

Job Description

ROLE DETAILS	
JOB TITLE	Graphic Designer
REPORTING TO	Isabella Wild
START DATE	TBC
LOCATION	London - Hybrid

ABOUT THE RJC

The Responsible Jewellery Council (“RJC”) is the world’s leading sustainability standard setting organisation for the jewellery and watch industry.

Founded in 2005, by 14 member organisations, the RJC has more than 2,000 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. 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. Supply chains are often complex, multi-tiered and interconnected. We take an integrated approach to responsibility, recognising it as an ongoing journey of transformation.

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. 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.

The RJC is a Code Compliant Member of the ISEAL Alliance—the global association for sustainability standards. Find out more at <https://www.responsiblejewellery.com/>

ROLE AND RESPONSIBILITIES

Branding & Visual Identity	<ul style="list-style-type: none"> ○ Maintain and evolve RJC’s brand identity across all platforms. ○ Ensure consistency in design across all print and digital materials.
Marketing & Communications Support	<ul style="list-style-type: none"> ○ Design visual assets for campaigns, reports, presentations, and publications. ○ Develop engaging graphics for social media, email marketing, and the RJC website. ○ Create infographics, data visualisations, and impact reports
Website & Digital Design	<ul style="list-style-type: none"> ○ Support website updates with banners, icons, and graphics. ○ Design digital assets for online webinars
Print & Event Collateral	<ul style="list-style-type: none"> ○ Design brochures, flyers, and event materials. ○ Create exhibition stand designs, posters, and banners for trade shows.
Collaboration & Project Management	<ul style="list-style-type: none"> ○ Work directly with the Communications and Marketing team to develop content as well as other departments such as Training.

EXPERIENCE AND QUALIFICATIONS

1.	Bachelor’s degree in Graphic Design, Visual Arts, or a related field.
2.	3+ years of proven experience in graphic design, preferably in sustainability or luxury.
3.	Proficiency in Adobe Creative Suite (Illustrator, Photoshop, InDesign).
4.	Experience designing for both digital and print media
5.	Knowledge of web design principles and tools (e.g., WordPress, HTML/CSS knowledge is a plus)

KEY SKILLS AND COMPETENCIES

1.	Strong understanding of branding, typography, and layout principles
2.	Excellent attention to detail
3.	Ability to work in a fast-paced and demanding environment.
4.	Ability to forward plan
5.	Excellent communication and organisational skills
6.	Excellent written and spoken English
7.	Speak a second language
8.	Ability to maintain a consistently positive, courteous, and professional demeanour.

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

This is a skill-based position, evidence of your technical standards experience will be required in your application to enable the shortlisting of suitable candidates. Please email your CV (maximum two pages) and a cover letter that demonstrates how you meet the job criteria Sara-Louise MacGillivray, Executive Officer: sara-louise.macgillivray@responsiblejewellery.com

All applications will be treated in the strictest confidence.