

HEATHROW TRAVEL CARE – EMERGENCY PLANNER PERSONAL SPECIFICATION
 Salary £30,000 pa (Pro Rata) plus On Call Allowance

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Disaster Management Qualification or other related Degree level Qualification (or above) 	
EXPERIENCE	<ul style="list-style-type: none"> Experience of effective work with other agencies & parties Experience of medium/long term planning (e.g. event/strategic plan) Ability to work flexibly to meet the demands of the role Experience that will prepare you for being able to deal with the emotional aspects of an aircraft accident. 	<ul style="list-style-type: none"> Minimum 1 years' experience in emergency planning. Experience of initial humanitarian assistance
KNOWLEDGE & SKILLS,	<ul style="list-style-type: none"> Effective verbal and written skills Ability to work effectively under pressure Excellent communication skills – written and verbal when delivering presentations Ability to process and prioritise information from multiple sources under pressure Highly proficient in Microsoft applications and an ability to use new IT applications intuitively Able to challenge and influence effectively – particularly to ensure passenger welfare remains a priority in planning for and response to incidents Flexible approach. adaptable and manage change effectively. Strong planning and organising skills - recognising deadlines and milestones Good attention to detail Able to maintain professionalism when faced with the emotional aspects of an aircraft incident Awareness of the issues of diversity 	<ul style="list-style-type: none"> Basic knowledge of Airport /Aviation Emergency Planning Delivering training or briefings in a confident and credible manner
INTERESTS	<ul style="list-style-type: none"> A passion and desire to grow in the resilience sector. A motivation to want to learn more about aviation and airport operations. Learn a deeper understanding how major traumatic aircraft incidents may have an impact on individuals. Keep abreast of the latest worldwide events requires the support for individuals affected by emergencies. 	