

Edinburgh Guarantee Opportunities Bulletin

Tuesday 1 September 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
- ✓ 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:

- ✓ Business and Administration - Modern Apprenticeships – The Scottish Government
- ✓ Medical Receptionist/Primary Care Advisor - Modern Apprenticeship - Microcom/GP Practice in the north east of Edinburgh
- ✓ Chef - Modern Apprenticeship - Caledonian Heritable Ltd
- ✓ Childcare/Early Years - Modern Apprenticeship - Carousel Training Centre

Graduate Apprenticeships:

- ✓ Administrative Assistant (Governance and Legal Services) - Graduate Apprenticeship – Heriot-Watt University

Programmes, Courses and Training:

- ✓ Building Brighter Futures Employability Programme - Move On
- ✓ Make Space - Impact Arts
- ✓ Cashback to The Future - Impact Arts
- ✓ Make It Your Own - Impact Arts
- ✓ Mentoring Services for Ethnic Minorities - LINKnet Mentoring Ltd
- ✓ Active Living, Wellbeing, Employability - Venture Trust
- ✓ Personal Development Award - Rural & Urban Training Scheme (RUTS)
- ✓ Journey to Change Programme - Venture Scotland

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](#)

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
homes | care | support

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

BUSINESS AND ADMINISTRATION - MODERN APPRENTICESHIPS

Contract: Permanent
Salary: £20,064 - £22,232 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](#)

MEDICAL RECEPTIONIST/PRIMARY CARE ADVISOR - MODERN APPRENTICESHIP

Contract: Fixed Term – 12 months, with potential to become permanent
Salary: £5+ per hour
Employer: GP Practice based in the north east of Edinburgh
Closing Date: This opportunity will close when a suitable candidate has been found



The employer is GP Practice based in the north east of Edinburgh.

You will learn all aspects of working in a busy medical Practice and how to use NHS online systems. Your duties will include personal assistance to the Practice Manager and GPs, answering/transferring telephone calls and following up of emails, post, reports and data entry. The successful candidate will be enrolled onto a Business and Administration Modern Apprenticeship SCQF level 6.

[FIND OUT MORE](#)

CHEF - MODERN APPRENTICESHIP

Contract: Permanent
Salary: £7.70 per hour starting salary
Employer: Caledonian Heritable Ltd
Closing Date: Ongoing



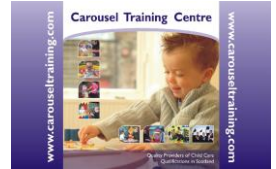
Caledonian Heritable Ltd operates 50 venues throughout Scotland.

Starting with menial tasks such as washing dishes, cleaning, fruit and vegetable preparation, you will work your way through our apprenticeship scheme to become a fully qualified chef. You will learn about food preparation, presentation and safety and will undertake SVQ Level 2 / 3 / 4 in Hospitality Services.

[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. You will undertake SVQ Social Services (Children & Young People) at SCQF Level 7.

[FIND OUT MORE](#)

Graduate Apprenticeships

ADMINISTRATIVE ASSISTANT (GOVERNANCE AND LEGAL SERVICES) - GRADUATE APPRENTICESHIP

Contract: Permanent
Salary: £16,420 per annum
Employer: Heriot-Watt University
Closing Date: Sunday 6 September



Heriot-Watt University has established a reputation for world-class teaching and practical, leading-edge research, which has made it one of the top UK universities for business and industry. We connect with industry at every level and develop programmes to match their needs - so employers get work-ready industry-fit graduates. Heriot-Watt is also Scotland's most international university, boasting the largest international student cohort.

The Corporate Governance service provides support to the Court, the Senate and the University Executive. You will be based in a small team undertaking a variety of tasks including organising committee meetings and events, assisting in the development of papers which are produced by the service, and in distribution of meeting papers. You will work towards an Honours degree in Business Management.

[FIND OUT MORE](#)

Programmes, Courses and Training

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, Health & Safety in a Construction Environment qualification: SCQF Elementary Health and Safety Qualification Level 5 (REHIS), 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:** 15 September
- 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
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CREATIVE PATHWAYS - IMPACT ARTS

Ideal for those looking to find a new route to employment/qualifications. We know that formal education is not for everyone, and that finding a route to employment can be tricky. For 16-26yr olds that are not at College or in Full-time employment.



- Qualifications gained:** SQA accredited Employability Award
- Client group:** Anyone aged 16-26 not in employment or training. Participants can be in education as long as they have a flexible timetable.
- What is provided:** Over 12 weeks and using the arts as a focus, we will support young people to feel more confident, overcome some of the hurdles they might be facing and gain qualifications. All delivery will be online, and participants will be supported by an artist and opportunities co-ordinator who will provide 1:1 and group support.
- Start date:** 14 September
- Duration:** 12 weeks
- Times and days:** Tuesday - Friday
- Location:** Online
- For more information:** Email/telephone: hello@impactarts.co.uk or 0141 575 3001
Web: www.impactarts.co.uk
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CASHBACK NIGHTS – IMPACT ARTS

Ideal for YP who are at risk of or have already disengaged from school. Variety of artists will be leading thematic courses so young people can choose whether to get involved in the visual arts, music, creative writing, performance and more. YP do not need to be creatively talented to get involved - they just need to be interested enough to get involved. No skills or experience needed



Qualifications gained:	Dynamic Youth Award
Client group:	Aimed at 14-19 year olds, the workshops offer free, safe and creative spaces for participants to be inventive and imaginative. No previous knowledge or skills are required, and we will ensure that everyone has all that they need to get involved. Participants will be supported by a fully trained artists, as well as a youth worker. Workshops, tutorials and support will be delivered on a 1:1 and group basis and will focus on well-being as well as creative fun. Participants will be able to choose from a number of creative workshops including Visual Art, Music, Creative Writing,
What is provided:	Workshops, tutorials and support will be delivered on a 1:1 and group basis and will focus on well-being as well as creative fun. Participants will be able to choose from a number of creative workshops including Visual Art, Music, Creative Writing, Digital Arts and more.
Start date:	7 September
Duration:	Ongoing
Times and days:	Evenings and weekends (exact days TBC)
Location:	Online
For more information:	Email/telephone: hello@impactarts.co.uk or 0141 575 3001 Web: www.impactarts.co.uk

MAKE IT YOUR OWN – IMPACT ARTS

We will work with you on a 1:2:1 basis to explore how we can help participants turn their space into a home. Young people will be supported to explore their style and how this can be incorporated across their interiors. Young People will learn new skills, and turn their pad into somewhere they can call their own.



Qualifications gained:	Support will be provided to create/update CV's, apply for college/job opportunities as well as interview advice.
Client group:	Care leaver preparing to enter into their own tenancy or have done so within the past year
What is provided:	When participants join MIYO CEYP they will receive a welcome pack that is tailored to them and will contain creative materials or practical materials. Each week there will be virtual one-one sessions with the tutor, where they will set out tasks for the week ahead. Including; virtual tours of the participants home and discussions to establish what they would like to improve while creating mood boards. Each participant is provided with a home improvement budget, based on their requirements and wishes. The tutor will work with you to establish how best it can be utilised. They will gain creative, practical and life skills to help sustain the participants tenancy. Alongside this, participants are invited to a weekly private Facebook live session to allow them to join in a creative activity, ask questions and have the opportunity to show their creative creations with other people on the project.
Start date:	Ongoing
Duration:	Ongoing
Times and days:	
Location:	Online
For more information:	Email/telephone: hello@impactarts.co.uk or 0141 575 3001 Web: www.impactarts.co.uk

MAKE SPACE - IMPACT ARTS

Drop-in, virtual, creative sessions led by experienced artists for anyone aged 14-26 living in Scotland's Central Belt. Sessions are fun, varied and will help young people protect their mental well-being as well as bringing joy and structure to their day. No creative experience necessary.



Ideal as an introduction to our work, or for those looking for something as and when they like.

Qualifications gained:	Progress on to another Impact Arts Programme
Client group:	Anyone aged 16-21 not in employment or training. Participants can be in education as long as they have a flexible timetable.
What is provided:	Activities are varied, with both visual and digital art workshops there is something to suit everyone. We will be trying out doodling for relaxation and posting challenges such as recreating famous paintings with things around your house. There will be the option of meeting on zoom to do activities together or trying out our Facebook live videos in your own time. Our youth workers will also be holding workshops on themes such as routine and breathing exercises to support general wellbeing. Whether you're looking for a challenge, a way to connect with others, a new skill or a new way of feeling calm, there is something for you at Make Space.
Start date:	Ongoing
Duration:	Ongoing
Times and days:	Tuesdays - Fridays
Location:	Online
For more information:	Email/telephone: hello@impactarts.co.uk // 0141 575 3001 Web: www.impactarts.co.uk

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: jainb@ruts.org.uk / 07577 293853
Web: www.ruts.org.uk

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
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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

- ✓ **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