



JOB DESCRIPTION

ROLE DETAILS	
Job Title	Impacts Manager
Reporting to	Senior Internal Audit and Data Governance Manager
Contract	Full-time
Start date	As soon as possible
Location	UK
Direct reports	0

JOB PURPOSE
To manage RJC's internal monitoring and evaluation system to support RJC's mission to demonstrate its positive impact across the jewellery and watch industry, and contribution to sustainable development. To manage the development of RJC's industry wide ESG strategy integrated with Roadmap 2030.

ABOUT RJC
The Responsible Jewellery Council (RJC) is an international global standards and certification organisation. It has more than 1,300 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.

ROLE AND RESPONSIBILITIES	
Impacts department strategy and Workplan	<ul style="list-style-type: none"> Define annual impacts department workplan. Deliver the departmental strategy and workplan in 2021-22 according to the defined deliverables and timescales. Manage the development of RJC's ESG strategy and data framework integrated with the 2030 Roadmap.
Theory of Change (ToC)	<ul style="list-style-type: none"> Implement and manage RJC's new Theory of Change – called the 2030 Roadmap (launching Q2/Q3 2021).
Performance Monitoring	<ul style="list-style-type: none"> Manage the new monitoring and evaluation system, including the pilot project of the new performance metrics in Q2 2021. Finalise new monitoring and evaluation system in preparation for the launch in 2022. Conduct stakeholder engagement on any changes to the existing monitoring and evaluation system.
Research	<ul style="list-style-type: none"> Manage the RJC research agenda to test and validate the new 2030 Roadmap. Manage annual outcome and impact evaluations in line with ISEAL Impacts Code requirements.

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	<ul style="list-style-type: none"> • Collaborate with external research partners to deliver the evaluations. • Establish impact-led partnerships with key stakeholder groups (NGOs, academia).
Data governance and management	<ul style="list-style-type: none"> • Support RJC’s data governance and management system. • Collaboration with team members ensures data governance is embedded in day-to-day operations. • Support RJC management team with data management queries and issues. • Input into the design and implementation of the new database from an impacts/data governance and management perspective.
ISEAL	<ul style="list-style-type: none"> • Support the peer review against ISEAL’s Impacts Code of Good Practice. • Keep abreast of any changes to compliance requirements and impacts best practices. • Participate in relevant ISEAL working groups, as requested by Senior Internal Audit and Data Governance Manager.
Impact reporting	<ul style="list-style-type: none"> • Build reporting framework in relation to ESG. • Deliver monthly internal metrics report. • Deliver annual internal performance review and report. • Contribute impact data and insights to the external Annual Progress Report.
SDG Taskforce	<ul style="list-style-type: none"> • Support the secretariat of the newly formed SDG Taskforce. • Support the further development of the workplan for the Taskforce. Deliver the implementation of the workplan in partnership with key stakeholders. • Initiate and manage programmatic enhancements across our impact areas including activities related to climate change, human rights, gender equality, diversity, equity and inclusion, responsible sourcing, decent work and partnerships.

EXPERIENCE AND QUALIFICATIONS

1.	Experience and a high level of understanding of impacts/ monitoring & evaluation (theory of change, performance monitoring, outcome and impact research) related to environmental and social issues (labour and working conditions, responsible sourcing and human rights, environmental impact) essential
2.	Knowledge of the Sustainable Development Goals (SDGs) essential
3.	Experience of supply chain initiatives essential
4.	Experience of ESG preferable
5.	Knowledge of the jewellery and watch supply chain (mining, refining, manufacturing, retail) preferable
6.	Experience with the UN Global Compact beneficial
7.	A diploma in a relevant field, post graduate degree is beneficial
8.	Ability to speak French, Italian, Spanish, Gujarati or other languages is beneficial

KEY SKILLS AND COMPETENCIES

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1.	Project Management: plans and organises tasks and work to achieve the objectives of the Impacts and organisational strategy; sets 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 data is needed to support their strategic objectives and facilitates data collection and processing.
5.	Database design and technical skills – understands how to access data, and supports the design and set up of the systems that will help collect the data (Microsoft Dynamics)
6.	Intellectual curiosity – asks the right questions about data to find the answers and insights required to make smarter and more informed decisions, that will help generate value and results for RJC.
7.	Data analysis, interpretation, and visualisation/presentation – helps convey the meaning of data so that stakeholders can make sense and use of it. Provides quantified insights and enables RJC stakeholders to see the patterns/trends to facilitate decision making. Familiar with data visualisation software such as Power BI.
9.	Strategic Communication: translates and presents data in an easily understood format, story-telling to make the data easier for stakeholders to understand. Organises and delivers information accurately and timely, listens actively and incorporates stakeholder input appropriately to advance the strategic goals of the 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.

HOW TO APPLY

Please email your application to sara-louise.macgillivray@responsiblejewellery.com by 19 February 2021 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