



## HACAN COORDINATOR

HACAN, the well-established campaign which gives a voice to residents under the Heathrow flight paths, is looking to appoint a Coordinator to succeed John Stewart who will be leaving at the end of the year.

It is a 2 day a week post at £12,000 per annum.

The Coordinator will work from home and will be self-employed.

A detailed **Job Description** is on page 2

A **Person Specification** on page 3

**Information about HACAN** on page 4

**HACAN Constitution and Equal Opportunities Policy** on pages 5 and 6

### **How to Apply:**

Send a CV plus a paper (no more than 4 sides of A4) outlining why you would like the job and why you feel you would be able to do it (with particular reference to the Person Specification).

Please email your CV and paper to [johnstewart2@btconnect.com](mailto:johnstewart2@btconnect.com) (preferably in Word)

If you would like to discuss the post before applying ring John Stewart on 0207 737 6641 or 07957385650

**Closing date for applications: 7pm on Friday 2<sup>nd</sup> October**

Shortlisted candidates will be informed on Wednesday 7<sup>th</sup> October

**Interviews** will take place – on zoom – on **Tuesday 13<sup>th</sup> October**

## HACAN Job Description

### Co-ordinator

2 days a week

£12,000 per annum

The Coordinator will be responsible for:

- The day-to-day running of the organisation
- Receiving and answering emails and phone calls
- Updating the website
- Monitoring the media; sending out press releases; giving interviews to the media; liaising with the media
- Social media including twitter and facebook
- Producing a members' newsletter 2/3 times a year
- Writing briefings, reports, consultation responses as required
- Overseeing any reports commissioned by HACAN
- Speaking at public events
- Meeting with councillors, MPs, Ministers, DfT officials, NATS, CAA, Heathrow as required (this task will be shared with Management Committee members)
- Liaising with other campaign groups and NGOs
- Representing HACAN at conferences and other events as required
- Liaising with the membership secretary and treasurer
- Producing an annual budget in conjunction with the treasurer
- Producing a report and agenda for management committee meetings;
- Developing HACAN strategies and policies in conjunction with the Management Committee

The Coordinator will be responsible to the Management Committee.

## **Person Specification**

### **Essential**

- Excellent communication skills at all levels both verbally and in writing
- Social media competency
- The ability to write newsletters, briefing sheets and short reports
- The ability to deal with the media
- Experience of public speaking

### **Desirable**

- Experience of campaigning, lobbying and networking
- Experience of working with individual members/supporters
- Experience of developing organisational strategies and policies
- Basic knowledge of and some experience of managing budgets
- Knowledge of aviation

## **HACAN (Heathrow Association for the Control of Aircraft Noise)**

HACAN gives a voice to residents under the Heathrow flight paths. It is a regional body with members from Reading in the west to Greenwich in the east and Walthamstow in the north to Croydon in the south.

### **It was established in the 1970s and has had a number of notable successes:**

- In the late 1970s it was instrumental in getting runway alternation introduced in West London – the practice whereby aircraft landing at Heathrow switch runways at 3pm in order to give residents a half day's break from the noise.
- It was instrumental in ensuring the inspector at the Terminal 5 Inquiry made the new terminal conditional on an annual cap on flight numbers at Heathrow.
- It took the UK Government to the European Court of Human Rights in Strasbourg in 2001 over night flights at Heathrow. The court ruled in HACAN's favour but the Government won the appeal.
- It was instrumental in stopping a third runway in 2010.
- It has played a significant role in influencing national policy on aircraft noise.

### **HACAN Structure**

HACAN is an Unincorporated Association.

It is a membership organisation. Members agree its outline strategy and policy at its Annual General Meeting.

The AGM elects a Management Committee which is charged with running the organisation.

It has a 2 day a week Co-ordinator and a 1 day a week Membership Secretary. They are responsible to the Management Committee.

The elected Treasurer is in charge of the finance, with assistance from the Coordinator.

### **HACAN Aims**

#### **Key things we campaign for:**

- No Third Runway
- A longer night flight ban
- An end to all-day flying so that all communities get some respite from the noise each day
- Improved operational practices; less noisy planes

#### **How we campaign:**

We organise public meetings, rallies and demonstrations as appropriate. But we also engage with the airport on many of the operational improvements we are pressing for. We have a solid working relationship with the Department of Transport, the Civil Aviation Authority and NATS. We work closely with MPs and local authorities.

## **HACAN Constitution**

- 1.** The Heathrow Association for the Control of Aircraft Noise, to be referred to in this document as HACAN, will be an unincorporated association.
- 2.** HACAN will be a non-profit-making organisation.
- 3.** HACAN's objective will be to represent the interests of its members and supporters living under or close to the Heathrow flight paths, with particular reference to aircraft noise.
- 4.** HACAN will hold an Annual General Meeting, where audited accounts will be presented, within 14 months of its previous Annual General Meeting. The Annual General Meeting will be the governing body of the organisation. Members (including member organisations) need to be notified of an Annual General Meeting at least one month in advance of the meeting. At least 40 members or a fifth of the membership must be present for the Annual General Meeting to be quorate.
- 5.** An Extraordinary Annual Meeting must be held if requested by at least 40 members of a fifth of the membership. Members (including member organisations) need to be notified of an Extraordinary Annual General Meeting at least one month in advance of the meeting. At least 40 members or a fifth of the membership must be present for an Extraordinary Annual General Meeting to be quorate.
- 6.** The HACAN Committee will be elected at the Annual General Meeting. To be eligible to stand for election each committee member needs to be nominated by two other members and nominations need to be with the Chair of the organisation at least a week before the Annual General Meeting. The Committee will consist of no more than 24 people (including officers) and no fewer than ten (including officers). The Committee will elect a Chair, Vice Chair and Treasurer from amongst its members at its first meeting of each year. The Committee will have the right to co-opt voting members during the course of a year who will remain members of the Committee until the following Annual General Meeting.
- 7.** The HACAN Committee will be responsible for the running of the organisation between Annual General Meetings. Committee members, including officers, will be required to adhere to the decisions of the Committee. The Committee will meet at least 6 times a year. At least 6 members or a quarter of the Committee should be present for a meeting to be quorate.
- 8.** The HACAN Committee will be responsible for the employment of staff. Staff will be expected to present a report to each Committee Meeting of their activities.
- 9.** Any cheques issued by the organisation will require two signatories, one of which must be an officer of the organisation. The accounts must be audited on an annual basis.
- 10.** The Committee has the power, by a simple majority, to expel anybody who brings the organisation into disrepute.
- 11.** HACAN will adopt and adhere to an Equal Opportunities Policy, including sound employment practices which will include grievance and disciplinary procedures.
- 12.** Should the organisation cease to exist any resources remaining will be given to an organisation with similar aims.