

JOB DESCRIPTION

CHAIR

NOISE MANAGEMENT BOARD (NMB) COMMUNITY FORUM

NCF Purpose

The purpose of the NMB Community Forum (NCF) is to facilitate effective engagement across all community groups negatively impacted by Gatwick noise such that issues are suitably documented and understood. Thereafter, the NCF will engage with the NMB Executive Board (NEX) and the NMB Delivery Group, to facilitate the establishment of a community-wide noise reduction strategy and agreed noise reduction initiatives intended to reduce and mitigate Gatwick noise effects consistent with the NMB's Vision.

Chair's Role

-  To ensure that the Terms of Reference agreed by the Board are applied and adapted by the Board as necessary;
-  To contribute to the development and finalisation of the NMB Workplan;
-  To lead and facilitate a structured forum for discussion, so as to make recommendations to the NEX and other bodies when appropriate;
-  To support development of the common understanding of Gatwick's operation and stakeholder views, thereby increasing the scope for issues to be resolved;
-  To ensure the forum is well informed of the issues under consideration;
-  To ensure that members are given adequate opportunity to represent their views and that no organisation is left feeling unable to participate or side-lined.

Role Commitment

The role requires an equivalent of an average of four to five days a month attending meetings, managing communications, as well as keeping abreast of aviation issues, Government policy development and emerging advice from ICCAN.

There are three NCF meetings per year over which the Chair will preside. In addition, the Chair will be required to present an update at the annual public meeting and AGM (normally held in December) and attend the NEX three times per year.

There are three topic specific workshops per year which the Chair should attend, as well as occasional ad hoc meetings.

The Chair is expected to promote the work of the NEX and NCF on other relevant Committees and fora.

Person Specification

The successful candidate will be able to demonstrate current or past:

- ✚ knowledge of the range of issues that will form the NCF's work, however they do not need to be aviation experts;
- ✚ neutrality, strong leadership, effective communication skills and open-mindedness to all sides of the issues the NMB will face;
- ✚ exceptional ability to communicate and build relationships at all levels alongside strong interpersonal skills, including the ability to negotiate, persuade and influence;
- ✚ commitment to the purpose, aims and values of the NMB as outlined in the Terms of Reference;
- ✚ understanding of the strength of feeling around some of the issues related to the airport and a commitment to handling that strong feeling in an empathetic, balanced, respectful and appropriate manner;
- ✚ stature and capacity to provide independent and pragmatic advice to stakeholders with a track record of dealing with senior representatives of industry, policy-makers & regulators and local communities.

The successful candidate will also be able to demonstrate the following attributes and professional skills:

- ✚ Practised ability to process and interpret complex information;
- ✚ Well-developed analytical skills and judgment;
- ✚ The ability to provide intellectual leadership and demonstrate a creative and pro-active approach to problem solving and a high level of professionalism;
- ✚ A solid commitment to high standards of integrity and honesty;
- ✚ A strong commitment to equality and diversity;
- ✚ A commitment to maintaining the independence of the Chair from Gatwick Airport Ltd or any campaigning or lobbying groups who work in favour of, or against, the airport;
- ✚ The ability to understand complex, high-level, strategic issues which may be technical in nature and then communicate those issues in a clear and accessible way;
- ✚ Good knowledge of corporate governance including being accustomed to accountability for decisions in an organisation;
- ✚ Experience chairing meetings involving a wide range of stakeholders.

Terms of Appointment

The appointment of the Chair will be made by Gatwick Airport Ltd in consultation with a selection panel.

The appointment will be for an initial term of 3 years, at GAL's discretion.

The anticipated time commitment is equivalent to an average of four to five days a month.

The post is subject to remuneration as well as out of pocket expenses.

The successful candidate will be encouraged to take up this appointment as soon as possible, subject to the successful completion of pre-appointment checks.

For more information about the work of NMB: www.gatwickairport.com/nmb

Application Process

To submit your application for the position of NCF Chair, please include a covering letter with your CV. We will be looking for you to provide a personal statement with evidence as to why you consider yourself suitable for the position, with some examples of how you meet the Person Specification criteria required for success in this position.

All candidates will be required to demonstrate in their written applications, and at interview, how they meet the requirements of the post.