

### **BACKGROUND:**

#### **Introduction to CRNS**

Community Resources Network Scotland (CRNS) is Scotland's national reuse, repair and recycling charity. Our aim is to encourage a sustainable circular economy in Scotland.

CRNS was founded in 2004 and is a membership body that represents recycling and reuse organisations across Scotland on issues of sustainable community resource management. Most CRNS members are social enterprises managing waste resources at a local level through recycling, reuse, composting, waste reduction and waste education activities. They prevent valuable product and materials from ending up in landfill, create local jobs and other economic opportunities, and frequently help those on low incomes or who are disadvantaged.

CRNS is partially funded through contracts from Zero Waste Scotland but will also be required to generate additional income through fundraising and income generating activities. For further information visit [www.crns.org.uk](http://www.crns.org.uk)

#### **Introduction to the Reuse Consortium**

The Reuse Consortium is an innovative and award winning project set up by CRNS in 2016. The Consortium was recognised by both Social Enterprise Scotland and CIWM in their 2017 awards. Since inception, the Consortium has adopted a ground-breaking approach to enable second hand furniture to be used in over 2,700 homes preventing that furniture going to landfill.

In November 2016, the CRNS Reuse Consortium, was awarded the contract to supply reused furniture items to Scottish Welfare Fund clients through Scotland Excel's national procurement framework. This meant that for the first time Scottish local authorities were able to choose reused products over new by purchasing from a local community organisation.

CRNS is committed to growing the Consortium going forward and there are ambitious targets set to reach more local authorities and involve more consortium organisations in the next year of the project. Scotland Excel has already formally confirmed an extension of the contract to October 2019 and there is a second one-year extension (to October 2020) agreed in principle. On the back of this Zero Waste Scotland is funding this post until December 2019. Beyond this CRNS will seek to secure alternative ways of funding this post.

Since the start of the Consortium contract over 6,000 reused items have been supplied to over 2,700 households. It has generated an income to the reuse organisations of over £620k whilst creating and sustaining 11 new jobs for them. From an environmental perspective over 300 tonnes of materials have been diverted from landfill resulting in an estimated saving of 700 tonnes of CO2.



## JOB DESCRIPTION:

<b>Job Title:</b>	Reuse Consortium Coordinator
<b>Annual Salary:</b>	£30,000
<b>Contract Start:</b>	ASAP (by negotiation)
<b>Contract End:</b>	31 December 2019 (with possible extension subject to funding)
<b>Hours:</b>	35 hours per week
<b>Location:</b>	Stirling (with regular travel across Scotland)
<b>Reporting to:</b>	CRNS Chief Executive
<b>Key Relationships:</b>	CRNS Staff, Zero Waste Scotland (Funder), Scotland Excel (Procurement Framework), Local Authorities (Buyers), Consortium Members (Suppliers).

### Job Purpose:

The CRNS Reuse Consortium Coordinator is responsible for managing, developing and growing the Reuse Consortium across Scotland. This will be demonstrated through:

- Strengthening relationships with active and potential Consortium members and local authorities.
- Smooth, stable and efficient running of the Consortium.
- Strong growth in the number of active Local Authorities and Consortium members.
- Strong growth in the volume of Consortium activity (job creation, revenue (£), tonnage diverted from landfill and carbon savings).

### Key Responsibilities and Tasks

- 1. Effectively co-ordinate the Consortium** (*Evidenced by Strong relationships with Consortium Members and Local Authorities*).
  - Be the primary point of contact for all Consortium member organisations.
  - Be the primary contact for all local authorities purchasing through the Consortium.
  - Organise, support and be responsible for the administration around the Consortium Steering Group.
- 2. Manage the Consortium robustly** (*Evidenced by prompt resolution and prevention of Consortium issues*).
  - Ensure use of the ordering portal and appropriate databases. Arrange training of users as required.
  - Identify and resolve any quality performance issues that arise with Consortium members.
  - Liaise regularly and meet with representatives of Scotland Excel to ensure that all contractual requirements are met and that relationships between the CRNS and Scotland Excel are developed.
  - In conjunction with the CRNS Finance Manager oversee the Consortium budget and ensure all Consortium partners are working to agreed budget lines.

### **3. Grow the Consortium** (*Evidenced by meeting Consortium growth targets*).

- Engage with the 24 local authorities that are covered by the 17 Consortium members to promote and raise awareness in the project.
- Negotiate with potential new Local Authorities coordinating Consortium members to present an effective negotiation team.
- Signup new Local Authorities to purchase through the Consortium.
- Ensure Consortium members, systems, processes and training is in place to support new purchasing Local Authorities.
- Develop and promote the Consortium across Scotland to key stakeholder groups including the Scottish Government, Zero Waste Scotland, SEPA, COSLA and the private sector.
- Attend and present, when appropriate, at a range of CRNS events, forums and seminars as agreed with the CRNS CEO.
- Work with the CRNS Chief Executive to maximise the potential outcomes of the Consortium and to consider all future expansion opportunities and links to other projects.

### **4. Develop the Consortium** (*Evidenced by effective delivery of key improvements to Consortium*).

- Prepare and implement an action plan to deliver required improvements to the Consortium including:
  - Negotiate and implement a revised Memorandum of Understanding between Consortium members.
  - Specify and commission IT system changes and training of users.
  - Commission an Impact Report.
  - Future Strategy and Sustainability Report including income generation potential.
- Liaise and manage third party suppliers to deliver key action plan deliverables.

### **5. Timely reporting to key stakeholders** (*Evidenced by timely and good quality reports demonstrating Consortium performance provided to key stakeholders*).

- Complete all measurement, monitoring, evaluation and reporting activities for the Consortium in a timely manner.
- Provide regular written reports to Zero Waste Scotland and Scotland Excel.
- Regular reporting to the CRNS Chief Executive on the current status of the Consortium.

### **6. Other Duties**

- 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 CRNS in a professional and responsible manner.
- Other duties as agreed with the Chief Executive.

## 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
<b>Personal Attributes</b>		
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	✓	
Able to manage multiple work streams simultaneously	✓	
<b>Key Skills</b>		
Excellent project management skills	✓	
Strong communication and presentation skills	✓	
Strong interpersonal skills, able to build and maintain professional relationships with a wide range of stakeholders	✓	
Great organisational skills, able to manage complex workload effectively	✓	
Good IT skills including competency with Word and Excel, PowerPoint, Outlook, digital media and social media platforms	✓	
<b>Qualifications</b>		
Educated to degree level or equivalent		✓
<b>Experience</b>		
Significant project management experience	✓	
A strong track record of delivery	✓	
Experience of developing partnerships and working in collaboration	✓	
Experience of business planning and strategic planning		✓
Track record of securing funding from a range of sources		✓
Knowledge and understanding of the economics and politics of the waste and resources sector		✓
Financially literate with experience of managing budgets		✓