

# INFORMATION SECURITY SPECIALIST

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As part of our growth plans, Travel Places has an exciting opportunity for an Information Security Officer to join the team. The role will require you to design and enforce policies & procedures that protect our computing infrastructure from all forms of security breaches. You will be responsible for identifying vulnerabilities and working with our IT department to resolve them as well as working towards ISO 27001, Cyber Essentials and other industry standards. You will have excellent communication skills and the ability to work independently taking a pragmatic risk focused approach to problems. Able to understand operational needs and offering suitable solutions is an integral part of the role. A passion for travel and sports would be beneficial.

## OVERVIEW OF MAIN DUTIES AND RESPONSIBILITIES

- Identify vulnerabilities and work with the IT to implement changes as required
- Ensure policies are implemented, enforced, monitored and complied with to embed a culture which embraces Information Security, GDPR and data protection.
- Monitoring network usage to ensure compliance with security policies
- Ensure regular risk assessments and data processing impact reports are completed and the results recorded liaising with all stakeholders to implement recommendations.
- Keep abreast of current and possible future trends in information security to enable policies to be implemented or amended as required
- Educating colleagues about security software and best practices for information security

## EXPERIENCE AND QUALIFICATIONS

1. ACCA, ACA or CIMA qualified, plus a minimum of 5 years' experience post-qualification.
2. Minimum of 3 years proven experience as a Finance Manager and/or Financial Controller.
3. Ideally experience of the travel sector, but not essential.
4. Experience of working in a fast-paced, dynamic and growing environment.
5. Strong IT systems competence, as a user and stakeholder in systems development.
6. Experience with multiple European and US operations would be an advantage.

## SKILLS, ABILITIES & PERSONAL ATTRIBUTES

- Previous experience of working in a similar role
- Applied knowledge of industry best practices including PCI DSS, ISO 27001 and any other applicable standards
- Proven experience in using Microsoft and O365 Security Administration
- Knowledge of GDPR and data protection laws
- Able to demonstrate a pragmatic and risk focused approach to problems offering suitable solutions
- Strong technical aptitude and in-depth knowledge of information security

## ABOUT TRAVEL PLACES

We get people to places – managing group travel plans for sports teams, sponsors, spectators, media and organisations. With over 40 years' experience, we've successfully managed travel plans for thousands of people each year – from athlete, media and entertainment travel for events such as Formula One™, the America's Cup and the FIFA World Cup, through to touring groups and production teams.

## WHAT WE OFFER

- Competitive salary
- Hybrid office / home working
- Cycle to work scheme
- Group personal pension scheme
- Company incentive scheme
- Staff social & wellbeing events
- Health Cashback benefit and Employee assistance programme

**Salary:** Dependent on Experience

**Closing Date:** 22 December 2023

**Hours:** This could suit either full or part time hours

**Base location:** Worthing, West Sussex. We offer hybrid working patterns, but all candidates must be available to attend our offices in Worthing, West Sussex.

Travel Places is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their gender, race, colour, disability, identity, neurodiversity, age, nationality, union affiliation, and religion.

Please only apply if you are eligible to work in the UK.

## CONTACT US

If you are interested in this role, please email your CV to [beckyt@travelplaces.co.uk](mailto:beckyt@travelplaces.co.uk)

