



JOB DESCRIPTION

ROLE DETAILS	
Job Title	Standards Programme Coordinator
Reporting to	Senior Standards Manager (TBC)
Contract	Permanent/Full time
Start date	ASAP
Location	Hybrid
JOB PURPOSE	
<p>The RJC is looking for a proactive Standards Programme Coordinator to support and contribute to the RJC standards workstream. You will be a team player who enjoys a fast-paced environment with excellent communication skills. Reporting to the Senior Manager, you will be joining at an exciting time where we are beginning the implementation of the new standards and kickstarting new projects. This role provides an unrivalled opportunity to develop knowledge on responsible sourcing and sustainability in the watch and jewellery industry.</p>	
ABOUT RJC	
<p>The Responsible Jewellery Council ("RJC") is the world's leading sustainability standard setting organisation for the jewellery and watch industry.</p> <p>Founded in 2005, by 14 member organisations, the RJC has more than 2,000 member companies that span the jewellery supply chain from mine to retail. What unites us is our shared belief that responsible business, without causing harm to people or the planet, is good business and that this can only be achieved by working together, in partnership with others. RJC Members commit to and are independently audited against the RJC Code of Practices – an international standard on responsible business practices for diamonds, coloured gemstones, gold, silver and platinum group metals. The Code of Practices addresses human rights, labour rights, environmental impact, mining practices, product disclosure and many more important topics in the jewellery supply chain. Supply chains are often complex, multi-tiered and interconnected. We take an integrated approach to responsibility, recognising it as an ongoing journey of transformation.</p> <p>The RJC also works with multi-stakeholder initiatives on responsible sourcing and supply chain due diligence. The RJC's Chain-of-Custody Certification for precious metals supports these initiatives. Through the implementation of the COP and CoC members contribute towards the 17 Sustainable Development Goals of the United Nations 2030 agenda. We also have an important role to play as the voice for the industry on its most critical Environmental, Social and Government (ESG) issues, helping to accelerate collective progress towards the Sustainable Development Goals.</p> <p>The RJC is a Code Compliant Member of the ISEAL Alliance—the global association for sustainability standards.</p> <p>Find out more at https://www.responsiblejewellery.com/</p>	

ROLE AND RESPONSIBILITIES

www.responsiblejewellery.com



Standards implementation & supporting materials	Support the Senior Standards Manager and Standards Manager with the projects related to the transition and implementation of the new RJC Standards in line with the ISEAL Code of Good Practice.
	Support departmental requirements for ISEAL compliance, harmonisation, and cross-recognition projects, e.g., Including independent evaluation process, RCOI annual reporting, and any other relevant tasks.
	Support on the development of other standards projects as they arise, including research projects, and toolkit development.
Standards Committee governance	Support the Senior Standards Manager and wider standards team in the work of the Standards Committee, including preparation of meeting materials such as PowerPoint decks, action logs, and minute taking.
Helpdesk and technical support	Providing technical support to members, including through management and responses to queries in the training and consultation mailboxes.
Standards team support and departmental interface	Managing the standards workplan tracker, action log and interface with other RJC teams to ensure timely completion of deliverables.
	Attendance at stakeholder meetings, including minute taking and support at relevant events or webinars.
	Drafting of presentations for other external meetings and events where relevant, for example with collaboration partners.
	Support and maintain the Standards programme SharePoint folders and version control.
EXPERIENCE AND QUALIFICATIONS	
	An understanding and interest in responsible business practices, environmental and social issues (labour and working conditions, responsible sourcing and human rights, environmental management, etc).
	Knowledge of sustainability and supply chain initiatives (beneficial, not essential). Having some previous technical experience or coming from a technical background would be beneficial when understanding the standards landscape.
	Experience working within multi-stakeholder groups (beneficial, not essential).
	Knowledge of the jewellery supply chain (trade association, mining, refining, manufacturing, retail) (beneficial, not essential).
	High proficiency in verbal and written English with the ability to communicate complex technical terms concisely, and familiarity with the language used for standards.
	Proficiency in other languages used by RJC members is beneficial (e.g. French, Italian, German, Spanish or other).
	High proficiency in verbal and written English, ability to communicate complex technical terms concisely (in plain English) and familiarity with the language used for standards.



	Ability to work across different disciplines and cultures.
	Accuracy & high level of attention to detail is essential.
	Database experience desirable
	Ability to work under pressure and meet deadlines, working both independently and within a team is essential.
KEY SKILLS AND COMPETENCIES	
	Project Management: plans and organises tasks and work to achieve the objectives of the standards department organisational strategy; sets own priorities and schedules activities.
	Initiative: Takes timely and appropriate action in a proactive manner; generates ideas for improvement; takes advantage of opportunities in the interest of the RJC; suggests innovations.
	Collaboration with purpose: A team player with the ability to work across different disciplines and cultures; good communication skills; supports organisational goals; collaborates to support the delivery of the standards department's objectives. A eye for detail & accuracy.
	Intellectual curiosity: motivated and interested to learn about responsible business practices and sustainability; not be afraid to ask questions.
EMPLOYMENT BENEFITS	
This role will be entitled to 28 days annual leave per annum pro rata plus UK bank holidays (on pro rata basis). This role will automatically be enrolled into the RJC's company pension scheme & Income protection scheme.	
EQUAL OPPORTUNITIES	
The RJC believes one of the fundamental ingredients of running a successful organisation is the provision of a working environment which is truly representative of all sections of society and for each employee to feel respected and to be able to bring their true and unique selves to work.	
The RJC's policy is to provide equality, fairness and respect for all in our employment and provide equal opportunities in all aspects of employment. The RJC is committed to the fair and equal treatment of applicants. The RJC is an equal opportunities recruiter and does not discriminate on the basis of gender, gender identity and expression, marital or civil partnership status, race, colour, national or ethnic origin, disability, sexual orientation, social or economic background, age or any other protected characteristic.	
HOW TO APPLY	
Please email your application to sara-louise.macgillivray@responsiblejewellery.com including your: <ul style="list-style-type: none"> • resume (no more than 2 pages). • cover letter (no more than 2 pages) which address how your education and experience align with the position. Please indicate your starting date availability. 	