



# **Local Authority Partnership Development Officer**

## **Recruitment Information**

June 2025



## **An Exciting Career Opportunity with a Growing Membership Charity**

Circular Communities Scotland is recruiting a Local Authority Partnership Development Officer to identify and build new partnerships between our members and Scottish Local Authorities thereby delivering greater levels of circular activity in Scotland.

If you have stakeholder and project management skills, a strong track record of delivery and partnership building and a commitment to supporting the growth of the circular economy in Scotland, we would love to hear from you.

If you are successful in your application, you will join a growing and thriving team at Circular Communities Scotland and be contributing to delivering greater environmental and social impact across Scotland.

### **What we are looking for**

We are looking for candidates who will be pro-active in building strong relationships with local authorities, community groups and intermediary bodies, identifying and developing new ambitious partnerships, as well as inputting into relevant policy areas.

The role requires someone who is a proactive self-starter and a strong communicator and is comfortable handling challenging and complex workloads. Project management experience and evidence that you can successfully get projects off the ground and drive them forward is required.

The successful candidate may have experience of working in the circular economy or Local Authority sector to draw on, but it is not required. However, a willingness to engage with the challenges of starting new partnerships between third sector organisations and the public sector and work to overcome these challenges is critical.

For more information about this role please refer to the Job Description and Person Specification.

We are asking for applications in the form of a tailored CV plus a two-page Cover Letter setting out how you meet the requirements for the role. The closing date for this role is 20<sup>th</sup> July 2025.

### **About Circular Communities Scotland**



At Circular Communities Scotland our **Vision** is for a thriving circular economy in Scotland, with local communities benefiting from the social, environmental and economic outcomes.

Behind everything we do are our organisational **Values**:

- Trust and Integrity
- Openness and Community
- Environmental and Social Justice

We are a membership body that represents a thriving network of over 250 charities and social enterprises across Scotland that contribute to the [circular economy](#), through reuse, repair or recycling.

Our members prevent goods from entering landfill, create local jobs and economic opportunities, and help promote social and environmental justice in their communities. Our recent [Impact Report](#) highlights the incredible difference our members make for people and planet.

We do everything we can to support and represent our members, to make sure their voices are heard, their work is celebrated, and they have access to everything they need to succeed.

In March we published our [Strategic Plan](#) in which we set our bold ten-year goal for a thriving organisation supporting a thriving sector. We have identified three key pillars to drive us towards this goal:

- **Building Capacity** through our **Member Services**
- **Creating Opportunities** through our **Policy Work**
- **Strengthening our Organisation**

Strengthening and creating new partnerships is a specific workstream within our plan and this role will form an invaluable and strategic contribution to this.

This role is being funded by Zero Waste Scotland a key funding partner.



"We greatly value the opportunities for networking and collaboration with like-minded organisations committed to sustainability and to tackling poverty. The access to up-to-date knowledge, training and resources, helps us stay informed on circular economy practices and enhances our ability to deliver effective services. We also appreciate the advocacy and representation provided at a national level, which supports our efforts to influence policy and drive change" – Furniture Plus



*Figure 1 - Feedback on our Member Services*



## Reasons to Join our Team

Here are some of the key reasons we believe you might want to join Circular Communities Scotland.

1. **Purpose** – we are a purpose-driven charity and our work supporting our members makes a real difference contributing to a more sustainable and just society in Scotland.
2. **Excellence** – we are committed to working to a high standard and having a strong, demonstratable impact throughout every aspect of our work.
3. **Growth** – our membership, staff and income has more than doubled in the last five years. This role is part of our growth story, and we trust will help drive growth into the future.
4. **Flexibility** – we are a flexible employer and encourage you to choose a working model (remote or hybrid from our Stirling office) that suits you. We support flexible working patterns (such as a 4-day working week) for those that want it. If you choose to be home-based, you will be required to travel to our monthly team meeting (held in Stirling or the central belt), along with other events such as our Annual Conference.
5. **Wellbeing** – staff wellbeing is very important to us. This is why among other things we offer paid wellbeing days and dependency leave in addition to your core annual leave.
6. **Diversity** - we are proud to be an equal opportunities employer and take our anti-discrimination policy seriously throughout the recruitment process and beyond into employment. We welcome applications from individuals of all races, religions, countries of origin, sexual orientations, gender identities and abilities.
7. **Practicalities** – our office is in central Stirling, with limited staff car parking available and accessible facilities on-site, including wheelchair-accessible corridors, a ground floor office and shared toilets on ground floor, including disabled toilet. Whilst there are no lifts in the building, Circular Communities Scotland will make every effort to ensure ground floor meeting rooms are booked when required, or other suitable venues are secured.
8. **Team** – we are proud of the excellent team culture that we have between our staff and board. We are committed to creating an inclusive workplace culture where everybody can thrive, one that is supportive and respects difference. We welcome team players who will contribute and build this culture further.



9. **Fair Work First Commitment** – we are committed to advancing the Fair Work First criteria, including the real living wage and effective voice conditions. More detail about this can be found on our [website](#).

## Next Steps

The recruiting manager for this role is Nicola Aeberli and her email is:

[nicola@circularcommunities.scot](mailto:nicola@circularcommunities.scot)

If you would like an informal conversation about the role, please email Nicola.

Closing Date: Sunday 20<sup>th</sup> July 2025  
Interview Date: Friday 25<sup>th</sup> July 2025

If you need any adjustments made to the application and/or interview process to make applying for this role more accessible, please drop Nicola an email.

### Equity and Diversity Monitoring

Circular Communities Scotland wants to meet the aims and commitments set out in its Equal Opportunities Policy.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes only. This information will be separated from your application in the recruitment process.

If you have any questions about the form, please contact Izzie on [izzie@circularcommunities.scot](mailto:izzie@circularcommunities.scot).