

# Edinburgh Guarantee Opportunities Bulletin

Tuesday 3 March 2020



This new Edinburgh Guarantee Opportunities Bulletin combines the Edinburgh Guarantee Schools Bulletin and the Activity Agreements Youth Opportunities Bulletin.

The Edinburgh Guarantee is here to help you find a job, Modern Apprenticeship, Graduate Apprenticeship or training programme when you leave school. Each week we will be highlighting the vacancies currently available on our [Jobs Board](#) where you can sign up for [job alerts](#). You can also visit our [website](#) to see a variety of options available in your Senior Phase and for School Leavers.

This bulletin also provides information on programmes, courses and training available to young people who are not in education, training or employment. If you are interested in any of these, please use the contact details provided for individual opportunities.


The Opportunities Bulletin is separated into the following categories:

- ✓ [List of Current Vacancies](#)
- ✓ [Jobs](#)
- ✓ [Modern Apprenticeships](#)
- ✓ [Graduate Apprenticeships](#)
- ✓ [Professional Qualifications](#)
- ✓ [Programmes, Courses and Training](#)
- ✓ [Useful Links](#)

## Contact the Edinburgh Guarantee team:

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 0131 529 3525

 [www.edinburghguarantee.org](http://www.edinburghguarantee.org)



# List of Current Vacancies

## Jobs:

- ✓ Retail, Hospitality and Tourism – Various employers in Edinburgh City Centre/St James - FUSE
- ✓ Support Worker – Blackwood Care
- ✓ Personal Assistant – ENABLE Scotland
- ✓ Retail, Hospitality, Security, Baggage Handling, Ramp Operators and many more – Various Employers - Edinburgh Airport Recruitment Centre
- ✓ Retail, Hospitality, Beauty, Care and more - Various Employers and Locations - Fort Kinnaird Recruitment and Skills Centre

## Modern Apprenticeships:

- ✓ Avian Technician - Modern Apprenticeship – 2 posts – The University of Edinburgh
- ✓ Depot Operations Administrator - Modern Apprenticeship - Direct Partners/DPD
- ✓ Control & Instrumentation Engineer - Modern Apprenticeship – Viridor Waste Management
- ✓ Sales Adviser – Modern Apprenticeship – PeoplePlus/Schuh
- ✓ Building Services Design Technician - Modern Apprenticeship - Troup Bywaters + Anders
- ✓ Vehicle Parts - Modern Apprenticeship – GTG/A car dealership in the Newbridge area
- ✓ Technology – Modern Apprenticeship – Sky
- ✓ Digital Sales Support - Modern Apprenticeship – QA/Origin Fitness
- ✓ Finance Assistant – Modern Apprenticeship – QA/Coda Octopus
- ✓ Digital Communications – Modern Apprenticeship – QA/Xpress Recruitment
- ✓ Nursery Assistant - Modern Apprenticeship – Azilo Training
- ✓ Business and Administration - Modern Apprenticeships - The Scottish Government
- ✓ Chef - Modern Apprenticeship - 2 posts – Leith's at the EICC
- ✓ Hairdresser - Modern Apprenticeship – Cheynes Hairdressing
- ✓ Accounts Assistant - Modern Apprenticeship – Microcom/Macklin Motors
- ✓ Medical Administrator - Modern Apprenticeship (R104) – Rewards/Medical Practice, North West Edinburgh
- ✓ Manufacturing Technical – Modern Apprenticeship – 10 posts – Leonardo
- ✓ Manufacturing – Modern Apprenticeship – 10 posts – Leonardo
- ✓ Design Engineering Technical – Modern Apprenticeship – 4 posts – Leonardo
- ✓ Business – Modern Apprenticeship – 6 posts - Leonardo
- ✓ Hairdresser – Modern Apprenticeship - Charlie Miller
- ✓ Childcare/Early Years – Modern Apprenticeship – Carousel Training Centre
- ✓ Artisan Baker - Modern Apprenticeship – The Breadwinner Bakery
- ✓ Assistant Nursery Practitioner - Modern Apprenticeship – PA Training

## Graduate Apprenticeships:

- ✓ Software Engineering - Graduate Apprenticeship – 3 posts – Leonardo
- ✓ Design Engineering – Graduate Apprenticeship – 9 posts – Leonardo

## Professional Qualifications:

- ✓ Trainee Mechanical Design Engineer - Blackwood Partnership
- ✓ Trainee Auditor – School Leaver Programme – Audit Scotland
- ✓ Transactions Business Apprenticeship Programme – EY
- ✓ Tax Business Apprenticeship Programme - EY
- ✓ Assurance Business Apprenticeship Programme – EY

## Programmes, Courses and Training:

- ✓ Diageo Learning for Life's Kickstart Programme - Springboard
- ✓ Childcare Academy – North Edinburgh Childcare
- ✓ Step into Childcare or Social Care - Training for Care
- ✓ Acting Out – Access to Industry and Impact Arts
- ✓ Jump Start – Fresh Start
- ✓ Edinburgh Project SEARCH – Employability Programme
- ✓ Soft Play Assistant - Employability Fund – 2 posts - Direct Partners/Edinburgh Leisure
- ✓ Playwork Assistant - Employability Fund - Direct Partners/Reputable After School Club (venues across Edinburgh)
- ✓ Leisure Attendant – Employability Fund – Direct Partners/Edinburgh Leisure
- ✓ Catering Assistant – Employability Fund - Direct Partners/Edinburgh Leisure

- ✓ Administration – Employability Fund - Direct Partners/Various office locations
- ✓ Rural and Urban Training Scheme (RUTS)
- ✓ Employment Safety Net – Community Renewal
- ✓ Journey to Change Programme – Venture Scotland
- ✓ Just Do It – Edinburgh College
- ✓ Building Brighter Futures Employability Programme – Move On
- ✓ Leavers Group – Throughcare and Aftercare
- ✓ LINKnet Mentoring Ltd
- ✓ Barnardo's Best – Barnardo's
- ✓ Barnardo's Employability Fund – Barnardo's
- ✓ Fit for Work – Barnardo's

# Jobs

## RETAIL, HOSPITALITY AND TOURISM



**Contract:** All types of contracts available  
**Salary:** Dependent on employer  
**Employer:** Various employers within Edinburgh city centre  
**Closing Date:** We recruit all year round

FUSE is the recruitment hub for vacancies within the city centre and the upcoming Edinburgh St James which opens its doors in 2020. We also provide training and qualifications for those seeking work and progression in their careers within the Retail and Hospitality sectors.

We have a wide variety of vacancies in many sectors including Retail, Hospitality, Tourism, Operations, Facilities etc. Most of the jobs require a high level of customer interaction and you will work shifts rather than standard hours.

[FIND OUT MORE](#)

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## SUPPORT WORKER

**Contract:** Permanent / Relief  
**Salary:** £8.75 per hour  
**Employer:** Blackwood  
**Closing Date:** Ongoing recruitment



Blackwood currently have four care homes across the country and also provide care to people who live in their own homes.

Our personalised care and support packages enable our customers to live independently and range from a few hours a week to several daily visits. This role involves going out into the community and working individually or alongside another Support Worker where you will visit our customers in their homes.

[FIND OUT MORE](#)

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## PERSONAL ASSISTANT

**Contract:** Full and part time opportunities available  
**Salary:** £9 per hour (Edinburgh and Midlothian) / £10 per hour (£9 plus £1 market supplement - East Lothian only)  
**Employer:** ENABLE Scotland  
**Closing Date:** These positions will close when suitable applicants have been found



ENABLE Scotland is a dynamic and vibrant organisation dedicated to improving the lives of people with learning disabilities and we have full and part time opportunities for you to support people in Scotland to make the most of their lives.

We have various full and part time opportunities in Edinburgh, East Lothian and Midlothian to support people who have learning disabilities to live independently in their own homes or take part in activities we take for granted.

[FIND OUT MORE](#)

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## RETAIL, HOSPITALITY, SECURITY, BAGGAGE HANDLING, RAMP OPERATORS AND MANY MORE

**Contract:** All types of contracts available  
**Salary:** National Minimum Wage or above  
**Employer:** Various Employers  
**Closing Date:** We recruit all year round



Edinburgh Airport is a happy, positive, busy work place with a real family feel and great developmental opportunities. We offer excellent staff benefits and a variety of shift patterns to suit different personal needs. Most of the jobs require a high level of customer interaction and you will work shifts rather than standard hours.

[FIND OUT MORE](#)

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## RETAIL, HOSPITALITY, BEAUTY, CARE AND MORE

**Contract:** Various  
**Salary:** National Minimum Wage  
**Employer:** Various Employers and Locations  
**Closing Date:** We recruit all year round



We have vacancies in many sectors throughout the city. Your day will be varied and fast paced with opportunities for personal and career development. Most of the jobs require a high level of customer interaction and you will work shifts rather than standard hours.

[FIND OUT MORE](#)

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# Modern Apprenticeships

## AVIAN TECHNICIAN - MODERN APPRENTICESHIP – 2 POSTS

**Contract:** Fixed Term Contract – 30 months

**Salary:** £17,046 per annum

**Employer:** University of Edinburgh

**Closing Date:** Friday 13 March



The University of Edinburgh offers an exciting, positive, creative, challenging and rewarding place to work. The National Avian Research Facility (NARF) is based at the Easter Bush Campus in Midlothian and the team's primary objective is the provision of exceptional animal husbandry and welfare

We would like two Modern Apprentices to join our small friendly team across both avian units based at the Easter Bush Campus. Your time will be spent within our bio-secure indoor sheds though some office-based work will be required.

[FIND OUT MORE](#)

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## DEPOT OPERATIONS ADMINISTRATOR - MODERN APPRENTICESHIP

**Contract:** Fixed Term - 18 months

**Salary:** £9,528 - £13,165 per annum

**Employer:** DPD

**Closing Date:** Monday 16 March



DPD is one of the UK's leading time-critical carriers. Integrating our own extensive UK network with our unrivalled ground-based service to Europe and Air Express service to the rest of the world, we are well placed to satisfy our customers' distribution and logistics needs.

Based in our depot at Newbridge, you will provide a wide range of administrative tasks to the Management and Operations team, ensuring that processes are maintained to a standard of excellence.

[FIND OUT MORE](#)

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## CONTROL & INSTRUMENTATION ENGINEER - MODERN APPRENTICESHIP

**Contract:** Fixed Term

**Salary:** £11,110 per annum

**Employer:** Viridor Waste Management

**Closing Date:** Thursday 30 April



Viridor is one of the UK's leading recycling, renewable energy and waste management companies. We put waste into action, transforming it into high quality recyclables, raw materials and energy and are at the forefront of the UK's green economy.

We will provide you with full support and training to become a highly skilled Mechanical Maintenance Engineer, who will maintain the state-of-the-art electrical systems utilised in our world leading Energy Recovery Facilities. You will be based in Dunbar, East Lothian.

[FIND OUT MORE](#)

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## SALES ADVISER - MODERN APPRENTICESHIP

**Contract:** Permanent  
**Salary:** £10,452 per annum  
**Employer:** Schuh  
**Closing Date:** Tuesday 10 March



Schuh is a footwear retailer, with 132 stores in the UK and Ireland. The company is predominantly a branded shoe stockist, selling brands including Converse, Vans, UGG, Nike and Adidas as well as its own label.

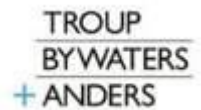
You will be based in our Frederick Street branch, working as part of a team who will support you through your new role as an Apprentice Sales Adviser. You will undertake SVQ Level 2 in Retail Skills.

[FIND OUT MORE](#)

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## BUILDING SERVICES DESIGN TECHNICIAN - MODERN APPRENTICESHIP

**Contract:** Permanent  
**Salary:** £13,000 per annum  
**Employer:** Troup Bywaters + Anders  
**Closing Date:** Saturday 7 March



Troup Bywaters + Anders (TB+A) are a high performing consulting building services engineering partnership. We design and create unique internal spaces that blend comfort and function for occupier, tenants and building owners to bring their buildings to life.

Our award-winning apprenticeship scheme offers great potential for on-the-job learning whilst gaining professional qualifications. You'll have the benefit of working full time in a professional workplace and attending college/university on a structured day release basis offering a progressive fast-track route to becoming professionally recognised.

[FIND OUT MORE](#)

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## VEHICLE PARTS - MODERN APPRENTICESHIP

**Contract:** Permanent  
**Salary:** £3.90 per hour  
**Employer:** A car dealership in the Newbridge area  
**Closing Date:** Saturday 7 March



You will be employed by a car dealership in the Newbridge area.

You will have the opportunity to earn while you learn and to put theory into practice within an automotive training environment while undertaking SVQ Level 3 in Vehicle Parts Distribution.

[FIND OUT MORE](#)

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## TECHNOLOGY - MODERN APPRENTICESHIP - MULTIPLE VACANCIES

**Contract:** 2 years with permanent job, dependent on successful completion

**Salary:** Excellent salary plus Sky benefits

**Employer:** Sky

**Closing Date:** Wednesday 4 March



Sky UK is a British telecommunications company which serves the United Kingdom owned by Comcast. Sky provides television and broadband Internet services, fixed line and mobile telephone services to consumers and businesses in the United Kingdom.

Based in Livingston, you'll spend two years taking on varied roles, rising to unique challenges and working on the kind of exciting projects you just don't find anywhere else.

[FIND OUT MORE](#)

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## DIGITAL SALES SUPPORT - MODERN APPRENTICESHIP

**Contract:** Fixed Term – 12 months with potential to be made permanent

**Salary:** £11,000 per annum

**Employer:** Origin Fitness

**Closing Date:** Wednesday 11 March



Origin Fitness is a UK based distributor and manufacturer of commercial fitness equipment. Origin works with both distributors and commercial operators to combine both equipment provision and a range of support services which include gym design, marketing, training and servicing.

Based in our office at Newbridge, your duties will include monitoring incoming emails and providing web chat support through online systems, updating Excel spreadsheets and processing orders using internal systems.

[FIND OUT MORE](#)

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## FINANCE ASSISTANT - MODERN APPRENTICESHIP

**Contract:** Fixed Term – 12 months with potential to be made permanent

**Salary:** £10,000 - £12,000 per annum

**Employer:** Coda Octopus

**Closing Date:** Wednesday 11 March



Coda Octopus is a global leader and specialist in underwater technologies including being the patent holder for the real time 3D sonar, the Echoscope®. Its team of experts design innovative solutions for tasks including subsea surveys, marine construction, ROV operations, dredging and port security.

You will be involved in assisting with purchasing of office consumables, equipment etc and with general office duties including answering incoming calls, filing, photocopying and setting up meeting rooms.

[FIND OUT MORE](#)

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## DIGITAL COMMUNICATIONS - MODERN APPRENTICESHIP

**Contract:** Fixed Term - 12 months with potential to be made permanent  
**Salary:** £10,000 - £14,000 per annum  
**Employer:** Xpress Recruitment  
**Closing Date:** Wednesday 11 March



Xpress Recruitment are Scotland's largest and leading independent hospitality and retail recruiter. Our team of specialist consultants are field based across the UK and provide proactive solutions, using their industry experience to place candidates in rewarding hospitality jobs, retail jobs and sales jobs across the UK.

Working as part of a team, your duties will include media and marketing / Online Business Planning and implementation and database management and administration.

[FIND OUT MORE](#)

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## NURSERY ASSISTANT - MODERN APPRENTICESHIP

**Contract:** Permanent  
**Salary:** £3.90 per hour  
**Employer:** Azilo Training  
**Closing Date:** We have ongoing recruitment throughout the year



Azilo Training are a leading training provider in Childcare, Health & Social Care and Education sectors in the UK. We are focused on delivering innovative, high quality training programmes and apprenticeships to ensure that every learner has a unique experience. We tailor our learners' training to their individual requirements, propelling them to achieve their chosen career aspirations.

Based in a private nursery, you will be involved in planning and setting up activities to help children with their learning, development and growth in a stimulating environment.

[FIND OUT MORE](#)

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## BUSINESS AND ADMINISTRATION - MODERN APPRENTICESHIPS

**Contract:** Permanent  
**Salary:** £19,314 per annum  
**Employer:** The Scottish Government  
**Closing Date:** Please see individual job adverts and closing dates when you click Apply Now



The Devolved Government for Scotland has a range of responsibilities which include health, education, justice, rural affairs, housing and the environment. We have five strategic objectives: making Scotland wealthier and fairer, healthier, safer and stronger, smarter and greener.

Business Administration roles vary but can include booking meetings, organising travel, using electronic filing and finance systems, dealing with internal and external stakeholders, managing diaries, ordering stationery, answering phones and responding to emails.

[FIND OUT MORE](#)

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## CHEF - MODERN APPRENTICESHIP - 2 POSTS

**Contract:** Two years while training with potential progression within the company after successful completion of qualification  
**Salary:** £7.70 per hour  
**Employer:** Leith's at the EICC  
**Closing Date:** These positions will close when suitable candidates have been found

LEITH'S at the EICC

At Leith's at the Edinburgh International Conference Centre, we take pride in producing simple, unfussy, delicious food. We aim to deliver friendly, professional service through well trained and motivated staff. We create an atmosphere in which our staff can develop their talents and feel part of an enthusiastic team.

You will learn all aspects of working in a busy kitchen with experienced and qualified chefs. This is a great opportunity if you have a real interest in food and cooking.

[FIND OUT MORE](#)

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## HAIRDRESSER - MODERN APPRENTICESHIP

**Contract:** Permanent  
**Salary:** Modern Apprenticeship National Minimum Wage  
**Employer:** Cheynes Hairdressing  
**Closing Date:** We have ongoing recruitment throughout the year



Cheynes opened their first salon with just one assistant in 1976. Today we have more than 130 superbly trained and motivated staff in five salons throughout Edinburgh. At Cheynes Education, our principal aim is to help visitors to our school to become better, more confident hairdressers. We aim for our courses to stretch the imagination and broaden the outlook of every single participant, sending them back to their salon with a renewed determination to be successful.

Based in one of our friendly salons, you will undertake SVQ Level 2 in Hairdressing, learning all aspects including cutting, colouring, reception and client care.

[FIND OUT MORE](#)

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## ACCOUNTS ASSISTANT - MODERN APPRENTICESHIP

**Contract:** Permanent  
**Salary:** £8,170 per annum  
**Employer:** Macklin Motors  
**Closing Date:** This opportunity will close when a suitable candidate has been found



Macklin Motors offers the highest standards in sales and servicing for new cars, used cars and commercial vehicles, operating throughout our local dealerships across Scotland. Within our new car range, we offer electric cars and hybrid cars, whilst our used car range includes nearly new cars, used electric cars and used hybrid cars.

Based at our dealership on Calder Road, you will be involved in Accounts Team Support and Communication, Data Management and Document Management. You will work towards SVQ Level 3 in Business and Administration.

[FIND OUT MORE](#)

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## MEDICAL ADMINISTRATOR - MODERN APPRENTICESHIP (R104)

**Contract:** Fixed Term - 12 months (with the possibility of extension after the apprenticeship)  
**Salary:** £8.21 per hour  
**Employer:** Medical practice located in North West Edinburgh  
**Closing Date:** This position will close when a suitable applicant is found



Our client is a large and busy medical practice located in North West Edinburgh. It comprises of around 25 members of staff and a patient list of around 9000. They would like to give a school leaver the opportunity to work with them, learning a range of duties within administration.

This is a great opportunity for a school leaver to learn a range of duties within administration which will give an introduction to working within a medical environment, developing your skills along the way.

[FIND OUT MORE](#)

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## MANUFACTURING TECHNICAL - MODERN APPRENTICESHIP – 10 POSTS

**Contract:** Four years, starting in autumn 2020  
**Salary:** Competitive starting salary  
**Employer:** Leonardo  
**Closing Date:** Friday 13 March



Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of our technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

You will learn how to test complex electrical and mechanical systems to ensure they are safe and reliable, and increase your technical skills and capability, developing your academic and practical understanding of the engineering lifecycle.

[FIND OUT MORE](#)

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## MANUFACTURING – MODERN APPRENTICESHIP – 10 POSTS

**Contract:** Three years, starting in autumn 2020  
**Salary:** Competitive starting salary  
**Employer:** Leonardo  
**Closing Date:** Friday 13 March



Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of our technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

You will learn how we manage the flow of material through our supply chain and how we ensure the process is as efficient as possible. You will increase your technical skills and capability, and develop your academic and practical understanding of the diverse world that is manufacturing and supply chain.

[FIND OUT MORE](#)

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## DESIGN ENGINEERING TECHNICAL - MODERN APPRENTICESHIP – 4 POSTS

**Contract:** Four years, starting in autumn 2020  
**Salary:** Competitive starting salary  
**Employer:** Leonardo  
**Closing Date:** Friday 13 March



Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of our technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

You will learn about the design and development of industry-leading radar and laser systems, increasing your technical skills and capability, and developing your academic and practical understanding of the engineering design lifecycle.

[FIND OUT MORE](#)

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## BUSINESS – MODERN APPRENTICESHIP – 6 POSTS

**Contract:** Two years, starting in autumn 2020  
**Salary:** Competitive starting salary  
**Employer:** Leonardo  
**Closing Date:** Friday 13 March



Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of our technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

This programme provides a variety of experiences through placements in business-related disciplines, working on real projects alongside specialists in the world of business. You will learn how the various business areas operate and discover how projects are run, managed and delivered,

[FIND OUT MORE](#)

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## HAIRDRESSER - MODERN APPRENTICESHIP

**Contract:** Fixed Term - 3 years  
**Salary:** Modern Apprenticeship National Minimum Wage  
**Employer:** Charlie Miller  
**Closing Date:** We have ongoing recruitment throughout the year



Charlie Miller is a name synonymous with quality, style and creativity and has grown to be nationally and internationally recognised as one of the principal hairdressing brands in the UK. Deep-rooted passion and drive and, more importantly, strong family-led values have allowed stylists and colourists to continually evolve with a contemporary vision attracting a wide range of clientele across all sectors.

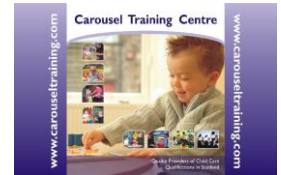
You will assist clients, stylists and other members of staff on the salon floor, observing and learning the art of hairdressing. This is an exciting opportunity for someone looking to start their hairdressing career.

[FIND OUT MORE](#)

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## CHILDCARE/EARLY YEARS - MODERN APPRENTICESHIPS

**Contract:** Permanent  
**Salary:** National Apprenticeship Wage  
**Employer:** Carousel Training Centre recruits on behalf of various employers  
**Closing Date:** We recruit all year round



Carousel Training Centre recruits on behalf of various employers / locations across the city.

You will be employed full-time in a Private Nursery and there are various locations available across Edinburgh. You will be involved in planning and setting up activities to help children with their learning, development and growth in a stimulating environment.

[FIND OUT MORE](#)

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## ARTISAN BAKER - MODERN APPRENTICESHIP

**Contract:** Permanent after trial  
**Salary:** Modern Apprenticeship National Minimum Wage for the first year  
**Employer:** Breadwinner  
**Closing Date:** This position will close when a suitable candidate has been found.



At the Breadwinner we're passionate about baking. Since 1973 our master craftsmen bakers have been baking in Edinburgh - kneading and shaping dough by hand. We prefer to use traditional, simple methods and allow time to naturally enhance our products, rather than adding anything that would change the quality or flavour of our breads.

You will be working in a small team within our busy wholesale artisan bakery at South Gyle, where you will complete a 3-4 year apprenticeship which will include on the job training working closely with some of the best bakers in Scotland.

[FIND OUT MORE](#)

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## ASSISTANT NURSERY PRACTITIONER - MODERN APPRENTICESHIP

**Contract:** Full time  
**Salary:** National Apprenticeship Wage or above  
**Employer:** Various private nurseries in Edinburgh  
**Closing Date:** We have ongoing recruitment throughout the year



The role will involve providing a caring, nurturing and stimulating environment for babies and children. Duties will include planning activities, preparing snacks and supervising meals, meeting the physical and emotional needs of the children, and some housekeeping duties.

[FIND OUT MORE](#)

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# Graduate Apprenticeships

## SOFTWARE ENGINEERING - GRADUATE APPRENTICESHIP - 3 POSTS

**Contract:** Four years, starting in autumn 2020  
**Salary:** Competitive starting salary  
**Employer:** Leonardo  
**Closing Date:** Friday 13 March



Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of our technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

You will learn to programme and how to design, integrate and test high-integrity software through a combination of University teaching and work-based learning. You will be given experience of all stages of the software development lifecycle and an awareness of other engineering departments who support the software engineers.

[FIND OUT MORE](#)

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## DESIGN ENGINEERING - GRADUATE APPRENTICESHIP – 9 POSTS

**Contract:** Four years, starting in autumn 2020  
**Salary:** Competitive starting salary  
**Employer:** Leonardo  
**Closing Date:** Friday 13 March



Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of our technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

You will learn how to design, manufacture and support advanced avionic equipment while studying towards a BEng (Hons) in Engineering: Design and Manufacture through a mixture of work-based learning, distance learning and day release at University.

[FIND OUT MORE](#)

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# Professional Qualifications

## TRAINEE MECHANICAL DESIGN ENGINEER

**Contract:** Permanent (dependent on a successful 3 month probationary period)  
**Salary:** £12,500 per annum (minimum)  
**Employer:** Blackwood Partnership Consulting Engineers  
**Closing Date:** Friday 27 March



Blackwood Partnership is a consultancy engineering company. We offer building and engineering services primarily within the construction sector of the industry. We get involved in a wide variety of projects ranging from shopping centres to data centres, affordable to high end housing, schools, factories and museums.

Working as part of a small team, you will undertake a programme of training and college/university day release to obtain a qualification in Building Services Engineering, which can range from HNC to degree level dependent upon your existing qualifications.

[FIND OUT MORE](#)

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## TRAINEE AUDITOR – SCHOOL LEAVER PROGRAMME

**Contract:** Fixed Term – 5 years  
**Salary:** £17,385 per annum  
**Employer:** Audit Scotland  
**Closing Date:** Sunday 15 March



Audit Scotland is Scotland's public-sector auditor, responsible for ensuring that the Scottish Government and public-sector bodies are held to account for the proper, efficient and effective use of public money. We employ around 300 exceptional professionals from different backgrounds who believe that public money should be spent wisely. We know our important work makes a real difference to the lives of Scotland's people and you'll be a valued part of our audit team.

Our school leaver programme includes full sponsorship to become a qualified Chartered Accountant with ICAS. You'll get a prestigious, internationally recognised qualification, while being involved in varied and interesting work auditing public bodies in Scotland.

[FIND OUT MORE](#)

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## EY TRANSACTIONS BUSINESS APPRENTICESHIP PROGRAMME

**Contract:** Permanent  
**Salary:** Up to £22,000 per annum starting salary  
**Employer:** EY  
**Closing Date:** Rolling recruitment throughout the year



At EY, we help all sorts of organisations make better decisions about business, finance and technology. In a fast-changing world, it's an exciting place to be.

Economies are fuelled by competitive organisations who buy, sell, merge or restructure parts of their business with others. Transactions help organisations do all that while making more informed decisions and building better strategies. You'll study to become a qualified chartered accountant through ICAS.

[FIND OUT MORE](#)

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## EY TAX BUSINESS APPRENTICESHIP PROGRAMME

**Contract:** Permanent  
**Salary:** Up to £22,000 per annum starting salary  
**Employer:** EY  
**Closing Date:** Rolling recruitment throughout the year



At EY, we help all sorts of organisations make better decisions about business, finance and technology. In a fast-changing world, it's an exciting place to be.

Tax affects every aspect of our lives and laws are always changing. You'll develop your understanding of local and international tax laws and build invaluable business skills and knowledge that will ready you for a brilliant career, wherever you set your sights.

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## EY ASSURANCE BUSINESS APPRENTICESHIP PROGRAMME

**Contract:** Permanent  
**Salary:** Up to £22,000 per annum starting salary  
**Employer:** EY  
**Closing Date:** Rolling recruitment throughout the year



At EY, we help all sorts of organisations make better decisions about business, finance and technology. In a fast-changing world, it's an exciting place to be.

Our Assurance teams analyse the data behind our clients' businesses. You'll be working closely with your team auditing a variety of clients across different sectors. An apprenticeship in assurance gives you a solid grounding, and sets you up, for a career in finance.

[FIND OUT MORE](#)

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# Programmes, Courses and Training

## DIAGEO LEARNING FOR LIFE'S KICKSTART PROGRAMME - SPRINGBOARD

Diageo Learning for Life's KickStart programme is your first step towards a vibrant career in hospitality. The three week programme will give you the training and skills you need to enter the industry, including a one week work experience placement. The course includes:



- workshops in communication, team work and confidence
- bar and floor service practical skills training
- Diageo DrinkIQ, spirits, beer and cocktail training
- careers, interview, CV and job search guidance
- 12 months of mentoring and support

**Qualifications gained:** SCPLH Scottish Certificate for Personal Licence Holders  
BIIAB Food Hygiene Level 2  
World Host Principles of Customer Service

**Client group:** 18-30 years

**What is provided:** Lunch and work clothing

**Start date:** Monday 9 March

**Duration:** 3 weeks: 2 weeks training and one week work placement

**Times and days:** Monday to Friday, 10am - 5pm. Work placement is 5 days over 7. (30 hours maximum)

**Location:** TBC Edinburgh City Centre

**For more information:** Email/telephone: [samanthad@springboarduk.org.uk](mailto:samanthad@springboarduk.org.uk) / 07980836204  
Web: <https://charity.springboard.uk.net>

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## CHILDCARE ACADEMY – NORTH EDINBURGH CHILDCARE

The Childcare Academy is an Employability Fund Stage 3 programme which will provide you with the opportunity to:



- Undertake free training requiring attendance of up to 30 hours weekly within a safe, friendly environment
- Undertake a quality supported work experience placement within an early years or an out of school care setting
- Gain employment in the childcare sector
- Progress onto our Modern Apprenticeship programme to gain the SVQ Level 3 Social Service Children and Young People Award

**Qualifications gained:** Gain 2 Accredited SQA Units from the Social Services (Children and Young People) SVQ Level 2 Award

**Client group:** Unemployed/School leavers

**What is provided:** Access a Young Persons Allowance of £55 per week for eligible 16 to 18 year olds

**Start date:** Monday 16 March and Monday 7 September

**Duration:** 16-24 year olds: up to 26 weeks

25 years and over: up to 16 weeks

**Times and days:** Week 1 – 3: Pre-employment Training, Monday – Wednesday 9.30 – 3.30

Week 4 onwards: Placement 2/3 days per week

Work towards 2 units by attending Tuesday tutorials 9.30 - 3.30 and home study

**Location:** Training: North Edinburgh Childcare

Placement: Arranged in Nursery/After School Clubs close to trainees' homes

**For more information:** Email / Telephone: [audrey.oneill@northedinburghchildcare.co.uk](mailto:audrey.oneill@northedinburghchildcare.co.uk) / 0131 311 6931

Web: [www.northedinburghchildcare.co.uk](http://www.northedinburghchildcare.co.uk)

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## STEP INTO CHILDCARE OR SOCIAL CARE - TRAINING FOR CARE

Employability Fund stage 3 programme for people aged 16+ who wish to work in Childcare or Social Care.



You will attend a 2 week induction at Training for Care and then attend placement 4 days per week and Training for Care one day per week.

Whilst at Training for Care you will be given support to develop your employability skills and will start to build your knowledge of working in childcare or social care.

Placements will be arranged in a care setting, e.g. a private nursery, residential care home for older people, day care centre for people with additional needs. You will be supervised to carry out the work of a childcare practitioner or care support worker by providing care to children, older people or people with additional needs. You will assist with the planning and carrying out of activities, meal times and snacks and other general housekeeping duties as required by the work placement.

On successful completion of the programme, suitable participants will move into employment in childcare or social care with the aim of becoming a Modern Apprentice. Other participants will be work-ready and will be supported to make informed choices for their next steps.

<b>Qualifications gained:</b>	Completion of 3 SQA Certificate of Work Readiness units, Moving and Handling, First Aid
<b>Client group:</b>	Age 16+ who meet the eligibility criteria for SDS Employability Fund
<b>What is provided:</b>	Training Allowance of £55 per week plus travel expenses for eligible 16 - 18 year olds
<b>Start date:</b>	We are recruiting on a rolling basis until the end of March.
<b>Duration:</b>	Around 12 weeks
<b>Times and days:</b>	Wednesday 10.00am – 12.30pm at Training for Care Placement hours will vary according to workplace.
<b>Location:</b>	One day per week at Training for Care, 12 – 14 Logie Green Road, Edinburgh 4 days per week on placement
<b>For more information:</b>	Caroline McKay: <a href="mailto:carolinemckay@fcscotland.org.uk">carolinemckay@fcscotland.org.uk</a> / 0131 556 7773 Web: <a href="http://www.fcscotland.org.uk">www.fcscotland.org.uk</a>

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## ACTING OUT – ACCESS TO INDUSTRY AND IMPACT ARTS

Free stage 1 creative performance workshops investigating different styles of performing and theatre production skills with Impact Arts, alongside individualised employability work through Access to Industry.



Participants will get the opportunity to engage in a range of performance and theatre skills and increase their confidence and team work skills.

<b>Qualifications gained:</b>	SQA awards catered to each participant Participants will also pursue a Dynamic Youth Award.
<b>Client group:</b>	Anyone aged 16-21 not in employment or training. Participants can be in education as long as they have a flexible timetable.
<b>What is provided:</b>	3 hour workshop per week
<b>Start date:</b>	Tuesday 18 February
<b>Duration:</b>	8 weeks
<b>Times and days:</b>	Tuesdays 11:30 - 2:30
<b>Location:</b>	Art Room, Canongate Youth Centre, 6 Infirmary Street, Edinburgh, EH1 1LT
<b>For more information:</b>	Email/telephone: <a href="mailto:ali@accesstoindustry.co.uk">ali@accesstoindustry.co.uk</a> / 0131 260 9721 or 07809 554 869 Web: <a href="http://www.impactarts.co.uk">www.impactarts.co.uk</a>

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## JUMP START - FRESH START

Fresh Start's brand new course - Jump Start - gives people the opportunity to learn and develop essential employability skills. It's an 8 week course where you gain practical working experience while working towards an SQA Personal Development Qualification.



Jump Start gives individuals the opportunity to develop skills while achieving qualifications.

- Qualifications gained:** SQA Personal Development Award (SCQF Level 3) and SQA Communication qualifications in Speaking and Listening (SCQF Level 3).
- Client group:** Individuals who are of working age, able to commit to the full 8 weeks of the course and are looking for practical work experience.
- What is provided:** lunch and travel expenses if needed and £30 shopping vouchers on completion.
- Start date:** Tuesday 28 April
- Duration:** 8 weeks
- Times and days:** Tuesday, Wednesday, Thursday 9am – 2pm
- Location:** Fresh Start, 22-24 Ferry Road Drive, Edinburgh, EH4 4BR
- For more information:** Email/telephone: [duncan@freshstartweb.org.uk](mailto:duncan@freshstartweb.org.uk) / 0131 476 7741  
Web: [www.freshstartweb.org.uk](http://www.freshstartweb.org.uk)
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## EDINBURGH PROJECT SEARCH

Project SEARCH is an international employability programme. It aims to prepare young people with additional support needs (aged between 16 and 29 years old) for full time, competitive employment. Edinburgh Project SEARCH is delivered in partnership with the City of Edinburgh Council, NHS Lothian, Edinburgh College and Into Work.



Edinburgh Project SEARCH is a business-led programme, which means the young people learn relevant, marketable skills while immersed in the business environment. The young people take part in 3 internships with the host employer (Edinburgh Council or NHS Lothian) over 40 weeks, resulting in improved skills and confidence, with 800 hours of work practice. A lecturer and job coaches are based on site at all times, working closely with the business to provide classroom learning, internships and ongoing support. On completion of the programme, young people would be expected to move into full time employment.

Closing date for applications: 12pm on Friday 1 May 2020

- Qualifications gained:** Over 800 hours of work experience and SQA Employability Award
- Client group:** 16 – 29-year olds with a disability
- What is provided:** 3 ten-week work placements, 800 hours of work experience, a recognised qualification
- Start date:** Monday 24 August 2020
- Duration:** One academic year (9 months)
- Times and days:** Monday – Friday, 09:00 – 16:00
- Location:** The City of Edinburgh Council, Waverley Court OR NHS Lothian, Western General Hospital
- For more information:** Email/telephone: 0131 529 3157  
Web: [Edinburgh Guarantee Jobs Board](http://Edinburgh Guarantee Jobs Board)
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## SOFT PLAY ASSISTANT – EMPLOYABILITY FUND WORK PLACEMENT – DIRECT PARTNERS



The posts are based at Ratho Climbing Arena and the Royal Commonwealth Pool. You will provide a fun and safe environment for children. You will work as part of a dedicated team to provide first class support and supervision to children.

Duties will include:

- Assisting your team in the planning, set up and delivery of activities
- Observing and participating in activities inspired by the children
- Preparing snacks for the children.

On successful completion of the programme, candidates will be invited to interview with an employer. Successful candidates, following interview, can progress to a job and begin working towards an SVQ Level 2 in Sport and Operational Services or an SVQ Level 2 in Activity Leadership.

**Qualifications gained:** You will work towards the Pre-Employability Certificate of Work Readiness (SQA)  
**Client group:** Must be living in Edinburgh  
**What is provided:** Training Allowance of £55 per week plus travel expenses may be available  
**Start date:** ASAP  
**Duration:** 12 week work placement.  
**Times and days:** To be agreed with employer and the candidate  
**Location:** Royal Commonwealth Pool or Ratho Climbing Centre

**For more information:** Email/telephone: [emily@directpartners.co.uk](mailto:emily@directpartners.co.uk) / 0131 476 9315  
Web: [Edinburgh Guarantee Jobs Board](#)

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## PLAYWORK ASSISTANT – EMPLOYABILITY FUND WORK PLACEMENT – DIRECT PARTNERS



You will provide a fun and safe environment for children. You will work as part of a team to provide first class support and supervision to children in Primary 1 - 7. This involves indoor and outdoor working as well as outings and trips during holiday periods.

Duties will include:

- assisting your team in the planning, set up and delivery of activities
- observing and participating in activities inspired by the children
- preparing snacks for children.

Following your work placement, you will progress to SVQ Level 2/3 in Playwork. Successful applicants will secure a job and progress to a Modern Apprenticeship.

**Qualifications gained:** You will work towards the Pre-Employability Certificate of Work Readiness (SQA)  
**Client group:** Must live within Edinburgh  
**What is provided:** Training Allowance of £55 per week plus travel expenses may be available  
**Start date:** ASAP  
**Duration:** 12 week work placement then progress to SVQ Level 2/3 in Playwork.  
**Times and days:** To be agreed with employer and the candidate  
**Location:** Various locations in Edinburgh

**For more information:** Email/telephone: [emily@directpartners.co.uk](mailto:emily@directpartners.co.uk) / 0131 476 9315  
Web: [Edinburgh Guarantee Jobs Board](#)

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## LEISURE ATTENDANT – EMPLOYABILITY FUND WORK PLACEMENT – DIRECT PARTNERS



Edinburgh Leisure is Edinburgh's biggest provider of leisure services, with over 4 million customer visitors a year to their 30 venues across the city.

Full induction and ongoing training will be provided. Once trained, your tasks could include:

- Following task sheets for each shift to ensure effective contribution to the presentation
- Ensuring that equipment is set up correctly, in full working order and according to customer needs
- Covering allocated areas at key times, i.e. pool lifeguarding, entrance area etc

As a part of the selection process, you will have to complete a swim test before you are accepted on the programme.

Successful candidates, following interview, can progress to a job and begin working towards an SVQ Level 2 in Sport and Operational Services or an SVQ Level 2 in Activity Leadership.

**Qualifications gained:** You will work towards the Pre-Employability Certificate of Work Readiness (SQA) National Pool Lifeguard Qualification (NPLQ) certificate. The cost of the NPLQ (approx. £250 pp) is covered on this programme.

**Client group:** 18+ living within Edinburgh

**What is provided:** Allowance of £55 per week plus travel expenses may be available

**Start date:** ongoing

**Duration:** 12 week work placement

**Times and days:** To be agreed with employer and the candidate

**Location:** Various locations in Edinburgh

**For more information:** Email/telephone: [emily@directpartners.co.uk](mailto:emily@directpartners.co.uk) / 0131 476 9315

Web: [Edinburgh Guarantee Jobs Board](#)

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## CATERING ASSISTANT – EMPLOYABILITY FUND WORK PLACEMENT – DIRECT PARTNERS



As part of your work experience with Edinburgh Leisure at the Royal Commonwealth Pool, you will undergo an induction into the Catering Assistant role and receive practical experience in a busy kitchen environment. Work experience may involve tasks that are essential to maintaining the high standards set by environmental and health and safety requirements. You will be expected to be involved in food preparation, cleaning and serving customers.

Successful applicants will secure a job and progress to a Modern Apprenticeship.

**Qualifications gained:** Certificate of Work Readiness

**Client group:** Must be living in Edinburgh

**What is provided:** Training Allowance of £55 per week plus travel expenses may be available

**Start date:** ASAP

**Duration:** 8 week work placement

**Times and days:** To be agreed with employer and the candidate

**Location:** Royal Commonwealth Pool

**For more information:** Email/telephone: [emily@directpartners.co.uk](mailto:emily@directpartners.co.uk) / 0131 476 9315

Web: [Edinburgh Guarantee Jobs Board](#)

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## ADMINISTRATION – EMPLOYABILITY FUND WORK PLACEMENT – DIRECT PARTNERS

You will work as part of a small team in a friendly office environment. You will provide our team with assistance in Administration tasks.



Duties may include:

- answer incoming telephone calls and transferring to relevant person, recording all details
- meet and greet our candidates and clients
- general office duties such as photocopying, scanning, filing as and when required.

Successful applicants can secure a job in administration and progress to a Modern Apprenticeship in Business Administration.

<b>Qualifications gained:</b>	You will work towards the Pre-Employability Certificate of Work Readiness (SQA)
<b>Client group:</b>	Must be living in Edinburgh
<b>What is provided:</b>	Training Allowance of £55 per week plus travel expenses may be available
<b>Start date:</b>	ASAP
<b>Duration:</b>	12 week work placement.
<b>Times and days:</b>	To be agreed with employer and the candidate
<b>Location:</b>	Various locations in Edinburgh

**For more information:** Email/telephone: [emily@directpartners.co.uk](mailto:emily@directpartners.co.uk) / 0131 476 9315  
Web: [Edinburgh Guarantee Jobs Board](http://Edinburgh Guarantee Jobs Board)

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## RURAL & URBAN TRAINING SCHEME (RUTS)



RUTS are a provider of vocational and employability support designed to equip young people with the confidence and skills required to achieve their highest potential.

Vocational activity is largely delivered through the themes of motorcycles, bicycles and boxing. Programmes are flexible and tailored to the individual needs of each client/group.

Our Employability programmes (Employability Fund provider for Edinburgh and Midlothian) are designed for young people at Stage 2 and 3 and support the obtainment of employment and/or training relevant to the world of work.

<b>Qualifications gained:</b>	SQA accredited qualification such as the Personal Development Award or Employability Award.
<b>Client group:</b>	16-25 year olds although some provisions are suitable from the age of 14.
<b>What is provided:</b>	Vocational and employability support and training.
<b>Start date:</b>	Ongoing
<b>Duration:</b>	Vocational programmes are typically 6-8 sessions, delivered one session per week. Employability programmes can be 'full time' for up to 12 weeks.
<b>Times and days:</b>	Variable, although typical delivery is Mon-Fri between 0830 – 1600.
<b>Location:</b>	RUTS is delivered using mobile equipment so it can be provided to targeted groups across multiple locations. There is also a workshop and classrooms in Newtongrange.

**For more information:** Email/telephone: [info@ruts.org.uk](mailto:info@ruts.org.uk) / 0131 663 5736  
Web: [www.ruts.org.uk](http://www.ruts.org.uk)

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## EMPLOYMENT SAFETY NET - COMMUNITY RENEWAL

The project offers 1-1 support to build confidence and soft skills to help young people work towards their chosen progression route. The project is very flexible, with various days and times that a young person can access support. CSCS green card, training and PPE is available for labouring and basic food hygiene for those interested in hospitality.



**Qualifications gained:** CSCS card / Food Hygiene where applicable  
**Client group:** Stage 1 and Stage 2 ages 16-25  
**What is provided:** Employability skills, 1-1 support, Activity Agreements, engagement, barrier removal  
**Start date:** Rolling start  
**Duration:** Ongoing  
**Times and days:** Various/ Flexible  
**Location:** Bingham office covers Greater Craigmillar and Portobello, Muirhouse office covers North West Edinburgh

**For more information:** Email/telephone: [craig.anderson@communityrenewal.org.uk](mailto:craig.anderson@communityrenewal.org.uk) / 07850 708 925  
Web: [www.facebook.com/employmentsafetynet](http://www.facebook.com/employmentsafetynet)

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## JOURNEY TO CHANGE PROGRAMME - VENTURE SCOTLAND

Venture Scotland provides a structured, 4 stage progressive programme based outdoors.

Through weekly outdoor activities and development days along with residential trips to remote bothies, we create a safe space to allow you to discover who you really are and what you want in your life, to understand your own and other peoples physical, mental and emotional wellbeing and to learn how to maintain and improve your physical, emotional and mental health.



**Qualifications gained:** The Etive Award - SQA Level 3, 4, 5 and 6 qualifications  
**Client group:** Anyone aged 16-30 who wants to improve their lives  
**What is provided:** All safety kit, outdoor clothing, food, transport and instructors  
**Start date:** Rolling programme  
**Duration:** Up to 12 months  
**Times and days:** 2 days a week with 5 day residential every 8 weeks  
**Location:** Based out our centre near the top of Easter Road, Edinburgh

**For more information:** Email/telephone: [admin@venturescotland.org.uk](mailto:admin@venturescotland.org.uk) / 0131 661 6786  
Web: [www.venturescotland.org.uk](http://www.venturescotland.org.uk)

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## JUST DO IT - EDINBURGH COLLEGE

Just Do It is a fun and informal 15 week course (2 days a week) which will give you a great set of new skills to help you decide on your future steps and what you would like to do next.

You can:

- get started on a new career path or college course
- gain skills and confidence to handle new situations
- learn how to job search and gain confidence in interviews
- take part in the John Muir Discovery Award in partnership with Dunedin Canmore.

**Qualifications gained:** College course  
**Client group:** Young people  
**What is provided:** Employability training  
**Start date:** Various  
**Duration:** 15 weeks  
**Times and days:** Monday and Friday at Midlothian campus/ Tuesday and Thursday at Tynecastle Community wing

**For more information:** Email/telephone: [sarah.mcgillivray@edinburghcollege.ac.uk](mailto:sarah.mcgillivray@edinburghcollege.ac.uk) / 07825 925 194  
Web: [www.edinburghcollege.ac.uk](http://www.edinburghcollege.ac.uk)



## BUILDING BRIGHTER FUTURES FUND EMPLOYABILITY PROGRAMME - MOVE ON

Move On are running an employability programme for young people aged 16-21 who are interested in gaining skills and qualifications in a wood workshop. The course is suitable for participants at stages 1 and 2 of the Strategic Skills Pipeline.



<b>Qualifications gained:</b>	SCQF Level 3 Employability, SCQF Level 4 Health & Safety in a construction environment and CSCS Green labourers' card
<b>Client group:</b>	Stage 1/2 employability Pipeline, 16 to 21 year olds (Edinburgh city, Lothians and Borders)
<b>What is provided:</b>	Travel expenses
<b>Start date:</b>	Rolling programme
<b>Duration:</b>	8 weeks and ongoing support
<b>Times and days:</b>	Tuesday, Wednesday and Friday
<b>Location:</b>	Move On office (25 Greenside Place, Edinburgh, EH1 3AA) x 2 days Move On Wood Recycling (New Broompark, Granton, EH5 1RS x 1 day)
<b>For more information:</b>	Email/telephone: <a href="mailto:Abby@moveon.org.uk">Abby@moveon.org.uk</a> / 0131 558 3740 Abby Jackson/Stephen Wilson Web: <a href="http://www.moveon.org.uk">www.moveon.org.uk</a>

## LEAVERS GROUP – THROUGH-CARE AND AFTERCARE

Do you know someone who is about to leave school or has left recently and is looked after? Do they need help with job searches, interview skills, writing a CV or looking for training? They can get help with anything from creating an email address to succeeding at interviews.



<b>Qualifications gained:</b>	N/A
<b>Client group:</b>	Looked after young people who are about to leave school or recently left.
<b>What is provided:</b>	N/A
<b>Start date:</b>	Ongoing
<b>Duration:</b>	N/A
<b>Times and days:</b>	Wednesdays from 1pm – 3pm (drop in)
<b>Location:</b>	The Customer Hub, 249 High Street, Edinburgh
<b>For more information:</b>	<a href="mailto:carolanne.strickland@edinburgh.gov.uk">carolanne.strickland@edinburgh.gov.uk</a> , <a href="mailto:kirsty.black@edinburgh.gov.uk">kirsty.black@edinburgh.gov.uk</a> , <a href="mailto:donna.mchenry@sds.co.uk">donna.mchenry@sds.co.uk</a> , <a href="mailto:joanne.holmes@sds.co.uk">joanne.holmes@sds.co.uk</a>

## LINKNET MENTORING LTD

LINKnet provide one-to-one mentoring for education, employment and personal development. There is also a weekly drop-in service on Wednesdays from 10am to 4pm for support with employability or information on issues including housing, benefits, domestic abuse or mental health. Support is also offered in the importance of oral health.



Job seekers who do not have UK work experience will be invited to volunteer with LINKnet or with partner organisations to get work experience.

Group English classes are offered at beginner-to-intermediate and intermediate-to-advanced levels.

<b>Qualifications gained:</b>	Certificates will be provided for some of the courses.
<b>Client group:</b>	Ethnic Minorities
<b>What is provided:</b>	All LINKnet services are free of charge and offered to minority ethnic people
<b>Start date:</b>	Ongoing
<b>Duration:</b>	3 to 6 months
<b>Times and days:</b>	Flexible
<b>Location:</b>	31 Guthrie Street, Edinburgh EH1 1JG
<b>For more information:</b>	Email/telephone: <a href="mailto:volunteers@linknetmentoring.com">volunteers@linknetmentoring.com</a> , <a href="mailto:linknet3@linknetmentoring.com">linknet3@linknetmentoring.com</a> , <a href="mailto:linknet2@linknetmentoring.com">linknet2@linknetmentoring.com</a> / 0131 261 4463 / 0131 629 9852 / 0131 225 7970 Web: <a href="http://www.linknetmentoring.com">www.linknetmentoring.com</a>



## BARNARDO'S BEST - BARNARDO'S

Barnardo's Best is a programme which is very flexible and aimed at young people who are furthest away from the job market. The programme initially asks for a commitment of 2 half days, but this can be increased or decreased dependent upon the young person.



Participants will be supported in CV and cover letter writing and increasing confidence in applying for jobs. As well as completing qualifications, there is also the opportunity to complete a work experience or volunteer placement.

**Qualifications gained:** SVQ Level 3 Steps to work  
First aid certificate or sector-specific qualification like a CSCS Card  
**Client group:** 15-29 year olds  
**What is provided:** N/A  
**Start date:** Ongoing  
**Duration:** 18 hours  
**Times and days:** Depends on availability  
**Location:** 525 Ferry Road, Edinburgh

**For more information:** Email/telephone: [nicola.obrien2@barnardos.org.uk](mailto:nicola.obrien2@barnardos.org.uk) / 07894 708 319  
Web: [www.barnardos.org.uk](http://www.barnardos.org.uk)

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## BARNARDO'S EMPLOYABILITY FUND – BARNARDO'S

This programme provides support to help develop the skills needed to secure employment, a Modern Apprenticeship or further education whilst gaining a qualification and work experience.



The programme will cover: CV building, developing interview skills, team building, confidence building, motivation, understanding the job they would like to progress into, job searching skills, personal finance and workplace skills.

The course also includes visits to employers to get an understanding of what jobs are available to the participants.

**Qualifications gained:** Steps to Work SCQF Level 3, Certificate of Work Readiness SCQF Level 4  
**Client group:** School leavers up to 24 years  
**What is provided:** £55 per week (deductible if non-attendance) and travel contributions  
**Start date:** Ongoing  
**Duration:** 13 Weeks  
**Times and days:** Monday to Friday 10am - 3pm  
**Location:** 525 Ferry Road, Edinburgh, EH53 0QW

**For more information:** Email/telephone: [heather.kirk@barnardos.org.uk](mailto:heather.kirk@barnardos.org.uk)  
Web: [www.barnardos.org.uk](http://www.barnardos.org.uk)

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## FIT FOR WORK - BARNARDO'S

The project aims to get young people FIT for work through an interactive bespoke employability programme. This fitness refers to the young person's physical fitness, their mental wellbeing and their employability skills.



Because of the all-encompassing nature of the course, the young people will take part in employability sessions, mental health awareness sessions, and a variety of fun physical activities. It combines 1:1 mentoring, group work and follow up support to enable the young people to gain and sustain positive future destinations.

**Qualifications gained:** Saltire Award  
**Client group:** 15-24 year olds who are furthest from the workforce (stages 1 and 2)  
**What is provided:** £6.50 every session for travel and lunch  
**Start date:** To be considered  
**Duration:** 8 weeks  
**Times and days:** 10am – 2pm on Tuesdays and Thursdays  
**Location:** 525 Ferry Road, Edinburgh, with activities to be announced

**For more information:** Email/telephone: [Nicola.obrien2@barnardos.org.uk](mailto:Nicola.obrien2@barnardos.org.uk) / 07894 708 319  
Web: [www.barnardos.org.uk](http://www.barnardos.org.uk)

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## Useful Links

- ✓ **Community Jobs Scotland vacancies**  
<https://scvo.org.uk/jobs/community-jobs-scotland/vacancies>
  
- ✓ **Edinburgh Fuse**  
[www.edinburghfuse.com/jobs](http://www.edinburghfuse.com/jobs)
  
- ✓ **Edinburgh Guarantee – Information for Young People**  
[www.edinburghguarantee.org/young-people.html](http://www.edinburghguarantee.org/young-people.html)
  
- ✓ **Employability Fund Providers**  
[www.skillsdevelopmentscotland.co.uk/media/45668/employability-fund-contracts-2019-20.pdf](http://www.skillsdevelopmentscotland.co.uk/media/45668/employability-fund-contracts-2019-20.pdf)
  
- ✓ **Fort Kinnaird Recruitment and Skills Centre**  
<http://rscfortkinnaird.co.uk>
  
- ✓ **Joined Up for Jobs Directory**  
[www.joinedupforjobs.org/directory](http://www.joinedupforjobs.org/directory)
  
- ✓ **Joined Up for Jobs Noticeboard**  
[www.joinedupforjobs.org.uk/noticeboard](http://www.joinedupforjobs.org.uk/noticeboard)
  
- ✓ **My World of Work**  
[www.myworldofwork.co.uk](http://www.myworldofwork.co.uk)
  
- ✓ **Prince's Trust**  
[www.princes-trust.org.uk/help-for-young-people/programmes](http://www.princes-trust.org.uk/help-for-young-people/programmes)
  
- ✓ **The City of Edinburgh Council – Opportunities for Young People**  
[www.edinburgh.gov.uk/opportunities-young-people](http://www.edinburgh.gov.uk/opportunities-young-people)