



JOB DESCRIPTION

ROLE DETAILS	
Job Title	Standards Coordinator
Reporting to	Standards Manager
Contract	Full-time
Start date	As soon as possible
Location	UK
Direct reports	0

JOB PURPOSE
To maintain and enhance RJC leadership status and compliance through: <ol style="list-style-type: none">1. Value creation for Members (Standards and tools)2. Operational excellence in standards programmes for responsible jewellery supply chains that (i) are effective, efficient, up-to-date and relevant; and (ii) create demonstrable economic, social and environmental impact supporting Members' in their certification journey.3. ISEAL Compliance4. Partnerships and harmonisation

ABOUT RJC
<p>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.</p>

ROLE AND RESPONSIBILITIES	
Standards development and Review	<p>Support the Standards Manager with maintenance of RJC standards (revision and development process in accordance with ISEAL standards setting code).</p> <p>Develop relevant tools for Standards implementation (guidance, toolkits, notes, templates, checklist etc)</p> <p>Tailor the tools according to members categories (size and activity) in order to ensure smooth implementation of the Standards and facilitate the certification process.</p>



Helpdesk support on COP, CoC, technical questions & Issue log	Maintain the log for issues and questions raised in relation to the Standards and their implementation for both COP and COC, toolkits and training materials. Provide technical support and guidance to colleagues as required in responding to standards and auditing inquiries throughout the membership journey. Provide technical support and guidance to RJC members and stakeholder as required.
Projects	Manage standards related projects as necessary, such as: <ul style="list-style-type: none"> • Toolkit development and implementation • Training development and implementation • Harmonisation and cross-recognition projects • Ad hoc task forces • Public stakeholder consultations
Governance	Support the Standards Manager, Co-chairs and RJC officers in the work of the Standards Committee, including preparation of meeting materials and minutes.
ISEAL compliance	Ensure maintenance of RJC standards against ISEAL standard setting code. Manage on-going reporting requirements of ISEAL Standards setting code in collaboration with the Assurance Manager. Participate in ISEAL working groups, as necessary.
Training	Development and delivery of member training. Input into the development and update of auditor training. Deliver face-to-face and online training where required.
Other	Support the RJC management team in other ad-hoc tasks. Develop or contribute to case studies, reports, updates and website information related to standards. Contribute to the annual RJC Progress Report.

EXPERIENCE AND QUALIFICATIONS

1.	A minimum of 2 years' experience and a good understanding of 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).
2.	Experience of supply chain initiatives (not essential).
3.	Experience working with multi-stakeholder committees (not essential).
4.	Knowledge of the jewellery supply chain (mining, refining, manufacturing, retail) preferable (not essential).
5.	Experience of developing and conducting training modules and presentations on CSR or responsible business topics.
6.	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.
7.	Ability to work across different disciplines and cultures.
8.	Ability to speak in other languages 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.
6.	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.

HOW TO APPLY

Please email your application to sara-louise.macgillivray@responsiblejewellery.com by Monday 8 March 2021 including your:

- resume (no more than 2 pages)
- cover letter (no more than 2 pages) which address how your experience align with the position. Please indicate your starting date availability.