



## JOB DESCRIPTION

ROLE DETAILS	
<b>Job Title</b>	Standards and Training Co-ordinator
<b>Reporting to</b>	Senior Manager, Standards
<b>Contract</b>	Permanent / Full time
<b>Start date</b>	ASAP
<b>Location</b>	Hybrid / United Kingdom

JOB PURPOSE
In this role you will be responsible for supporting the Standards and training programme with the maintenance, revision, and development process of RJC standards, in accordance with ISEAL standards setting code, as well as supporting the development of relevant training tools for implementation. The successful candidate will play a key role in RJC's commitment to continuous improvement, providing a common standard for responsible business practices from mine to retail and improving ethical, social, human rights and environmental conditions.

ROLE AND RESPONSIBILITIES	
<b>Standards development &amp; review</b>	<p>Support the Senior Standards Manager and Assistant Standards Manager with revisions and maintenance of all RJC Standards, in accordance with the ISEAL standards setting code and in respect of the following:</p> <ul style="list-style-type: none"> <li>• Co-ordination and support in managing public consultations, stakeholder mapping, research, and document drafting for the COP, CoC and Lab Grown Supplement.</li> <li>• Support development of other strategic workplans e.g., ASM engagement, Environmental toolkit.</li> <li>• Support departmental requirements for ISEAL compliance, harmonisation, and cross-recognition projects, e.g., Including updates of the standards, submission of the community improvement plan, and any other relevant tasks.</li> </ul>
<b>Standards Committee governance</b>	<p>Support the Senior Standards Manager and wider Standards team in the work of the Standards Committee, including:</p> <ul style="list-style-type: none"> <li>• Diary and meeting management.</li> <li>• Preparation of meeting materials and in person meeting logistics when required.</li> <li>• Minute taking and ad hoc committee member support.</li> </ul>
<b>Member training and support</b>	<p>Support the Assistant Standards and Training Manager in the delivery of the Member training strategy, including:</p> <ul style="list-style-type: none"> <li>• Co-ordination of Zoom webinar and training modules.</li> <li>• Supporting guidance documents, toolkits, and templates.</li> <li>• Ongoing review of template functionality and document links for online guidance documents.</li> <li>• Projects with external training collaborators.</li> <li>• Support the process for updating and publishing training materials on the RJC website and within the RJC newsletter.</li> </ul>

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Helpdesk and mailbox support (training and consultation)	<p>Through the various channels including the Training and Consultation mailboxes, provide member support across the following task:</p> <ul style="list-style-type: none"> <li>• mailbox maintenance, draft responses, in relation to issues and questions raised for both COP and COC, toolkits and training materials.</li> <li>• Provide technical support and guidance to RJC members and stakeholders as required in meeting the requirements of the RJC standards.</li> </ul>
Other team support	<ul style="list-style-type: none"> <li>• Minute taking at meetings and relevant events or webinars and maintaining the stakeholder engagement log sheet.</li> <li>• Drafting of presentations for meetings and events where relevant.</li> <li>• Maintain the Standards programme SharePoint folders and version control, and</li> <li>• Ad hoc research projects for the Standards programme.</li> </ul>

#### EXPERIENCE AND QUALIFICATIONS

1.	Experience with standards systems (development, review processes, consultation, auditing, compliance, certification) on business practices, environmental and social issues (labour and working conditions, responsible sourcing and human rights, environmental management, etc). (Essential.)
2.	Supply chain initiatives (not essential).
3.	Working with multi-stakeholder committees (preferred)
4.	Knowledge of the jewellery supply chain (trade association, mining, refining, manufacturing, retail) preferable (not essential).
5.	Experience of developing and conducting training modules and presentations on CSR or responsible business topics. (Preferred)
6.	High proficiency in verbal and written English, ability to communicate complex technical terms concisely. (Essential)
7.	Ability to work across different disciplines and cultures. (Preferred.)
8.	Proficiency in languages other than English is beneficial.

#### KEY SKILLS AND COMPETENCIES

1.	Project Management: plans and organises tasks and work to achieve the objectives of the standards department organisational strategy; sets own priorities and schedules activities.
3.	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.
4.	Collaboration with purpose: Ability to work across different disciplines and cultures; able and willing to share and receive information; supports organisational decisions and put the organisation's goals ahead of own goals. Collaborates with team members to understand what is needed to support the standards department's strategic objectives.
5.	Intellectual curiosity: Asks the right questions about standards to find the answers and insights required to make smarter and more informed decisions, that will help generate value and results for RJC.

#### 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.



## 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](mailto:sara-louise.macgillivray@responsiblejewellery.com) including your:

- resume (no more than 3 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