



## **Job Specification**

**Job title:** REPs Ireland Auditor  
**Reports to:** REPs Ireland Council/Registrar

### **Job purpose:**

To audit education providers delivering fitness qualifications. The auditor will confirm that the appropriate systems, structures, policies and procedures in place which meet the audit criteria as specified by REPs Ireland. The purpose of auditing education providers to is to ensure quality and effectiveness of fitness qualifications attained.

### **Person Specification:**

#### **Qualifications/Education/ Training:**

- Lead auditor or equivalent qualification
- IAQ/EQA qualification
- EQF Lever 3 or 4 exercise professional qualification
- Industry related degree

#### **Experience:**

- Experience in the delivery/assessment of fitness education
- Experience of working with awarding bodies and standards
- Experience dealing with and interacting with senior management
- Experience in adhering to quality assurance processes
- Experience as a leisure industry manager or equivalent senior management position in the sector considered an advantage

#### **Knowledge:**

- Knowledge of educational structures
- Knowledge of REPs Ireland and European Fitness standards
- Knowledge of leisure industry best practice in health and safety
- Knowledge of training and tutor qualification requirements for the leisure, health and fitness industry

#### **Skills & Competencies:**

- Excellent communication and organisation skills
- Excellent report writing ability, particularly able to write in an unambiguous manner
- Ability to process and interpret complex information quickly
- Strong prioritisation and time management skills and ability to manage own workload with the ability to meet tight deadlines
- Ability to manage confrontation effectively
- Strong presentation skills
- Ability to make decisions and use own initiative
- Competent in Microsoft Excel, Word and PowerPoint



Other:

- Full driving licence and own vehicle
- Own laptop /desktop with Microsoft office package

Period of Appointment:

- Contracted ad hoc work. 12months, subject to review
- Payment per audit

To apply please email your CV and a short cover letter to [registrar@repsireland.ie](mailto:registrar@repsireland.ie)