



Chief Executive Officer

Job information pack

Key responsibilities

1. Strategy

- Work with the Board to set, review and deliver CCS's organisational strategy.
- Position CCS effectively within Scotland's circular economy, reuse, repair, recycling and social enterprise landscape.
- Identify emerging opportunities and challenges for CCS and its members, translating these into clear organisational priorities.

2. Leadership

- Lead, develop and support a committed team, fostering a collaborative and values-driven culture.
- Champion staff wellbeing, equality, diversity and inclusion through visible leadership and practical management.
- Lead change where needed, maintaining clarity, resilience and focus across the organisation.

3. Governance

- Provide clear and timely reporting to the Chair and Board to support effective oversight and decision-making.
- Maintain a sound governance, risk, assurance and compliance framework, including obligations as a charity and company.
- Ensure CCS meets relevant legal, regulatory and funder requirements, including funders' conditions.

4. Management

- Lead business planning, financial management and budget oversight to support long-term sustainability.
- Develop funding, partnership and income opportunities that align with CCS's charitable purpose and member value.
- Ensure effective systems, policies and ways of working are in place to support organisational performance.

5. Representation and relationship development

- Act as a strong public voice for CCS members, advocating for their role and contribution where appropriate.
- Build and sustain trusted relationships with Members, Zero Waste Scotland, Scottish Government, local authorities, other funders and sector partners.

- Represent CCS at events, meetings, in consultation settings and, where agreed, through media and public communications.

Key relationships and accountability

The Chief Executive Officer is accountable to the Chair and Board of Circular Communities Scotland.

- Chair and Board of Trustees/Directors
- CCS staff team and direct reports
- CCS Member organisations
- Zero Waste Scotland, Scottish Government and other funders
- Local authorities, social enterprise networks, environmental partners and wider stakeholders

The duties and responsibilities of the post may vary from time to time without changing the general character of the role or the level of responsibility, with any changes undertaken in agreement with the post holder.

First 12 months: suggested priorities:

- Build trusted relationships with the Board, staff team, members and principal funders.
- Review the current strategy, business plan and funding position, identifying the strongest opportunities for sustainability and impact.
- Strengthen CCS's member voice and external advocacy in Scotland's circular economy policy landscape.
- Assess organisational capacity, systems and governance arrangements, recommending practical improvements where needed.

Person specification

Candidates should demonstrate the essential criteria through their application and/or interview as indicated. Desirable criteria will be used primarily to distinguish between closely matched candidates.

#	Criterion	E/D	Assessed by
1	Significant experience of business planning and successfully securing funding from a range of sources	E	Application and interview
2	Experience of reporting to and working effectively with a Board	E	Application and interview
3	Financially literate, with experience of managing significant budgets	E	Application and interview
4	Track record of developing partnerships and working collaboratively with funders, members and stakeholders	E	Application and interview
5	Experience of leading, managing and developing teams	E	Interview
6	Experience of leading change within an organisation	E	Interview
7	Strong communication, presentation and influencing skills with a broad range of audiences	E	Application, interview and presentation
8	Understanding of the role of a membership body and how to create value for members	E	Interview

9	Commitment to the circular economy and to CCS's values	E	Application and interview
10	Values-led leadership style, able to build trust and work collaboratively with the Board, staff and members	E	Interview
11	Understanding of the circular economy, waste and resources policy environment in Scotland	D	Interview
12	Experience of advocacy, public affairs or policy influencing at senior level	D	Application and interview
13	Experience of public speaking, media or brand representation	D	Interview and presentation
14	Knowledge of charity governance, OSCR expectations, trustee relations or charity/company law	D	Application and interview
15	Comfortable using digital tools to work effectively with a dispersed team and membership	D	Interview

Terms, salary and benefits

- Salary: £62,000 to £67,000 per annum, FTE.
- Pension: employer contribution of up to 12%, plus 6% employee contribution. Taken together with salary, this is a total reward package worth approximately £69,400 to £75,000.
- Standard hours: 35 hours per week, Monday through Friday. Some evening and weekend working will be required, for which time off in lieu is given.
- Annual leave: 28 days per year, FTE, plus six fixed bank holidays.
- Time off in lieu when required to work outside normal working hours.
- Flexible working: permanent full-time role, with openness to discussing/agreeing, compressed hours or other flexible arrangements for the right candidate. Salary and leave are pro-rated for part-time appointments.
- Hybrid working: minimum equivalent of two days each week in the Stirling office or travelling to meet stakeholders.
- Family-friendly policies and a commitment to staff wellbeing, equality, diversity and inclusion.