel, public and private leisure centres, swimming pools, gyms, studios, recreational facilities, education providers and activity centres all of which play a key role in inclusive activity catering for all ages and ability, providing an outlet for physical activity in communities across the country.

We work with partners in Dept of Sport, Sport Ireland, Skillnet Ireland, Swim Ireland, CARA and others to actively promote the social and economic importance of the Irish leisure, health and fitness sector with the aim of getting more people, more active more often.

Ireland Active is structured as a not-for-profit entity and a company limited by guarantee with a Board consisting of representatives from both within the membership (Private Industry, Local Authority Industry, Education, Hotels) as well as independent directors which oversee the strategic direction of the organisation. The organisation has grown significantly over the past number of years. We are now looking to hire a National Standards Manager and REPs Registrar:

Job Summary

The National Standards Manager & REPs Registrar is an externally facing position responsible for developing and delivering the activities of The National Quality Standard (NQS) and Register of Exercise Professionals (REPs). Both these programmes aim to raise the standards and quality assure the leisure and fitness industry and differentiate our members from other service providers.

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 and 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 cover letter and resume to office.administrator@irelandactive.ie **by 5pm Friday 9th September**. 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. Appointment will be made subject to satisfactory Garda Vetting and suitable reference checks.