



## Local Authority Partnership Development Officer

### JOB DESCRIPTION

Role Title:	Local Authority Partnership Development Officer
Location:	Remote or Hybrid (travel to Stirling Office and around Scotland required)
Salary:	£33,111 - £34,752 FTE
Duration:	Immediate start to end March 2028
Contract Hours:	Full-Time (35 Hours per week)
Line Manager	Partnership and Development Manager
Key Relationships:	Our CEO and Staff Our Members Scottish Local Authorities Relevant Scottish Intermediaries Zero Waste Scotland, our Funder Other Stakeholders

### Job Purpose

The purpose of the Local Authority Partnership Development Officer role is to identify and build new partnerships between Circular Communities Scotland members and Scottish Local Authorities to deliver greater levels of circular economy activity in Scotland.

More specifically the Partnership Development Officer will:

- Build relationships with the Local Authorities in Scotland and relevant intermediaries (such as COSLA, WMON, LARAC and RMAS)
- Identify potential new partnerships between Circular Communities Scotland members and Local Authorities and signpost connections to the alternative parties.
- Provide pro-active development support to get potential projects up and running.
- Input into key Local Authority-based policy areas.
- Produce an annual report spotlighting best practice Local Authority-third sector partnerships in Scotland, highlighting key opportunities,



and identifying key barriers to growing reuse via Local Authority partnerships.

## Key Responsibilities and Tasks

1. **Build relationships** *(evidenced by a strong network of Local Authority contacts and intermediary bodies which will be key for creating successful partnerships).*
  - Meet and build positive relationships with key contacts across the 32 Scottish Local Authorities and connected intermediaries within year one of this project.
  - Attend key events and conferences to network with Local Authorities and intermediaries.
  - Work closely with our funder Zero Waste Scotland and in particular their Local Authority and Recycling teams.
  - Run 1-2 annual events focusing on Local Authority and third sector engagement.
2. **Identify new partnerships** *(evidenced by a growing inventory of opportunities for future reuse projects).*
  - Seek to identify potential projects or pilots to progress during early interactions with Local Authorities and signpost connections to the alternative parties.
  - Pro-actively engage with our members and Local Authorities to identify areas of interest and opportunities which would be most likely to yield results.
  - Collate an inventory of Local Authority partnership opportunities and share these with our funder to agree future priorities.
  - Continue to pursue opportunities even when initial responses are not promising.
3. **Development support** *(evidenced by a range of successful pilots and new projects to deliver greater levels of circular economy activity with more reuse, sharing and repair behaviours).*
  - Provide pro-active development support to get potential projects off the ground and help sustain them in the early months, working closely with our members, Local Authorities and intermediary partners and making use of the positive relationships already built.
  - Work with our members and local authorities to bridge the gap to overcome challenges such as culture differences and inexperience of forming partnerships of this type.



- Explore potentially forming further consortium style approaches with Local Authorities – for example a template Service Level Agreement for Local Authorities to adopt.
- Work closely with our funder to ensure that efforts are focused on optimal areas.
- Gather case studies and learning from delivered projects, identifying platforms to share this learning so that others can replicate these projects elsewhere.

**4. Policy input** *(evidenced by a strong understanding of Local Authority policy topics and successfully providing input into key Local Authority-based policy areas).*

- Grow understanding and confidence of policy areas pertaining to the project.
- Review existing research relating to the project (e.g. HWRCs in Scotland, existing Local Authority partnerships, best practice models etc.).
- Seek to input into key Local Authority impacting policy areas such as Co-design of Statutory Code of Practice and (Preparation for) Reuse Targets.
- Representation to key stakeholders including Scottish Government, Zero Waste Scotland and COSLA.
- Where appropriate, publish policy papers demonstrating Circular Communities Scotland's position on relevant policy areas.

**5. Reporting** *(evidenced by a strong report which provides a clearly documented understanding of the state of the sector and optimal areas to focus on for future years).*

- Provide updates for quarterly reports to our funder (Zero Waste Scotland).
- Publish an annual report on our website highlighting best practice with existing Local Authority-third sector partnerships in Scotland; overviews the key opportunities identified; and provides an analysis of the key barriers to growing reuse via Local Authority partnerships and potential solutions.

**6. Other Duties**

- Support the CEO and wider staff team to deliver effectively across the full remit of Circular Communities Scotland's operations.
- Support in the delivery of funding and tender submissions.
- Organisation of personal workload and general administration.
- Attend relevant training courses, industry seminars, forums and conferences.



- Ensure own and colleagues' health and safety is maintained.
- Represent Circular Communities Scotland in a professional and responsible manner.



## PERSON SPECIFICATION

Criteria	Primary	Secondary
Track record of successfully developing cross organisational partnerships	✓	
Project management skills and able to deliver to deadlines	✓	
Relationship building and stakeholder management skills	✓	
A good team player	✓	
Problem solving and conflict management skills	✓	
A proactive self-starter who takes the initiative	✓	
Ability to understand the challenges to third sector partnerships with Local Authorities and willingness to tackle these	✓	
Good written and verbal communication and presentation skills	✓	
Understanding of the Circular Economy		✓
Experience working with Local Authorities		✓