

Edinburgh Guarantee Opportunities Bulletin

Tuesday 28 April 2020



The 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:

 edinburghguarantee@edinburgh.gov.uk

 0131 529 3525

 www.edinburghguarantee.org



List of Current Vacancies

Jobs:

- ✓ COVID-19 Jobs and Support
- ✓ Supermarket, Warehouse, Call Centre Staff Urgently Required
- ✓ 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:

- ✓ Software Tester – Modern/Higher Apprenticeship – M&G plc
- ✓ Software Developer (Salesforce) – Modern/Higher Apprenticeship – 2 posts – M&G plc
- ✓ Sales Support Executive - Modern Apprenticeship – 2 posts – M&G plc
- ✓ Change Analyst – Modern Apprenticeship – M&G plc
- ✓ Administrative Assistant – Modern Apprenticeship – Limelight/R3 Repairs
- ✓ Accounts Assistant - Modern Apprenticeship – Microcom/Macklin Motors
- ✓ Childcare/Early Years – Modern Apprenticeship – Carousel Training Centre

Professional Qualifications:

- ✓ Transactions Business Apprenticeship Programme – EY
- ✓ Tax Business Apprenticeship Programme - EY
- ✓ Assurance Business Apprenticeship Programme – EY

Programmes, Courses and Training:

- ✓ Mentoring Services for Ethnic Minorities - LINKnet Mentoring Ltd
- ✓ Active Living, Wellbeing, Employability - Venture Trust
- ✓ Personal Development Award - Rural & Urban Training Scheme (RUTS)
- ✓ Edinburgh Project SEARCH – Employability Programme
- ✓ Journey to Change Programme – Venture Scotland
- ✓ Building Brighter Futures Employability Programme – Move On

Jobs

COVID-19 JOBS AND SUPPORT

Contract: All types of temporary contracts available immediately
Salary: Dependent on employer
Employer: Various employers across Edinburgh, Midlothian, East Lothian, West Lothian, Fife and Scottish Borders

COVID-19
Jobs Support

The new City Region Deal COVID-19 Job Support website is live to support employers and job seekers with recruitment needs and to fill vacancies as a result of COVID-19. The website matches live vacancies with job seekers who have registered for alerts. Information and support advice for employers, employees and job seekers is also available.

[FIND OUT MORE](#)

SUPERMARKET, WAREHOUSE, CALL CENTRE STAFF URGENTLY REQUIRED

Contract: All types of temporary contracts available immediately
Salary: Dependent on employer
Employer: Various employers across Edinburgh and the Lothians

As a result of the effects of Coronavirus, there is an increase in job vacancies for supermarket and warehouse workers and call centre staff to start immediately. This advert will be updated with new vacancies as they become available. If you are having issues applying online for any of these vacancies, please visit your nearest store with Right to Live and Work evidence and ask about current vacancies.

[FIND OUT MORE](#)

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](#)

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](#)

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](#)

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](#)

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](#)

Modern Apprenticeships

SOFTWARE TESTER - MODERN/HIGHER APPRENTICESHIP

Contract: Fixed Term - 18 months
Salary: £9.30 per hour / £325.50 per week
Employer: M&G plc
Closing Date: Sunday 10 May



M&G plc is a savings and investment business which was formed in 2017 through the merger of Prudential plc's UK and Europe savings and insurance operation and M&G, its wholly owned international investment manager.

We are seeking a highly motivated and conscientious Apprentice who is interested in working in the Quality Assurance team in our Edinburgh Technology Hub. You will undertake the IT Professional SCQF 6 framework and progress with the Software Development SCQF 8.

[FIND OUT MORE](#)

SOFTWARE DEVELOPER (SALESFORCE) - MODERN/HIGHER APPRENTICESHIP - 2 POSTS

Contract: Fixed Term - 18 months
Salary: £9.30 per hour / £325.50 per week
Employer: M&G plc
Closing Date: Sunday 10 May



M&G plc is a savings and investment business which was formed in 2017 through the merger of Prudential plc's UK and Europe savings and insurance operation and M&G, its wholly owned international investment manager.

We are seeking a highly motivated and conscientious Apprentice who is interested in working in the development team in our Edinburgh Technology Hub. You will undertake the Software Development SCQF 6 and SCQF 8 apprenticeship framework.

[FIND OUT MORE](#)

SALES SUPPORT EXECUTIVE - MODERN APPRENTICESHIP - 2 POSTS

Contract: Fixed Term - 13 months
Salary: £9.30 per hour / £325.50 per week
Employer: M&G plc
Closing Date: Sunday 10 May



M&G plc is a savings and investment business which was formed in 2017 through the merger of Prudential plc's UK and Europe savings and insurance operation and M&G, its wholly owned international investment manager.

We have an exciting opportunity within our business for a Sales Support Executive Apprentice. There is a high focus on customer service and building and maintaining relationships with current and potential clients. You will undertake SVQ Level 3 Business and Administration.

[FIND OUT MORE](#)

CHANGE ANALYST - MODERN APPRENTICESHIP

Contract: Fixed Term - 13 months
Salary: £9.30 per hour / £325.50 per week
Employer: M&G plc
Closing Date: Sunday 10 May



M&G plc is a savings and investment business which was formed in 2017 through the merger of Prudential plc's UK and Europe savings and insurance operation and M&G, its wholly owned international investment manager.

We are seeking a motivated and conscientious Apprentice who is interested in working in Financial Services and wishes to pursue a career in Operational Change. You will undertake SVQ Level 3 Business and Administration.

[FIND OUT MORE](#)

ADMINISTRATIVE ASSISTANT - MODERN APPRENTICESHIP

Contract: Fixed Term - 18 months
Salary: National Minimum Wage, ranging from £8,482 - £15,015 per annum
Employer: R3 Repairs
Closing Date: This position will close when a suitable candidate has been found



R3 Repairs is a repairs and maintenance company based in Haddington, East Lothian. We aim to provide a first class maintenance, repairs and improvement service that offers value for money to our customers in the public and private housing sector and to companies/organisations.

This post provides a quality, customer orientated repairs service to our customers with a high level of clerical and administrative support.

[FIND OUT MORE](#)

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



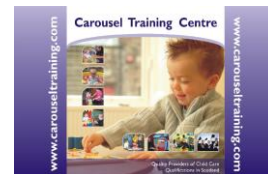
Macklin Motors offers the highest standards in sales and servicing for new cars, used cars and commercial vehicles, operating throughout our local dealerships across Scotland. Within our new car range, we offer electric cars and hybrid cars, whilst our used car range includes nearly new cars, used electric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

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](#)

Professional Qualifications

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](#)

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.

[FIND OUT MORE](#)

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](#)

Programmes, Courses and Training

LINKNET MENTORING LTD

LINKnet is offering its services remotely during the Covid-19 lockdown. We use WhatsApp, Email, Skype/ Zoom. All of the following aspects of the service are provided online at present until further notice



LINKnet provide one-to-one mentoring for education, employment and personal development. There is also an online drop-in service every day from 10 am - 4 pm that provides short-term support on employability, education and information on issues including housing, benefits, domestic abuse or mental health. Support is also offered on 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. They will be requested to work online.

Group English classes are offered at beginner-to-intermediate and intermediate-to-advanced levels. Classes focus on improving practical language skills for employability, further education, and life in the UK. From June there will be online teaching.

Qualifications gained:	Certificates will be provided for some of the courses.
Client group:	Ethnic Minorities
What is provided:	All LINKnet services are free of charge and offered to minority ethnic people
Start date:	Ongoing
Duration:	3 - 6 months
Times and days:	Flexible
Location:	31 Guthrie Street, Edinburgh, EH1 1JG

For more information: Email/telephone: volunteers@linknetmentoring.com or linknet2@linknetmentoring.com
/ 07447228686 or 07957989804
Web: www.linknetmentoring.com

ACTIVE LIVING, WELLBEING, EMPLOYABILITY - VENTURE TRUST

We are a registered charity supporting those with chaotic lifestyles and experiencing difficulties in their lives. We are passionate about enabling people who want to make changes in their lives for a better future. For our participants, our programmes represent an opportunity - a chance to boost confidence, motivation and aspirations, and to develop the skills to make their ambitions reality.



Our new support service is online, with all Venture Trust outreach and development staff providing tailored support by phone or digital platforms: <http://www.venturetrust.org.uk/be-well-be-connected-be-ready/>

- **ACTIVE LIVING HUB** - fitness/nutrition and other online classes and support
- **WELLBEING HUB** - designated outreach worker to provide wellbeing support and guidance
- **EMPLOYABILITY HUB** - offering virtual employability support 1-1

Client group:	Open to everyone facing barriers to employment or progression
What is provided:	Personal worker for 1-1 sessions and group video classes
Start date:	Present and ongoing
Duration:	As long as required by each participant
Times and days:	Available Monday to Friday 9 am - 5 pm
Location:	Based in Edinburgh and the Lothians

For more information: Email/telephone: zoeg@venturetrust.org.uk / 07772 484041
Web: www.venturetrust.org.uk

PERSONAL DEVELOPMENT AWARD - 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 and reach a positive destination.



RUTS are committed to providing a service to young people aged 16-25 despite the challenges presented by COVID-19. To achieve this, we have explored different ways we can provide support whilst working remotely.

During this time there is great opportunity for personal development. Completing the SQA qualification, Personal Development Award (PDA), will help you develop your skills and also boost your future employment chances.

- Qualifications gained:** Work towards the SQA accredited qualification, Personal Development Award.
- Client group:** Provision is suitable for a wide range of young people primarily aged between 16-25, although some provisions are suitable for young people from the age of 14.
- What is provided:** RUTS can allocate you a youth worker to support you through a project of personal development via phone, online chat and video calling. On successful completion of the award and after lockdown, you will be invited to RUTS to take part on an off-road motorbike session or an outdoor mountain bike ride - if you want.
- Start date:** Ongoing/flexible
- Duration:** Flexible – Typically a programme is 6-8 sessions, delivered one session per week for the duration of the programme but you are free to work through this at your own pace.
- Times and days:** Flexible start times – Start whenever you like. A youth worker will talk you through this.
- Location:** This programme will be delivered online, using digital platforms and phone calls.
- For more information:** Email/telephone: iainb@ruts.org.uk / 07577 293853
Web: www.ruts.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.

- 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
- 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
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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 / 0131 661 6786
Web: www.venturescotland.org.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.



Qualifications gained: SCQF Level 3 Employability, SCQF Level 4 Health & Safety in a construction environment and CSCS Green labourers' card
Client group: Stage 1/2 employability Pipeline, 16 to 21 year olds (Edinburgh city, Lothians and Borders)
What is provided: Travel expenses
Start date: Rolling programme
Duration: 8 weeks and ongoing support
Times and days: Tuesday, Wednesday and Friday
Location: Move On office (25 Greenside Place, Edinburgh, EH1 3AA) x 2 days
Move On Wood Recycling (New Broompark, Granton, EH5 1RS) x 1 day

For more information: Email/telephone: Abby@moveon.org.uk / 0131 558 3740 Abby Jackson/Stephen Wilson
Web: www.moveon.org.uk

Useful Links

- ✓ **Community Jobs Scotland vacancies**
<https://scvo.org.uk/jobs/community-jobs-scotland/vacancies>
- ✓ **Edinburgh Fuse**
www.edinburghfuse.com/jobs
- ✓ **Edinburgh Guarantee – Information for Young People**
www.edinburghguarantee.org/young-people.html
- ✓ **Employability Fund Providers**
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
- ✓ **Joined Up for Jobs Noticeboard**
www.joinedupforjobs.org.uk/noticeboard
- ✓ **My World of Work**
www.myworldofwork.co.uk
- ✓ **Prince's Trust**
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