

JOB DESCRIPTION:

Job Title:	Reuse Consortium Coordinator
Hours:	3-5 days per week
Location:	Stirling, hybrid or remote working within Scotland (occasional national Scottish travel required)
Reporting to:	CRNS Chief Executive
Key Relationships:	CRNS Staff and Board, Scotland Excel (Procurement Framework), Local Authorities & Housing Associations (Buyers), Consortium Members (Suppliers).

Job Purpose:

The CRNS Reuse Consortium Coordinator is responsible for managing, developing and promoting the Reuse Consortium across Scotland.

This will be demonstrated through:

- Strengthening relationships with active and potential Consortium members and local authorities/housing associations.
- Smooth, stable, and efficient running of the Consortium.
- Growth in the number of active Local Authorities and Consortium members.
- Growth in the volume of Consortium trading activity.

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*).
 - Liaise regularly and meet with Local Authority and Housing Association purchasers to maintain strong positive relationships.
 - Identify and resolve any quality performance issues that arise with Consortium members, and ensure that Sub-Contracting arrangements are in place.
 - 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.
 - Ensure that procedures and systems are in place to support the ordering and reporting requirements of purchasers and suppliers.

- 3. Promote & Develop the Consortium** *(Evidenced by meeting Consortium growth targets).*
 - Engage with local authorities and housing associations to promote the Consortium.
 - Engage with CRNS Membership to grow the capacity of the Consortium by bringing on and supporting new Consortium members to meet demand.
 - Promote the Consortium across Scotland to key stakeholder groups.
 - Attend and present, when appropriate, at a range of CRNS and external events.
 - Work with the CRNS Communications Officer to promote the Consortium work.
 - Maintain and keep the Consortium website up to date, with regular articles and posts.
 - Actively develop opportunities with existing and new purchasers that strengthen and benefit the Consortium.

- 4. 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 statistics and written reports to Scotland Excel, and other stakeholders as required.
 - Produce quarterly and annual statistics and report these to purchasing Local Authorities/housing associations, as well as to Consortium members.
 - Regular reporting to the CRNS Chief Executive on the status of the Consortium.

- 5. 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.

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 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	✓	
Key Skills		
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	✓	
Qualifications		
Educated to degree level or equivalent		✓
Experience		
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		✓