



CIRCULAR ECONOMY POLICY OFFICER

Job Description

Title:	Circular Economy Policy Officer
Duration:	January 2026 to 30 September 2029
Salary:	£33,111 - £35,299 FTE
Location:	Hybrid or Remote
Reporting to:	Chief Executive Officer
Key Relationships:	Circular Communities Scotland Staff and Board, Funder Esmée Fairbairn Scottish Government, MSPs & Political Parties

Job Purpose:

The Policy Officer is responsible for:

1. Developing and overseeing Circular Communities Scotland's core circular economy policy positions.
2. Promoting our reuse manifesto in the run up to the Scottish Elections in May 2026 including running a hustings style event.
3. Running a post-election campaign targeting Members of Scottish Parliament (MSPs), our membership and wider stakeholder organisations.
4. Work with Scottish Government to see key policy asks enacted.
5. Work with our membership to involve them in our policy work.

This will be demonstrated by:

1. A strong policy position evidenced through regular policy papers.
2. Strong engagement with MSPs and party staff and a successful well attended hustings style event.
3. Creation of an effective campaigns page on our website. An effective campaign which results in over a third of MSPs supporting our campaign (as well as wider stakeholder organisations).
4. Strong relationships with Scottish Government civil servants and gaining their support to include our core asks.
5. Strong events and resources to support our members actively engaging in policy work in their locality. Clear alignment between our policy positions and our membership.



Key Responsibilities and Tasks

- 1. Develop Circular Communities Scotland's core circular economy policy positions by:**
 - Quickly getting up to speed with core circular economy policy topics (waste hierarchy, consumption, extended producer responsibility, reuse and preparation for reuse etc).
 - Obtain a strong understanding of historic Circular Communities Scotland policy positions.
 - Build a strong network with other organisations in our policy space (FOE, RREUSE, APRS etc) and their policy positions.
 - Regularly consult with our membership to understand their needs, concerns and opinions.
 - Prepare policy position papers in consultation with CEO and publish these to raise awareness about key policy issues and positions.

- 2. Promoting our reuse manifesto in the run up to the Scottish Elections in May 2026 including running a hustings style event by:**
 - Plan and deliver a hustings style event for party representatives focusing on circular economy policy areas.
 - Ensure high engagement from our membership.
 - Use the pre-election period to build relationships with key party political policy staff and ministers/shadow ministers.

- 3. Running a post-election campaign targeting Members of Scottish Parliament (MSPs), our membership and wider stakeholder organisations.**
 - Working with our Communication & Campaigns Officer to prepare a campaigns page on our website.
 - Plan and deliver an effective policy campaign.
 - Meet with MSPs, advisors, policy staff, networks, intermediaries and local authority staff to educate them on our manifesto.
 - Target to obtain at least 1/3 of MSPs supporting the manifesto within 3 years of the election.
 - Understand our obligations under the Lobbying Act and ensure we complete our reporting obligations.

- 4. Work with Scottish Government to see key policy asks enacted**
 - Build strong relationships with Scottish Government and to a lesser degree UK government civil servants.
 - Understand civil servant briefs and ensure they are aware of our core policy asks.
 - Support the CEO in representing the organisation on key forums such as the Scottish Government Waste Forum.
 - Where opportunities exist support government to implement a more circular policy environment.



5. **Work with our membership to involve them in our policy work including organising training and resources to support their policy engagement on the ground:**
 - Continually engage and involve our membership in our policy work.
 - Secure member support for our policy manifesto (at least 50% within three years).
 - Working with our Events Officer to deliver events that support our members to engage in local policy work (for example, engage your MSP, engage your local press, engage your local authority).
 - Prepare and publish resources (How to guides) which support our members with local policy work.

6. **Other Duties:**
 - Actively participate in the Management Team, supporting the strategic direction of the organisation.
 - 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
Personal Attributes		
Commitment to setting a positive and enthusiastic tone throughout the organisation.	✓	
A strong team-player, positive and enthusiastic.	✓	
A proactive self-starter who takes the initiative	✓	
Committed to high standards of delivery	✓	
Able to resolve conflict positively and professionally	✓	
Able to function well under pressure and manage multiple work streams	✓	
Key Skills		
Strong communication and presentation skills - ability to communicate complex policy issues in clear and understandable ways	✓	
Strong interpersonal skills, able to build and maintain professional relationships with a wide range of stakeholders	✓	
Great project management and personal organisational skills, able to manage complex workload effectively	✓	
Ability to plan and deliver events effectively	✓	
Ability to write strong policy papers and resources for our membership	✓	
Good IT skills including competency with Word and Excel, PowerPoint, Outlook, digital media and social media platforms	✓	
Experience		
Has worked for at least two years in a policy formation or campaigning role	✓	
Understanding of circular economy policy and sector		✓
A strong track record of delivery	✓	
Experience of developing partnerships and working in collaboration	✓	
Experience of working with Civil Servants, Special Advisors and Government Ministers		✓