



JOB DESCRIPTION

ROLE DETAILS	
Job Title	Standards Programme Coordinator
Reporting to	Senior Standards Manager
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 workflow.</p> <p>You will be a team player who enjoys a fast-paced environment with excellent communication skills.</p> <p>You will report to the Senior Standards Manager and work closely with the Assistant Standards Manager.</p> <p>As RJC is the world's leading sustainability standard setting organisation for the jewellery and watch industry, the role will contribute to the efficiency of the team in meeting the goals of this leading organisation.</p> <p>You will also be joining the organisation at an exciting time for our standard setting journey and our core standards review cycle for our Code of Practices (COP), Chain of Custody Standard and the developing workflow for the Laboratory-grown material standard (LGMS).</p>

ABOUT RJC
<p>The Responsible Jewellery Council (RJC) is an international global standards and certification organisation. It has more than 1,700 member companies that span the jewellery supply chain from mine to retail. 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. 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. The RJC is a Full Member of the ISEAL Alliance – the global association for sustainability standards.</p>



ROLE AND RESPONSIBILITIES	
Standards development and review	<ul style="list-style-type: none"> • Support the Senior Standards Manager and Assistant Standards Manager with co-ordinating revisions and maintenance of all RJC Standards in line with the ISEAL Code of Good Practice. • Co-ordinate and support in managing public consultations, stakeholder mapping and document drafting for the RJC standards, including capturing feedback and information effectively. • Support departmental requirements for ISEAL compliance, harmonisation, and cross-recognition projects, e.g. including independent evaluation process, submission of the community improvement plan and any other relevant tasks. • Support on the development of other standards workplans as they arise, including research projects, and toolkit development
Standards Committee governance	<ul style="list-style-type: none"> • 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 minutes.
Helpdesk and mailbox support	<ul style="list-style-type: none"> • Manage and respond to queries in the training and consultation mailboxes.
Support for the Standards team	<ul style="list-style-type: none"> • Manage the standards workplan tracker and action log and co-ordinate team deliverables in a timely manner. • Minute take at stakeholder meetings, supporting at relevant events or webinars. • Draft presentations for other external meetings and events where relevant, for example with collaboration partners and ISEAL. • Support and maintain the Standards programme SharePoint folders and version control.

EXPERIENCE AND QUALIFICATIONS	
1.	An understanding and interest in responsible business practices, environmental and social issues (labour and working conditions, responsible sourcing and human rights, environmental management).
2.	Knowledge of sustainability and supply chain initiatives (desirable, not essential). Knowledge of the jewellery supply chain (trade association, mining, refining, manufacturing, retail) (desirable, not essential).
3.	Experience working within multi-stakeholder groups (desirable, not essential).
4.	High proficiency in verbal and written English with the ability to communicate complex technical terms concisely, and familiarity with the language used for standards.
5.	Proficiency in other languages used by RJC members is beneficial (e.g. French, Italian, German)
6.	Proficient in PowerPoint, Excel, Microsoft Office and Outlook.



KEY SKILLS AND COMPETENCIES

1.	Project Management: plans and organises tasks and work to achieve the objectives of the standards department organisational strategy; ability to prioritise when under pressure to meet tight deadlines.
2.	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.
3.	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.
4.	Intellectual curiosity: motivated and interested to learn about responsible business practices and sustainability; not 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.

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:

- 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