

JOB DESCRIPTION AND SPECIFICATION

ROLE DETAILS	
Job Title	General Manager - Standards
Reporting to	Operations Director
Contract	Permanent, full time
Start date	ASAP
Location	London with UK and overseas travel as required

ABOUT RJC
<ul style="list-style-type: none"> • 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. • Our vision: A responsible world-wide supply chain that promotes trust in the global jewellery and watch industry. <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. Find out more at https://www.responsiblejewellery.com/</p>

JOB PURPOSE
<p>Since 2005, the jewellery and watches industry has shifted sustainability from an afterthought to a major driving force of change and the RJC’s standards are at the heart of that change.</p> <p>We are now looking for an experienced, motivated and self-driven Technical General Manager of the Standards department.</p> <p>This role will be responsible for the provision of expert technical support, direction and interpretation of current and emerging RJC standards to ensure the highest levels of credibility and relevance.</p> <p>This role will also be at the forefront in considering and providing swift strategical responses on standards to implementation challenges and global emerging developments in the industry including legislation and any overlapping voluntary schemes. This requires constant monitoring of the future standards horizon affecting members. You will work collaboratively with working groups, committees, and the standards team to safeguard trust in our current and new standards.</p>

www.responsiblejewellery.com

The RJC Standards, briefly:

- [The RJC Code of Practices \(COP\)](#):
 - It is the only industry standard covering the entire jewellery and watch supply chain, from mine to retail.
 - It is designed to improve ethical, social, human rights and environmental conditions.
 - Applies to gold, silver, PGM, diamond and coloured gemstone supply chains.
 - Requires third-party auditing and is mandatory for all RJC members.
 - Builds on and supports international standards and development goals.
- [The RJC Chain-of-Custody \(CoC\)](#):
 - Defines the requirements for creating a CoC of precious metals that are responsibly produced, processed, and traded through jewellery supply chains, and that are third-party assured at every stage.
 - It is designed to promote responsible sourcing from artisanal and small-scale mining.
 - Allows for traceable material which is segregated along the supply chain.
 - Starts with responsible sources which meet eligibility criteria.
 - Requires third-party auditing at every stage of the supply chain.

ROLE AND RESPONSIBILITIES

<p>Technical management and oversight of the standards</p>	<ul style="list-style-type: none"> • Lead, oversee and provide technical expertise, solutions, recommendations, and management on the current and emerging standards. This includes interpreting and setting the technical requirements of the standards and their scope. • Ensure RJC’s current and emerging standards maintain compliance with and are developed in accordance with the ISEAL Code of Good Practice.
<p>Standards strategy</p>	<ul style="list-style-type: none"> • Be part of the visionary lead in the direction and the setting of the strategy and oversee its successful implementation. • Be pivotal in providing and securing informed comment on current and emerging standards in line with our strategy. • Keep abreast of global changes and evolving issues of relevance to keep the strategy under review, remain fit for purpose, and to react swiftly as necessary to clarify, refine and/or communicate the strategy
<p>Stakeholder engagement on technical direction of standards</p>	<ul style="list-style-type: none"> • Support (with current engagement) international standards bodies and regulators to provide insight and cross recognition into the future direction and demands of standards within the industry. • Contribute to trusted confident relationships with RJC team members, internal and external committees, consultants, and international stakeholder project working groups. • Lead the RJC decision making on technical task forces of industry experts based on team and committee recommendations. • Support the Executive Team, the Board, Executive Committee, Standards Committee and any other relevant RJC role on the complexity and technical requirements of current and emerging standards including those of the RJC. • Lead technical engagement with the Standards Committee.

Leadership and direction	<ul style="list-style-type: none"> • Provide leadership, advice and direction to the Senior Manager of Standards and the standards team. • Contribute to the development, motivation, and engagement of the standards team. • Support the standards team in meeting both RJC and individual objectives.
External representation	<ul style="list-style-type: none"> • Represent and support (including public speaking) the RJC at relevant conferences, events, industry panels, technical working groups and task forces as required. • Proactively seek opportunities to externally represent the RJC standards.

EXPERIENCE AND QUALIFICATIONS

1.	Extensive proven experience in a similar role involving the technical development of sustainability standards.
2.	Demonstrable track record of setting and technically interpreting sustainability standards.
3.	In-depth knowledge of up-to-date industry and/or sustainability compliance, standards and certification processes.
4.	Experience of successful multi-stakeholder engagement and project management, with demonstrable success in both short-term and longer-term complex projects.
5.	Bachelor's degree or equivalent in a relevant field (desirable)
6.	Proficiency in Microsoft Office 365 and SharePoint (desirable but not mandatory)
7.	Experience in the Jewellery Industry (ideal but not mandatory)

KEY SKILLS AND COMPETENCIES

1.	Strong leadership and highly developed interpersonal skills.
2.	Excellent communication skills with the ability to engage different audiences and convey complex technical information in an accessible way.
3.	Analytical, evaluation and reporting skills with ability to identify and anticipate critical regulatory and standards issues.
4.	Ability to work in a pressurised environment, maintaining a clear strategic overview of issues affecting standards and their implementation.
5.	Ability to develop and lead multiple schedules and workstreams and be able to adapt at speed to unforeseen complexities.

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 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

EQUAL OPPORTUNITIES

www.responsiblejewellery.com



RESPONSIBLE
JEWELLERY
COUNCIL

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.

www.responsiblejewellery.com

The Responsible Jewellery Council is the trading name of the Council for Responsible Jewellery Practices Ltd.
The Council for Responsible Jewellery Practices Ltd, Quality House, 5-9 Quality Court, London, WC2A 1HP, United Kingdom.
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