

## **Job Information Pack**

**Job Title:** Internal Quality Assurers

**Application closing date:** 31 July 2019

**Location:** South West and London

### **About British Weight Lifting**

As the UK's recognised Governing Body for weight lifting and IPC Para-Powerlifting, our role is to inspire a nation of weight lifters and Para-Powerlifters through exceptional leadership and expertise.

We are responsible for the growth and success of weight lifting and Para-Powerlifting at every level. Our work sees us support a network of weight lifting bodies, clubs and gyms across the UK, as well as the thousands of people actively involved in Olympic and Paralympic weight lifting disciplines.

We strive to deliver exceptional training programmes, educational structures and competitions that create opportunities for individuals to participate and excel in our sport. Whether you're an aspiring weightlifter or Para-Powerlifter at your local club or an elite athlete competing on the international stage, we are here to help you fulfil your potential.

### **Our mission**

Our mission is to revolutionise the way our nation engages in weight lifting, Para-Powerlifting, weight bearing and training activities by creating opportunities for people of all ages and abilities to participate. We believe that we can play an important role in making weight lifting a part of everyday, and a means to tackle national inactivity. In doing so, we believe we can help create a healthier, happier and stronger nation.

Our 2016 to 2021 strategy outlines how we aim to achieve these goal; our objectives are to:

- Increase national activity in weight lifting, bearing and training activities
- Promote inclusivity and diversity to create opportunities for people of all ages and abilities to easily get involved in the sport
- Become global leader in weightlifting, on and off the platform
- Maximise investment, partnerships and good governance to drive the growth of the sport

Do you want to read the full British Weight Lifting strategy document or any of our Governance policies? *Please visit our website* – [www.britishweightlifting.org](http://www.britishweightlifting.org)

1st Floor Office Suite, St Ann's Mill,  
Kirkstall Road, Leeds, West  
Yorkshire, LS5 3AE

t. 0113 224 9402  
e. [enquiries@britishweightlifting.org](mailto:enquiries@britishweightlifting.org)

[www.britishweightlifting.org](http://www.britishweightlifting.org)

## Our Values

The Board and employees of BWL are passionate about, and committed to, working to our set of values:



**CARE**



**SHARE**



**DARE**

**Care** maintain integrity and respectful relations with all our stakeholders, customers, partners, suppliers, BWL employees and communities

**Share** expertise, knowledge, passion, enjoyment and innovation

**Dare** to make a difference to solve problems and achieve goals that drive performance and the sport forwards in a collaborative manner

## Job Description

**Job Title:** Internal Quality Assurer (Verifier)

1st Floor Office Suite, St Ann's Mill,  
Kirkstall Road, Leeds, West  
Yorkshire, LS5 3AE

t. 0113 224 9402  
e. [enquiries@britishweightlifting.org](mailto:enquiries@britishweightlifting.org)

[www.britishweightlifting.org](http://www.britishweightlifting.org)

**Contract:** Part Time Contractor

**Location:** South West and London

**Responsible to:** Head of Workforce

**Main purpose of the Job:**

British Weight Lifting is looking to appoint Internal Quality Assurers to verify their range of education programmes. BWL are looking for suitably qualified people to internally quality assure the range of courses/qualifications we offer.

Qualifications and courses to verify will include:

- Level 1 Coaching Weight Lifting
- Level 2 Coaching Weight Lifting
- Level 3 Coaching Weight Lifting
- Level 2 Instructing Weight Lifting
- Level 3 Instructing Weight Training
- Level 2 Olympic Weightlifting
- Additional BWL qualifications
- Bespoke training courses

1st Floor Office Suite, St Ann's Mill,  
Kirkstall Road, Leeds, West  
Yorkshire, LS5 3AE

t. 0113 224 9402  
e. [enquiries@britishweightlifting.org](mailto:enquiries@britishweightlifting.org)

[www.britishweightlifting.org](http://www.britishweightlifting.org)

## Person Specification

The person specification describes the experience, qualifications, knowledge, skills and abilities that BWL are looking for.

### Essential:

- Excellent communication skills
- Computer/Microsoft Office skills
- A relevant level of Weight Lifting knowledge
- Level 2 BWL Coaching Qualification or equivalent
- Experience of tutoring and/or facilitation
- Experience of verification procedures and a relevant qualification
- Experience of assessment principles and practice
- All candidates are subject to an enhanced DBS check
- All candidates should have a positive attitude towards the development of coaching and support the aims and objectives of British Weight Lifting

### Desirable:

- A full UK driving licence and access to a vehicle
- Prepared to quality assure courses at evenings and weekends.

## Commitment to Equality:

1st Floor Office Suite, St Ann's Mill,  
Kirkstall Road, Leeds, West  
Yorkshire, LS5 3AE

t. 0113 224 9402  
e. [enquiries@britishweightlifting.org](mailto:enquiries@britishweightlifting.org)

[www.britishweightlifting.org](http://www.britishweightlifting.org)

BWL is a recognised equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of age, disability, gender reassignment, marriage and civil partnership, sexual orientation, pregnancy and maternity, race, religion, belief and gender.

## **Application and Selection Process:**

### **Application:**

Please complete the application form and email to [courses@britishweightlifting.org](mailto:courses@britishweightlifting.org) or alternatively you can post it to:

BWL Courses, British Weight Lifting, 1st Floor Office Suite, St Ann's Mill, Kirkstall Road, Leeds, West Yorkshire, LS5 3AE

### **Selection:**

Short-listing will take place as soon as possible once applications close. Please can you indicate clearly on your application a telephone number where you can be contacted during office hours (9.00 am – 5.00 pm).

Successful applicants will be contacted via email/letter with information relating to the interview time, location and format.

If you have not heard from us within 2 weeks of the closing date please assume that your application has been unsuccessful on this occasion.

### **Further Information**

To gain further information on the role, please contact Zoe Kettle-Metcalf or Mark Hill on 0113 2249402 or alternatively email [courses@britishweightlifting.org](mailto:courses@britishweightlifting.org).

1st Floor Office Suite, St Ann's Mill,  
Kirkstall Road, Leeds, West  
Yorkshire, LS5 3AE

t. 0113 224 9402  
e. [enquiries@britishweightlifting.org](mailto:enquiries@britishweightlifting.org)

[www.britishweightlifting.org](http://www.britishweightlifting.org)