

JOB DESCRIPTION

Job Title	Immigration and Travel Operations Manager
Department / Code	Human Resources, SHR
Main Purpose of Job	Reporting through the Head of Internal Travel you will provide leadership and guidance on the management of immigration requirements and Covid Protocols.
Responsible To	Head of Internal Travel

Main Duties and Responsibilities

- Reporting through the Head of Internal Travel you will provide leadership and guidance on immigration requirements and the management of Covid Protocols as related to elite sport, including (but not limited to):
 - Management and administration of Elite Sport exemption process.
 - Management of external relationships, including those with key stakeholder and the governing bodies.
 - Advising and guiding other stakeholders on immigration and elite sport exemption parameters.
 - Researching UK COVID restrictions and guidelines and advising internal stakeholders on the same.
 - Researching and keeping up to date with immigration requirements for the countries that we are attending.
 - Management and administration of internal FOM Group compliance with the Code of Conduct, advising internal customers.
 - Supporting FOM Finance team on recharging of COVID testing services.
 - Researching global travel restrictions for race locations and other relevant jurisdictions, including identifying need for exemptions and working with promoters to ensure in place.
 - Drafting instructions for all stakeholders on global travel restrictions and parameters of exemption and follow-up advice on the same.
 - Working with race promoters/ local authorities to manage and implement exemption request/ issuance process.
 - Applying for and managing specific exemptions for FOM overseas staff.
 - Briefing internal stakeholders on the 10am covid calls and responding to requests for additional info.
 - Internal race guidelines.

- Drafting and/or working with Race Promotion team on presentations to new promoters and applicable health authorities and responding to follow-up information requests.
- Responding to queries from all stakeholders, internal and external, on any aspect of the above and their application to specific scenarios.
- Complete all mandatory training within specified timelines.
- Operate safely at all times in line with Company health and safety requirements.
- Undertake other duties within your capabilities as your manager may assign to you from time to time.

Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> ▪ Proven experience working in a similar role or environment. ▪ Excellent knowledge of immigration requirements. ▪ Understanding and experience of working closely with UK COVID restrictions and guidelines, including global travel restrictions, compliance, and legal requirements. ▪ Experienced monitoring staff and contractor movements to ensure we are compliant with country regulations, entry and exit requirements. ▪ Experience dealing with regulatory bodies including knowledge of immigration policy and procedures gained in a travel or immigration role. ▪ Technical expertise, with experience of effectively implementing & ongoing management of Covid Protocols across a complex environment with global travel. ▪ Team leadership experience. 	
Knowledge & Skills	<ul style="list-style-type: none"> ▪ A collaborative team player with internal and external stakeholder management capabilities. ▪ Experience navigating ambiguity and continually adapting to meet changing business needs. 	

	<ul style="list-style-type: none"> ▪ Strong written and oral communication skills, with an ability to produce written reports, policies and provide advice and training where necessary. ▪ Excellent communication skills. ▪ Good planning skills, including the ability to prioritise and multi-task effectively. ▪ Ability to operate effectively in a high pressured and challenging environment. 	
Personal Qualities	<ul style="list-style-type: none"> ▪ A flexible approach. ▪ Highly motivated. ▪ Ability to operate effectively in a high pressured and challenging environment. ▪ Calm, logical approach to problem solving. 	
Other	<ul style="list-style-type: none"> ▪ EU driving license ▪ Ability to travel internationally 	



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