



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

Background

Circular Communities Scotland is Scotland's national reuse, repair and recycling charity. Circular Communities Scotland's vision is to see a more circular economy in Scotland. Key to Circular Communities Scotland's identity is that it is a membership organisation - it exists to support its members who are delivery community resource activities across Scotland.

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 of 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 aims and objectives as defined in its Strategic Plan.
3. To ensure Circular Communities Scotland applies its resources exclusively in pursuance of its charitable objects.
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 on a regular basis (normally bi-monthly) normally in the central belt (with option to video conference in). 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



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membership. This will involve scrutinising Board meetings papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives or on other 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.



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PERSON SPECIFICATION

The successful candidate must be able to demonstrate the essential criteria below. Desirable criteria will primarily be used to distinguish between closely matched candidates.

Criteria	Essential	Desirable
Personal Attributes		
A willingness to lead the organisation	Y	
A commitment to the organisation and its objectives	Y	
A willingness to devote the necessary time and effort	Y	
A willingness to speak their mind	Y	
Adhere to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership	Y	
An understanding and acceptance of the legal duties, responsibilities and liabilities of Directors and Trustees	Y	
Key Skills		
Strategic vision	Y	
Good, independent judgement	Y	
An ability to work effectively as a member of a team	Y	
Possesses tact, diplomacy and powers of persuasion	Y	
An ability to think creatively and ask challenging questions		Y
Qualifications		
Relevant business, legal, leadership, marketing, sector qualifications		Y
Experience		
Ability to gain understanding of the Circular Communities sector.	Y	
Currently works for a Circular Communities Scotland member organisation (potentially in a voluntary capacity) - essential for Membership directors only	Y	
Wider experience which may benefit the Circular Communities Scotland board such as management, leadership, legal, human resources, marketing, communication and sector experience		Y
Have experience of serving as a director of other organisations		Y