



INSTITUTE FOR STUDY ABROAD

## Health and Safety Manager (Europe, Remote)

Full Time / Part time:	Full Time
Regular / Temporary:	Regular
Location:	Preferred location in London, however the position could be based anywhere within the Europe Portfolio: Czech Republic, England, Ireland, Italy, Northern Ireland Scotland, Spain, Wales
Salary:	Minimum salary of 40k GBP in the UK. Salary is commensurate with skills, experience and geographic location.
Benefits:	Benefits vary by country and will be shared with candidates during the recruiting process; enjoy flexible work arrangements and an appreciation for work/life balance.
Reports to:	Director, Health and Safety, based in Hawaii, USA

### Position Overview

*Are you passionate about inclusion and the profound impact of global learning?*

*Do you take pride in providing best-in-class service and support?*

*Are you ready to bring your unique skills to a mission-driven organization?*

If so, we would love to welcome you to our global community!

As our Manager of Health and Safety, you will support IFSA's worldwide teams with risk mitigation and incident management, including emergency response and other duties related to student health, safety and wellness abroad. The Health and Safety Manager will work closely with the other members of the Health and Safety team to implement and oversee procedures and practices than ensure that health, safety and wellbeing of all our students. They will also work closely with regional directors and resident staff in their region and with colleagues in Academic Programs, Student Engagement and other teams around the world.

The Institute for Study Abroad (IFSA) was founded in 1988 as a provider of study abroad programming for U.S. undergraduates. With student success in mind, the organization creates global learning environments designed to foster the development of critical perspectives, knowledge and skills essential for students to thrive in the future. Offering more than 100 programs in 19 countries, our commitments to inclusive excellence, intercultural agility, individualized learning and enduring impact are present in every aspect of our programs. We are committed to building an inclusive and equitable organization and we look for positive-minded, adaptable people from diverse communities and cultures to help us transform our sector and change the lives of the students we serve.

Learn more about IFSA at <https://www.ifsa-butler.org/>

**In this position, your responsibilities would include:**

- Assist with crisis preparation and response, sharing emergency phone coverage responsibilities and supporting internal coordination efforts.
- Manage and serve as HSS lead for regional case support in assigned region.
- Manage, respond and triage HSS inquiries and inbox.
- Support the team in monitoring world news events, U.S. and foreign governmental reports, and other resources for developments in regions where IFSA operates programs.
- Support and help to facilitate the collection, analysis and dissemination of key health and safety data and information.
- Support the student preparation process, including pre-arrival and in-country orientations, to ensure effectiveness and consistency in the delivery of health and safety information across all IFSA programs.
- Understand, provide training on, and help to ensure compliance with all relevant legal statutes – including FERPA, HIPAA, ADA, Title IX, the Clery Act, and others – as they relate to IFSA and IFSA programs.
- Liaise with informal and contracted external expertise related to security, mental health, emergency response, medical care, and insurance as required for risk assessment and incident response.
- Help to bridge cultural differences between international and U.S. perspectives on issues such as liability, student behavior, and mental health issues.
- Additional responsibilities as assigned.

### **Requirements, Work Experience and Education**

- A minimum of 3 years of experience in student affairs with a strong international component or directly supporting international or study abroad programs.
- Experience preparing for and responding to emergencies.
- Understanding of medical/mental health issues in undergraduate university population, and how they impact the study abroad experience
- Strong intercultural communication skills and demonstrated ability to work collaboratively with diverse communities and stakeholders
- Exceptional writing skills and ability to present information in a concise, effective way
- Proficiency with information technology tools including Salesforce, Microsoft Office suite, and social media platforms
- Knowledge of U.S. laws and how they apply to study abroad, such as the Clery Act, VAWA, Title IX, FERPA and travel insurance provision
- Knowledge and experience navigating European healthcare systems and support preferred.
- Existing legal authorization to work in the country you are physically located, and IFSA is operating: Czech Republic, England, Ireland, Italy, Northern Ireland Scotland, Spain or Wales.

We know there are great candidates who won't check all of these boxes, and we also know you might bring important perspectives, experiences and skills that we haven't considered. If this describes you, please don't hesitate to apply and tell us about yourself.

### **Physical and Work Environment**

- Working on a computer, placing phone/video calls.
- Availability and ability to work early mornings, evenings, nights and weekends during a serious incident or crisis situation
- Occasional travel required, both domestic and international depending on location

### **To Apply**

To apply, please submit your cover letter and resume for this position via IFSA's career page: <https://www.ifsa-butler.org/connect-with-us/ifsa-job-openings/>

In your cover letter, offer a compelling statement about what you would bring to the role using the job responsibilities and our mission/commitments as a framework.

Review of applications will begin immediately and the positions will remain open until filled.

IFSA is an equal opportunity employer, and our hiring process is inclusive of all genders and gender expressions, races and ethnicities, ages, religions and sexualities as well as veterans and people with disabilities.