



## **Part-time contract (maternity cover) Certification Manager**

### **About the Responsible Jewellery Council (RJC)**

The Responsible Jewellery Council (RJC) is a membership, standards and certification body for sustainability in the jewellery and watch supply chain since 2005. In the last few years, we have seen our membership grow significantly, and are now passing the milestone of 1,000 member companies.

We define responsible business practices for companies through our mandatory Code of Practices standard. Our scope currently includes gold, platinum group metals and diamonds and is being expanded to include coloured stones and silver in 2018. We certify companies large and small dealing with these materials across the supply chain – from mine to retail. RJC's Chain of Custody voluntary standard enables members to source and trade sustainably produced/sourced materials through the supply chain.

Certification audits are carried out through independent third party accredited auditors. RJC issues certification to members on the basis of the auditor's certification recommendation.

RJC is a full member of the ISEAL Alliance and as such, we comply with and are assessed annually against the ISEAL codes of good practice on (1) standard setting, (2) assurance, and (3) impact assessment. We consider this a key factor in upholding the integrity and credibility of our systems.

Please see [www.responsiblejewellery.com](http://www.responsiblejewellery.com) for more information.

### **About this role**

The Certification Manager reports to the Standards and Impacts and Director and is supported by the Assurance and Certification Coordinator and certification data entry clerk.

The Certification Manager is responsible for managing RJC's certification work stream, specifically:

- Oversight and management of the RJC certification process and team (including one remote worker).
- Review certification recommendation reports submitted by RJC accredited audit firms for consistency with the RJC Assessment Manual.
- Support the Assurance and Certification Coordinator to respond to queries from auditors and members regarding the certification process and interpretations of the RJC Assessment Manual.
- Liaise with RJC management team and accredited auditors on interpretation of RJC certification requirements and standards to ensure consistency during the certification process.
- Liaise with the programme managers of RJC accredited audit firms on audit report omissions and clarifications to ensure the integrity of the RJC certification process.

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- Final review and approval of RJC certifications prior to issuance.
- Maintain up-to-date member certification information in the certification database and on the RJC website.
- Monitor certification database and liaise with members whose certification audits and periodic reviews are overdue, and liaise with the Membership team to determine the action to be taken against the member if the certification requirements are not maintained.
- Maintain up to date internal procedures and systems for the RJC certification process, to ensure compliance with the ISEAL Assurance Code.
- As and when required, work with the RJC Assurance Manager and Training Manager to draft or update guidance to RJC accredited auditors on the certification process.
- Liaise with the Assurance Manager to feed insights from the certification process into the assurance framework.

### **Skills, experience and personal qualities**

RJC is looking for a candidate who has a passion for, and commitment to the vision and mission of the RJC. The candidate should be:

- Self-motivated, able to work independently without constant supervision, resilient and able to work collaboratively in a small organisation.
- Have attention to detail, methodical, able to manage own workload, be decisive with sound judgement.

The candidate should have:

- Proven experience in environmental or social auditing as a Lead Auditor.
- Experience of assurance and certification systems or auditing, preferably in voluntary private sustainability standard systems.
- High level of understanding of sustainability issues (such as business ethics, environmental impact, labour and working conditions, health & safety responsible sourcing and human rights).
- Experience of supply chain initiatives and chain of custody systems preferable.
- Knowledge of the jewellery supply chain preferable.

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## Package

<b>Term</b>	Initial 13-month contract to cover maternity leave, starting at the beginning of May 2018 (with a 1-month handover period).
<b>Location</b>	Preferably based in the RJC office in central London, will consider home-based applicants who can work in the RJC office when required.
<b>Salary</b>	Negotiable depending on experience
<b>Hours</b>	Part time: 3 days a week Normal office hours are 09.00-17.30 Monday to Friday.
<b>Annual leave</b>	17 days per annum plus UK bank holidays
<b>Pension</b>	Company pension scheme available
<b>Notice period</b>	1 month

## Application

Please email Bethan Robson Herbert, Certification & Impacts Manager ([bethan.herbert@responsiblejewellery.com](mailto:bethan.herbert@responsiblejewellery.com)) your CV with a covering letter that tells us how you meet the requirements in this job description, and provide us with the names and contact details of two referees (only contacted if short-listed for selection).

Closing date: 7 April 2018

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