

Ireland Active National Quality Standard Auditor

Ireland Active are seeking suitably qualified auditors for the National Quality Standard Awards auditors panel

Core duties:

- To carry out allocated audits of Leisure, Hotel Leisure & Fitness Facilities for compliance with National Quality Standard criteria
- To liaise with facilities prior to the audit as required
- To produce timely edited reports
- To be available to address any queries raised by facilities on receipt of their audit report
- To attend Jury meetings and present on all facilities audited
- To participate in auditor training days and auditor briefings
- To contribute to the ongoing development of the National Quality Standard programme

Period of appointment:

12 months, subject to annual review

Qualifications / Education / Training:

- Diploma level, minimum NFQ level 7 qualification in leisure, health and fitness or equivalent is required
- Degree level qualification, NFQ 8 or higher, in management/leisure/hospitality/health and safety/hygiene is desirable
- Training/qualification in pool management and pool safety is desirable
- Quality Assurance auditor training - IRCA approved internal auditor training programme/Lead auditor qualification is desirable

Work Experience:

- Minimum of 3 years experience of working in leisure facility or other senior management capacity
- Experience of dealing with and interacting with senior management

Knowledge:

- In depth knowledge and understanding of the National Quality Standard criteria and programme structure
- Knowledge of leisure industry best practice in health and safety, hygiene, maintenance, environment and customer service
- Knowledge of management systems in the leisure industry
- Knowledge of training and qualification requirements for the leisure health and wellness industry

Core Competencies:

- Excellent communication skills, articulate, with an ability to put people at ease
- Excellent report writing ability, particularly able to write in an engaging and clear unambiguous manner
- Ability to process and interpret complex information quickly
- Strong prioritisation and time management skills
- Ability to meet tight deadlines
- Ability to manage confrontation effectively
- Strong presentation skills
- Team player
- Ability to make decisions and use own initiative
- Prepared to learn new skills

Other:

- Ability to use Microsoft Excel, Word and PowerPoint
- Will be required to participate in auditor meetings, Jury meetings and other Ireland Active events, as required
- Two references required
- Required to attend training and be available for auditing during the auditing period
- You will be required to review audit submissions, visit facilities on appointed days to conduct audits and submit written reports on templates provided within an agreed timeframe
- Invoices for payment should be submitted at the end of the month in which work is completed. Payment terms are 30 days from date of receipt
- You will be responsible for your own tax affairs and must be able to demonstrate additional other income as a self employed individual
- Tax clearance will be required

Completed applications and any queries should be forwarded to Conn McCluskey, ceo@irelandactive.ie by 13th March 2020.