

CANDIDATE PACK

Position: Director, Reloop Americas

Closing date: Ongoing until candidate is secured

First round interviews: 16-19 March 2020, video conferences or in person in Berkeley, CA

Thank you for your interest in this new role with the Reloop Platform. We welcome expressions of interest or applications from any qualified candidates.

This Candidate Pack includes:

- Details of how to apply
- Background information on the Reloop Platform and our new vacancy
- Job and person specification
- Outline terms and conditions of employment

After reviewing the pack, if you have any questions about the role or would like to arrange a phone call to discuss it further, please contact us at hello@reloopplatform.org.

If you would like to apply for the role, your application should include a two page resume and a supporting statement (of no more than 800 words) detailing how you and your experience match the job specification.

When it's completed, please submit your application to hello@reloopplatform.org.

We will be shortlisting candidates as we receive applications, so please apply early to register your interest.

If you are shortlisted then we are likely to contact you by telephone within a week.

Regretfully, we will be unable to contact candidates who have not been shortlisted for interview. If you do not hear from us within two weeks of submitting your application, please assume that it has been unsuccessful. If that is the case, then we appreciate the effort you have made applying for this role.

Who We Are

Reloop is a broad platform of like-minded interests that share a common vision for a circular economy.

Our vision is a world free of pollution, where an ambitious and integrated circular economy allows our precious resources to remain resources, so that people, businesses and nature can flourish.

The founding members of the organization represent corporate, political and non-governmental organizations and we continue to embrace this spirit of collaboration as a powerful way to bring about change.

Our mission is to work with governments, industry and society to accelerate the global transition to a circular economy for all resources.

As an international not-for-profit organization, registered in Belgium, our small global team is comprised of highly qualified experts across a range of disciplines, including policy, research, behavior change and communications.

We work to three core values, which inform how we connect both internally and externally. All staff are required to reflect these in their performance and their behaviors. The Reloop Platform is:

Inspiring

We present ourselves and our information positively. Our ambition and clarity are unmatched. We achieve the changes that are needed.

Trusted

We do what we say. Our information is evidence-based and considered. We are the experts.

Transformative

We are at the front of the debate. We lead the way with our thinking. Our analysis of realities and possibilities presents our partners with opportunities for growth and change.

What We Do

Reloop believes in smart policy. We believe that policy development and legislation should establish goals clearly, set the rules fairly and monitor closely.

For a thriving circular economy, policy must be based on the waste hierarchy and encourage existing best practices, foster innovation, apply economic instruments when necessary and strive for continuous improvement.

So, while supporting the first principle of preventing waste as the primary objective, Reloop's strategic focus integrates five goals which seek to establish a globally consistent approach towards a circular economy for packaging.

We believe packaging must be:

1. Designed for circularity;
2. Made with mandated high levels of recycled content;
3. Collected properly, with effective packaging separation being supported at home/business/industry to improve quality;
4. Subject to economic instruments where appropriate, to increase collection rates and improve quality; and
5. Measurable using transparent and accurate data at each stage of its lifecycle

Our initial focus has been on shaping waste reduction policy in Europe and we have had a significant impact on the European Circular Economy Package and continue to work closely with many stakeholders to deliver the best outcome.

You can see more about our successes in this short Year in Review video:

<https://www.reloopplatform.org/reloops-2019-year-in-review-a-look-ahead-to-2020/>

Building on this, we began a global expansion beyond Reloop Europe in 2019, with the launch of Reloop Pacific. In 2020, we will launch Reloop Americas – initially covering Canada and USA, with possible expansion into Latin America in the future – and will expand to two further regions by 2025. Facilitating change in the US, we believe, will help catalyze wider global reform.

Who We're Looking For

We are now looking for a dynamic, ambitious and experienced person to join the Reloop team as Director of Reloop Americas.

While closely supported by Reloop's leadership team and a key group of local advisors, you will need to be someone who operates well under their own direction and who can motivate themselves to develop and deliver on a clear strategy.

You will develop new programs, where needed, that are shaped by Reloop's core guiding issues – prevention, reuse, meaningful measurement, economic instruments, mandated recycled content, and increasing collection and sorting for recycling.

You will use your understanding of systems thinking to inform your strategies and make sense of the complex and varied situations across North America.

Technology, legislation and growing public interest are all powerful tools that are driving resource efficiency to be a central policy focus for many governments. You will need to be able to keep up as this trend gathers speed and be open to the many new ideas and opportunities that are appearing, adjusting your strategy accordingly.

You will have in-depth knowledge of political processes at all levels and will be able to apply this to all areas of your work.

You will need an analytical mindset, that can assess new information and ideas for their validity and potential, not just accepting information as you receive it.

In this new role, there will be as-yet-unknown opportunities and obstacles, and you will need to be someone who welcomes a fluid workload and can manage competing priorities.

You will need to be adept at managing many different stakeholders - including product and packaging producers, distributors, recyclers, academia, NGOs, trade unions, green regions or cities - understanding their specific needs and finding ways to connect and inspire them to be part of the much-needed change in global resource management.

You will need to be skilled at relationship management, being able to build, maintain and communicate with networks of key individuals and organizations. By connecting stakeholders, sharing information and influencing decision makers, you will be able to advocate for policies and systems that promote a circular economy.

Your communication skills will also be needed for a wide range of speaking engagements, such as one to one meetings, formal evidence sessions, on conference platforms and with the media, as appropriate.

You will be able to present relatively complex issues to a wide range of stakeholders to educate and elicit support for Reloop's objectives and goals.

Job and Person Specification

Region: Reloop Americas (US & Canada)

Location: Home-based with frequent travel

Reporting to: Chief Executive

Responsible for: There will be scope in the future for additional roles to be recruited under Reloop Americas

Job Summary

To develop Reloop Americas as a leading, influential and impartial voice on the circular economy and resource management in North America

Scope

Responsibility for developing the Reloop Americas strategy and its operational delivery

Responsibility for the management of the Reloop Americas budget

Work with the Reloop leadership team to deliver communications and fundraising strategies tailored to North America

Key areas of responsibility

Lead on the development and implementation of a strategy for North America that will deliver Reloop's core objectives

Build an extensive, informed and credible network that is mutually supportive in achieving the best circular economy policies and outcomes

Seek to influence key legislative processes at different levels of government to achieve mandated change

Source, create or commission accurate, evidenced research, to inform strategy and increase Reloop's knowledge base

Inform a range of targeted and broad audiences on the opportunities that a circular economy presents for industry, society and the environment

Investigate and maximize opportunities for income generation, whether through membership, corporate sponsorship or philanthropic donation

Work with the Reloop leadership team to ensure all aspects of Reloop Americas are compliant and consistent with other operational requirements

Work closely with the Reloop global team on shared programs and initiatives, including digital programs

Monitor, evaluate and learn from activities, sharing that information across the organization to increase knowledge and encourage improved performance

Role model Reloop's values and behaviors across all activities

Take proactive responsibility for professional development and that of others through learning, networking, self-appraisal and other opportunities for growth

Support the Reloop leadership team on any other relevant issue as required

Regular travel within North America, as well as to international destinations, plus some evening and/or weekend work will require flexibility in working hours

Essential requirements

Five or more years' experience working at a senior level in your current sector

Proven ability to develop successful strategies that have achieved positive change

Extensive and demonstrable knowledge of North American legislative processes at local, state and federal levels

Extensive experience of building and managing complex networks

Proven ability to influence and inform stakeholders to build consensus

Significant experience of public speaking

Analytical, able to monitor and evaluate programs and respond to results

Excellent time management and able to work to tight deadlines

Good written and verbal communication skills with strong attention to detail

Excellent budgeting skills

Ability to thrive in a challenging, fast paced and high-pressure environment

A commitment to environmental protection

Desirable requirements

Experience in the waste reduction policy field, with specific knowledge of recycling systems, extended producer responsibility, including deposit return systems, and issues surrounding waste treatment

Experience in writing and securing funding proposals

Terms and Conditions of Employment

Salary	Competitive, depending on level of experience
Hours of work	40 hours a week. As some of the work will require liaison with international colleagues, some flexibility is required in terms of availability outside of standard working hours
Place of work	Home-based
Working culture	Reloop is a small, friendly and collaborative team
Probation	This role will be employed on an 'at will' basis
Benefits	An attractive package, including healthcare, will be offered