



We work on eco weddings, net zero carbon studies, eco events and eco audits all over the UK check out www.earth-rising.co.uk & www.moon-frog.co.uk and more on www.sea-agency.uk



VACANCIES

Development Assistant - Social Media & Administration

Location: Earth Rising Ltd, Dunkeld/Bankfoot

Hours: Full Time

Rate of pay: NMW initially, but up to £10 per hour based on performance.

(Potential for rapid career development dependent on team productivity)

APPLY TODAY

Must be aged 16-24

Send your CV and cover letter to new@earth-rising.co.uk

Earth-Rising Team - Earth-Rising Ltd is a sustainable development company with an outstanding portfolio focused on carbon auditing, sustainable destination programmes and environmental auditing. We have development work related to carbon net zero programmes have links with a range of vulnerable tropical Islands & projects in Africa and are further developing work and relationships in the UK related to eco weddings. The role will require the development of the business with one of the world's leading sustainability professionals with a great experience across the hospitality and SME sector from throughout the UK, Europe Africa and the US.

Talented Administrator/ Development Assistant 2 roles available (1 more technical)

We are recruiting a Development Assistant to join our team to co-ordinate the above and support our range of projects. The role is 35 hours per week and the salary will increase as the portfolio, the income and the business succeeds.

Job Purpose

Reporting to the CEO the Administrator will be responsible for providing and supporting all administration work within the office including helping with some new business planning.

Main Duties and Responsibilities

- Help establish and develop contact lists and databases
- Liaise with clients/community and help develop leads
- Generate and process invoices, Establish improved Document control
- Develop administration processes and good filing protocols
- Develop and maintain strong relationships with existing and new customers
- Update social media content and manage any trainees and volunteers

Required Skills

- Up-to-date computer skills particularly office 365 and excell
- Ability to work in a new office with minimal supervision (prioritise workload & manage time)
- Well organized in developing and maintaining filing systems
- Have a genuine interest/commitment in sustainability and the environment
- Proactive approach to problem solving & ability to work effectively in a small team
- Discretion with client issues and commitment to the team and business objectives.
- Attention to detail, good communication, ethical, confidential and professional
- Experience of simple accounts systems preferred but not essential

Beneficial skills

- Skills related to desk top publishing and producing case/studies and reports.
- Good digital skills and experience of social media platforms
- Business plan development and forecasting
- Sales development and recruitment.

Benefits

- Salary competitive (DOE) as trainee proves skills etc.
- Full time 35 hours per week, travel outside Scotland may be required
- Excellent training and career opportunities

Looking to recruit someone immediately. Please email us at new@earth-rising.co.uk or call 01738 787076 Please provide a resume /C.V. together with a cover letter outlining your interest in the role.

NET ZERO CARBON CERTIFICATE

EARTH RISING STATEMENT – JONATHAN PROCTOR, CHIEF EXECUTIVE

"Comrie Craft is a leading sustainable business in Scotland. The organization has made sustainability a central part of the estates purpose and this is evidenced through tree planting, re-wilding, renewables, the development of eco-tourism and on-site food growing. The estate has achieved net zero during the lockdown based upon scope 1&2 emissions which should remain at zero in 2021 and beyond. The next part of the process will be to achieve this with the supply chain."

Hospitality benchmark
Excellent* 3kg CO₂ / bed night

Tree planting and solar deliver
31 tonnes carbon sequestered per year

Comrie Craft Journey to Net Zero

This graph demonstrates the carbon footprint of Comrie Craft in 2019 and 2020. The bars represent the carbon emissions and the line represents the balance between that emission and the annual sequestration achieved by the estate.

As you can see the graph shows that based on scope 1 & 2 emissions the estate is already net zero or carbon neutral, based upon an estimate of present supply chain elements. It would be achieved by 2025 with scope 3 included.

AUDITOR STATEMENT

"Information was verified through a site visit as well as a review of data provided. Energy supplier information was checked and tariffs reviewed with historical emissions. Fuel data and vehicle use information was gathered and analysed. The baseline year was set at 2018 with further review of 2018 figures."

Verified by Earth-Rising Ltd
March 2021

J Proctor M.Law.Sc MICRS, March 2021

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