



Job Title: Global Travel Manager, FTC for 12 months

Team: Procurement

Reporting to: Head of Procurement

Location: London

About BMS

BMS is a dynamic, independent global broker delivering specialist insurance, reinsurance, and capital markets advisory services. Our purpose is to help people, businesses and communities flourish and prosper in a world of risk.

We are a global brand with offices located across the US, Canada, Latin America, Australia, Europe and Asia with both a strong local focus and understanding of market needs. Being independent gives our brokers the freedom to deliver the best solutions and combined with our collaborative team approach, single platform worldwide and renowned personal service, we are the independent broker of choice.

Position Overview

As Global Travel Manager at BMS, you will be the strategic lead and central point of contact for all aspects of business travel across the organisation. Working in partnership with our Travel Management Company (Amex Egencia) and key internal stakeholders, you will ensure the travel program operates efficiently, safely, cost-effectively, and in compliance with BMS policies; delivering an outstanding traveller experience.

You will manage and create new supplier relationships/deals, oversee air mile allocation, loyalty programmes, and lead travel communications, training, and change initiatives. You will maintain the MyBMS Travel Site as the central hub for information/support and provide ExCo with data-driven insights to optimise spend, enhance compliance, and drive continuous improvement across the global BMS travel program.

Essential Responsibilities

- **Program Leadership & Governance**
 - Act as the central point of contact and ambassador for all travel at BMS.
 - Oversee policy, communication, training, and traveller experience, ensuring clear and consistent information via the MyBMS Travel Site.
 - Establish and chair a regional travel governance committee to align strategy, policy, and priorities across the organisation.
- **Policy, Performance & Continuous Improvement**
 - Regularly review and refine travel policies to reflect business needs, market trends, and traveller feedback.
 - Ensure policies remain clear, relevant, and supportive of compliance, cost control, and traveller satisfaction.
 - Use data insights and KPI analysis to identify trends, measure program effectiveness, and recommend improvements to ExCo.

- **Financial & Supplier Management**
 - Collaborate with Egencia and internal stakeholders to drive cost efficiency, compliance, and strategic spend reduction.
 - Oversee travel budgets, forecasting, and financial reporting.
 - Manage relationships and loyalty programmes with airlines and hotels – negotiating preferential rates, monitoring service delivery, allocating travel miles and resolving escalations to ensure value and quality.
- **Duty of Care, Risk & Sustainability**
 - Partner with HR to uphold traveller safety, compliance, and readiness for travel disruptions or crises.
 - Work with our Head of ESG to measure and report CO₂ emissions, promoting sustainable travel choices and lower-impact alternatives.
- **Technology, Processes & Change Enablement**
 - Oversee the Egencia platform and delivery, and potential future integration with HR systems to ensure a seamless travel experience.
 - Identify opportunities for automation and process improvement.
 - Drive adoption of travel tools and best practices through clear communication, change management, and engagement initiatives.
- **Meetings, Events & Traveller Experience**
 - Support teams and individuals in planning group travel, meetings, and events, ensuring value, policy compliance, and high-quality delivery.
 - Lead ongoing communication and training programs, gather traveller feedback, and translate insights into continuous program enhancements.

Qualifications and Experience

- Proven experience managing a corporate or global travel program (ideally within a professional services organisation)
- Strong understanding of travel industry operations and supplier management
- Experience working with a Travel Management Company (ideally Amex Egencia)
- Excellent analytical, reporting, and stakeholder management skills
- Proven ability to manage budgets and negotiate supplier contracts
- Knowledge of duty of care, compliance, and sustainability best practices
- Proficient in travel systems, data reporting tools, and Microsoft Office

Key Competencies and Attributes

- Strategic thinker with strong attention to detail
- Clear communicator and relationship builder
- Data-driven and commercially focused
- Proactive and solution-oriented, with a customer-first mindset
- Collaborative, professional, and approachable

Additional: Hybrid role – 2 days preferable in the BMS London office (not essential)