



JOB DESCRIPTION

ROLE DETAILS	
Job Title	Assurance Senior Coordinator
Reporting to	Assurance Manager
Contract	Full time, part time considered
Start date	ASAP
Location	UK - hybrid working with at least one day a month attendance at the London office
Direct reports	None
ABOUT RJC	
<p>The Responsible Jewellery Council (“RJC”) is the world’s leading sustainability standard setting organisation for the jewellery and watch industry.</p> <p>Founded in 2005, by 14 member organisations, the RJC has more than 1,700 member companies that span the jewellery supply chain from mine to retail. What unites us is our shared belief that responsible business, without causing harm to people or the planet, is good business and that this can only be achieved by working together, in partnership with others.</p> <p>Supply chains are often complex, multi-tiered and interconnected. We take an integrated approach to responsibility, recognising it as an ongoing journey of transformation.</p> <p>We also have an important role to play as the voice for the industry on its most critical Environmental, Social and Government (ESG) issues, helping to accelerate collective progress towards the Sustainable Development Goals.</p> <p>The RJC is a Full Member of the ISEAL Alliance—the global association for sustainability standards.</p> <p>Find out more at https://www.responsiblejewellery.com/</p> <p>Our Mission: We strive to be the recognised standards and certification organisation for supply chain integrity and sustainability in the global jewellery and watch industry.</p> <p>Our vision: A responsible world-wide supply chain that promotes trust in the global jewellery and watch industry</p>	
JOB PURPOSE	
<p>The role is responsible for contributing to the risk and compliance workflow within the Assurance Department. You will support the Assurance Manager and the General Manager - Assurance & Certification (GM) with primarily the below:</p> <ul style="list-style-type: none">• Ensure the Risk Management Procedure is implemented and maintained across the organisation;	

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- Support and contribute to investigation and processing of compliance matters (complaints, incidents and critical breaches); and
- Contribute to maintaining compliance to the ISEAL Code of Practice (Assurance part).

ROLE AND RESPONSIBILITIES

<p>Risk Management and member / auditor compliance</p>	<ul style="list-style-type: none"> • Ensure the Risk Management Procedure is implemented, maintained and regularly reviewed across the organisation: drive quarterly reviews with the entire RJC team, write quarterly and annual reports, organise annual team workshop & reporting etc. • Support and contribute to investigation and processing of compliance matters related to audit firms / RJC member companies (complaints, incidents and critical breaches), working alongside the Assurance Manager or the GM when required.
<p>RJC compliance with the ISEAL Code of Practice</p>	<ul style="list-style-type: none"> • Coordinate and contribute to maintaining compliance to ISEAL Code of Practice (Assurance) by ensuring relevant documentation is up to date and aligned to/ integrated with the RJC Quality Management system, coordinating document submission and corrective actions implementation, etc. • Coordinate and oversee the assurance documentation (policies, procedures, instructions, controls - write and/or review, update and distribute). • Monitor ongoing ISEAL calls for application for funded projects and identify potential projects of interest and relevance to the Assurance Department. • Support the Assurance Manager with ISEAL projects implementation and management, in terms of application, contract, budget and compliance to milestones, if applicable. • Ensure all relevant learning and participating Assurance related opportunities within the ISEAL membership are identified and utilised: i.e. monitor and identify any relevant ISEAL publications and resources and distribute across the RJC Assurance Department, keeping up to date with any relevant new ISEAL initiative or change; participate in ISEAL.
<p>Assurance data checks</p>	<ul style="list-style-type: none"> • Update and maintain the assurance section of the RJC Data Governance Framework, Data Inventory, Value Chains, Quality Protocols etc., as defined by the Impacts Department. • Ensure correct data input for all assurance value chains by regular data quality cross-checks (complaints, critical breaches, auditor approval, remote audit requests etc.). • Collate and report on various assurance metrics, as per departmental needs, including contribution to the annual progress report section for assurance.
<p>Support with other assurance tasks</p>	<ul style="list-style-type: none"> • Support Auditor approval related tasks, RJC auditor engagement related tasks, Assurance Committee and audit firm oversight, when needed, especially during staff holidays or workload peaks.

EXPERIENCE AND QUALIFICATIONS

<p>1.</p>	<p>Proven experience of and proficiency in quality assurance management systems and auditing (at least internal auditing) including knowledge of risk and compliance matters</p>
<p>2.</p>	<p>Additional experience in social standard systems preferable</p>



3.	Additional experience in social standard systems preferable i.e. SA8000, SMETA / SEDEX
4.	A good understanding of sustainability issues (such as business ethics, environmental impact, labour and working conditions, health & safety responsible sourcing and human rights)
5.	Strong working knowledge of Microsoft Office (Outlook, Excel, Word, PowerPoint)
6.	Database systems experience mandatory (Microsoft Dynamics 365)
7.	University degree in relevant field (desirable)
8.	Knowledge of the jewellery supply chain preferable
KEY SKILLS AND COMPETENCIES	
1.	Excellent organisational skills with the ability to work both independently and within a team being able to prioritise competing tasks and demands
2.	High proficiency in verbal and written English with the ability to communicate complex technical terms concisely (in plain English) and familiarity with the language used for standards
3.	Outstanding attention to detail
4.	Ability to work efficiently with sets of documents and databases
5.	Ability to speak other languages, especially Italian (desirable)
6.	Flexible team player, with the ability to work across different disciplines and cultures under pressure and to tight deadlines
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: <ul style="list-style-type: none"> • resume (no more than 3 pages) • cover letter (no more than 2 pages) which address how your education and experience align with the position. 	