



# **Quality Assurance Advisor**

## **(Sessional)**

# Key details

Detail	Information
Job title	Quality Assurance Advisor (QAA)
Responsible to	Quality Assurance Manager
Responsible for	N/A
Hours of work	Sessional
Salary	£225 Per Desk-Based Review £337.50 Per Face to Face Visit
Department	Education and Career Development
Contract Type	Freelance

## How to apply

Apply at: <https://apply.workable.com/cimspa/>

## Who to contact

### Linzi Waite

Quality Assurance Manager

[Linzi.waite@cimspa.co.uk](mailto:Linzi.waite@cimspa.co.uk)

### People and Culture Team

[peopleculture@cimspa.co.uk](mailto:peopleculture@cimspa.co.uk)

## Deadline

The closing date for applications is **5pm on Monday 25<sup>th</sup> August 2025**.

## Next steps

- We will sift through all applicants within a week of the closing date and will be in touch regardless of the outcome.
- If successful, interviews will be held via Microsoft Teams on **Tuesday 16<sup>th</sup> and Wednesday 17<sup>th</sup> September 2025**.

## An inclusive workplace

We believe in embracing difference and we are committed to building an inclusive and diverse workforce. We know that our diversity creates successful teams and delivers success, meaning all applicants will be treated fairly without regard to race, religion, sex, nationality, age, physical or mental disability, sexual orientation, marital status, gender identity and expression.

We operate an anonymous recruitment process ensuring a fully fair and non-biased procedure in our recruitment practices thus ensuring we have a high-performing team.

# About CIMSPA

CIMSPA is the professional development body for the UK's sport and physical activity sector, committed to supporting, developing and enabling professionals and organisations to succeed and, as a result, inspire our nation to become more active.

Together we're developing a vibrant, UK-wide sport and physical activity sector, with the highest standards of service delivery.

## Our vision

Shaping a recognised, valued and inclusive sport and physical activity sector that everyone can be a part of.

We are an ambitious organisation with a brilliant team who are very talented. We've a lot of work to do but we remain focused on the things that make us great - our people and our culture. We truly believe in giving all our team members a voice which is why we lead by listening.

No matter what your experience, role or level, you will be involved in strategy updates, sessions and discussion groups. It really is important that you have a say.



**CIMSPA**

# About this role

This sessional freelance role supports the delivery of CIMSPA's Quality Assurance Strategy, with a particular emphasis on Higher Education and Further Education partners across key regions—Scotland, Wales, South East, and South West England.

Working closely with the Education and Career Development Team, you will carry out desk-based and in-person quality assurance activities, assessing the delivery of educational products and recommending meaningful actions for improvement. The role demands a high level of attention to detail, the ability to give clear and constructive feedback, and effective time management skills to meet required deadlines.

Candidates must be based in one of the specified regions and have access to a vehicle to conduct site visits and represent CIMSPA within the local education landscape.

This is an exciting opportunity to contribute to raising standards across the sport and physical activity education landscape, while shaping a more recognised and respected sector.

# Key tasks

- Conduct desk-based audits of partners' operational documentation to ensure alignment with relevant quality frameworks and defined boundaries.
- Perform in-person site visits to education partners to evaluate the delivery standards and consistency of educational products
- Deliver evidence-based assessments and generate accurate outcomes based on findings, ensuring full compliance with established frameworks.
- Participate in annual team standardisation exercises to promote consistency, shared understanding, and quality benchmarks across delivery partners.
- Maintain comprehensive and timely records of feedback, communications, partner progress, and achievement data in accordance with CIMSPA guidelines and Service Level Agreements.
- Contribute to process improvement initiatives to advance sector-wide recognition, reliability, and respect for quality assurance practices.
- Provide clear and constructive feedback to education providers, outlining quality assurance decisions and opportunities for enhancement.
- Travel regionally as needed, using own vehicle, to partner sites for scheduled quality assurance visits.

# Person specification

## Essential skills, knowledge and experience

Candidates must demonstrate:

- Clear understanding of assessment and quality assurance principles and confidence in applying these in practical settings.
- Experience with quality assurance systems, frameworks and review processes
- Relevant qualifications in education or assessment and demonstrable experience in evaluating educational quality
- Proven ability to conduct site visits and assess the delivery and quality of educational products.
- Awareness of the UK Sport and Physical Activity landscape and its evolving standards
- Prior experience engaging with Further Education and/or Higher Education
- Excellent verbal and written communication skills, with strong organisational capabilities

- Strong interpersonal skills and the ability to build professional relationships
- High attention to detail with a methodical and accurate approach
- Capacity to work independently, manage workload and meet deadlines
- A valid driving licence and access to own vehicle, with a willingness to travel for site visits.

## Desirable skills, knowledge and experience

- Awareness of current challenges and reforms in Further and Higher Education, including their connection to the sport and physical activity sector.
- Experience and qualifications in Sport and Physical Activity Sector

# CIMSPA behaviours

## Be able to demonstrate CIMSPA behaviours in all areas of work

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### We care

- Sensitiveness: attuned to the needs of others.
  - Welcoming: make others feel welcome through patience, respect and kindness.
  - Encouraging: supports others and nurtures their development.
  - Sharing: collaborating with others and passing on ways of working to make the organisation better.
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### We are adaptable

- Display initiative: reactive/responsive; cope with stress; ability to prioritise.
  - Change: able to adapt to and make changes.
  - Progression: can facilitate steps to achieve progression.
  - Inventive: uses resources flexibly.
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### We are aware

- Seek/welcome feedback: take criticism/praise; reflect; know your role/motivations; conscious of effect on others; be conscious of how you are communicating (tone, body language, etc.).
  - Approachable: being available, listening and having an affinity with others.
  - Confidence: poise; demeanour; control; capable; articulation; grace.
  - Reflective awareness: think critically leading to self- improvement.
  - Self-management: reflective behaviour allowing you to improve performance.
  - Awareness of others: ability to influence others.
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### We are engaging

- Actively interacts; observant; welcoming; reassuring; listening; understanding people's values and motives; approachable; builds relationships.
  - Interactive: communicates effectively.
  - Energetic: passionate; enthusiastic; positive.
  - Sociable: amenable; approachable; interacts.
  - Motivational: encourages others to achieve goals.
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### We are willing

- Proactive: actively tackles problems; offers to help others; responsive to new ideas.
  - Solutions not problems.
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## The Chartered Institute for the Management of Sport and Physical Activity

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