



Chartered Assessor

Key details

Detail	Information
Job title	Chartered Assessor
Responsible to	Head of Member Services
Responsible for	n/a
Hours of work	Sessional
Fee	£150 per candidate (£50 per unit)
Department	Professional Services
Contract type	Freelance

How to apply

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

Who to contact

Anthony Crick

Professional Services Coordinator

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Iain Jarvie

Head of Member Services

iain.jarvie@cimspa.co.uk

People and Culture Team

peopleculture@cimspa.co.uk

Deadline

The closing date for applications is **9am on Monday 9th November 2026**.

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 **Thursday 12th or Friday 13th November**.

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 workforce, 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.



About this role

The Chartered Assessor plays an important role in ensuring that applications for Chartered Status are assessed fairly, consistently and in line with CIMSPA's assessment guidance and professional standards.

We are looking for individuals who can assess one or more of the following pathways: Personal Trainer Practitioner, Manager, Researcher, Tai Chi & Qigong for Health and Wellbeing & Pilates-based Matwork Instructor.

The role involves managing the assessment process from initial contact through to completion. This includes arranging an introductory meeting with each candidate, agreeing assessment dates, reviewing the evidence submitted and conducting the Chartered assessment. Assessors must make robust, evidence-based judgements and provide applicants with clear, constructive feedback in accordance with CIMSPA guidance.

Following each assessment, the assessor is responsible for completing and securely uploading the relevant feedback to SharePoint and notifying CIMSPA when the process has been completed.

The successful Chartered Assessors will demonstrate the professional standing, assessment expertise and behaviours required to make robust, consistent and evidence-based judgements on applications for Chartered Status.

Key tasks

- Hold and maintain an active Chartered Status.
- **Review Submissions:** Critically assess candidates' written portfolios, logbooks, case studies, and critically analyse against competency frameworks.
- **Conduct Professional Discussions:** Question and assess candidates on their professional experiences to determine their eligibility for chartered status.
- **Portfolio Evaluation:** Review comprehensive portfolios of evidence compiled by applicants. This includes assessing case studies, records of Continuing Professional Development (CPD), and proven career delivery metrics against CIMSPA framework units.
- **Deliver Determinations:** Provide constructive and detailed feedback to the chartered candidates and chartered leads on their assessment outcomes.
- **Quality Assurance & Verification:** Issue definitive "Pass" or "Refer" marks for each unit. Liaise closely with internal verifiers and the CIMSPA Chartered Lead to maintain standards.
- **Implementing Standardised Framework:** Have a detailed understanding of the chartered assessment criteria and how this can be evidenced against the competency framework.
- **Attend Standardisation Sessions:** Attend standardisation sessions to ensure compliance with current practices and any new implementations.
- **Mentorship & Candidate Guidance:** Explore the opportunities to support new chartered assessors where applicable.

Person specification

Essential skills, knowledge and experience

- Adherence to CIMSPA Professional Standards. Comprehensive understanding of the relevant professional standards, which demands objective advocacy, adapting assessments for learners with barriers, and precise documentation management.
- Active Chartered Status relevant to the role.
- Substantial current professional experience within the sport and physical activity sector or a closely related field.
- Experience of assessing portfolios, case studies, logbooks, CPD records or other evidence against defined competency criteria.
- Experience of conducting structured professional discussions, interviews or competency-based assessments.
- Strong interpersonal skills and the ability to build professional relationships.
- Detailed understanding of competency frameworks, evidence requirements and principles of fair and valid assessment.
- Strong analytical and critical-evaluation skills, with the ability to distinguish sufficient, authentic and relevant evidence.

- Ability to make impartial and consistent Pass or Refer decisions.
- Excellent questioning, active-listening and professional-discussion skills.
- Clear written communication and the ability to provide detailed, constructive and actionable feedback.
- Strong organisation, planning and record-management skills, including meeting agreed assessment timescales.
- Digital confidence, including the ability to upload and manage assessment records securely in SharePoint or similar systems.
- Awareness of the UK Sport and Physical Activity landscape and its evolving standards.

Desirable skills, knowledge and experience

- Relevant assessor, verifier or quality-assurance qualification.
- Experience of mentoring or supporting assessors or other professionals.

CIMSPA behaviours

Be able to demonstrate CIMSPA behaviours in all areas of work

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

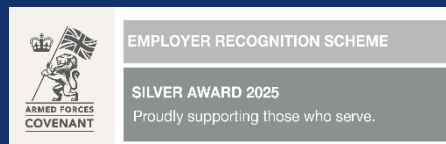
- Seek/welcome feedback: take criticism/praise; reflect; know your role/motivations; conscious of effect on others; be conscious of how you are communicating (tone, body language, etc.).
 - Approachable: being available, listening and having an affinity with others.
 - Confidence: poise; demeanour; control; 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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Incorporated by Royal Charter RC000849
Charity registration number 1144545