



Director Recruitment Pack
2025



An Exciting Opportunity to Lead in Our Sector

We are recruiting for new Board Members at Circular Communities Scotland. If you are from our membership and feel you could help and bring strategic leadership to Scotland's national reuse, repair, and recycling charity, we'd love to hear from you.

What are we looking for?

We are looking for board members that reflect and are chosen from our membership that can add specific experience to our governance.

Primarily we are looking for board members who can represent the Circular Communities Scotland membership. That's 259 repair, reuse and recycling charities and social enterprises across the country. Our members prevent valuable products and materials from ending up in landfill, create local jobs, economic opportunities, and help promote and create social and environmental justice in their communities. To represent our membership at board level means you need to work for one of our members or alternatively you may be on the board of one of our members. It also means that you can consider the needs of the wider sector too.

We are specifically looking for applicants who can help us drive forward our Strategic Plan. We would particularly welcome Board Members who can help us by:

- Represent key areas of our membership
- Support us in driving forward equality, diversity and inclusion
- Support us to build stronger partnerships

Introduction

What We Do

Circular Communities Scotland is a membership body 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 [2024 Impact Report](#) highlights the incredible difference our members make to our environment, planet and their communities.



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. Our core role as a network organisation is bi-directional:

- To support our membership, facilitating growth and greater impact in the sector. Here our focus is on Capacity Building.
- To represent the sector to a wide range of policy stakeholders. Here our focus is on Opportunity Creation.



Figure 1 Circular Communities Scotland exists to serve our membership. We provide support with a focus on capacity building, and we represent to create opportunities for the sector.

Behind everything we do are our organisational Values:

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

Our Membership Services

Circular Communities Scotland offer a significant range of member services, including:

- Direct member support: emails, meetings, sign posting and member to member enquiries.
- Communication: enews, policy and funding updates, social media, news stories and website(s).
- Events: online and in-person seminars, forums and training and Annual Conference.
- Sector Representation.
- Delivery of defined projects.
- Policy representation and advocacy work.



"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 2 We asked our members what they value most about their membership to Circular Communities Scotland. Many appreciate the networking opportunities and support, as well as being informed on the wider sector and represented in national policy conversations.

Our Strategy

In March 2025 we published our [Strategic Plan](#) for 2025-2028, 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:

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



Director and Trustee of Circular Communities Scotland

ROLE DESCRIPTION:

Role Title:	Director and Trustee
Location:	Remote and attending Board meetings
Salary:	Unpaid voluntary position, reasonable expenses will be reimbursed
Key Relationships:	Circular Communities Scotland CEO and Staff, Circular Communities Scotland Members, Wider Stakeholders

Role Purpose

The purpose of the role of Circular Communities Scotland director is to, along with other directors, provide strategic leadership and good governance for Circular Communities Scotland. This includes meeting the legal requirements for Trustees of the organisation.

Key Responsibilities and Tasks

1. To ensure Circular Communities Scotland complies with its Articles of Association, company and charity law and any other relevant legislation or regulations.
2. To ensure that Circular Communities Scotland pursues its outputs and outcomes as defined in its Strategic Plan.
3. To ensure Circular Communities Scotland applies its resources exclusively in pursuance of its charitable objectives.
4. To contribute actively to the Board in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
5. To safeguard the good name and values of Circular Communities Scotland.
6. To ensure the effective and efficient administration of Circular Communities Scotland.
7. To ensure the financial stability of Circular Communities Scotland.
8. To appoint the Chief Executive Officer and monitor their performance.



9. Support the Chair, Vice Chair and Treasurer in the leadership of the Board.

Practicalities

A key focus for directors is attending and contributing to Board Meetings, which are held quarterly, usually online with an annual Strategy Day taking place in-person near Stirling. The Director should use any specific skills, knowledge or experience they have to help the Board and Staff reach sound decisions in the best interest of Circular Communities Scotland and its membership. This will involve scrutinising board meeting papers, leading discussions, focusing on key issues, and providing advice and guidance on issues in which the Director has special expertise.

Full induction and training will be provided when joining the Board. We are particularly keen to attract a diverse range of candidates to the Board and would therefore ask that you let us know if you have any specific support needs in this role.