

Edinburgh Guarantee Opportunities Bulletin



Tuesday 1 March 2022

The Edinburgh Guarantee helps people of all ages and backgrounds to easily access and progress in fair work, training or further education. Each week we will be highlighting the vacancies currently available on our Opportunities and Jobs Boards:

- Visit the [Opportunities Board for young people](#) where you can [sign up for job alerts](#). The bulletin also includes information on programmes, courses and training available to young people who are not in education, employment or training. If you are interested in any of these, please use the contact details provided for each opportunity.
- Visit the [Jobs Board for all ages](#) to see the latest vacancies for all job seekers.

You can also visit our [website](#) to see a range of support available to people of all ages who need assistance around employment.

The bulletin is separated into the following categories:

- ✓ [List of Current Vacancies](#)
- ✓ [Jobs for All Ages](#)
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List of Current Vacancies

Jobs for All Ages:

- ✓ Domestic Cleaning Operative – Springsteen & Somerville
- ✓ Laboratory Technician – 2 posts - RoslinCT
- ✓ Project Worker – Upmo (Upward Mobility Ltd)
- ✓ Community Support Workers – Edge Autism Ltd
- ✓ Commis Chef – The University of Edinburgh/Pollock Halls Campus
- ✓ Housekeeping Room Attendant – YOTEL Edinburgh
- ✓ Commis Chef – The University of Edinburgh/Production Kitchen
- ✓ Branch Supervisor – Scotmid Co-operative
- ✓ Home Delivery Driver/Customer Service Assistant – Scotmid Co-operative
- ✓ Customer Service Assistant – Scotmid Co-operative

Jobs for Young People:

- ✓ Assessment Officer (Advice & Assistance) – 2 posts – The Scottish Legal Aid Board
- ✓ Office Junior – Geoghegans Chartered Accountants
- ✓ Assessment Officer – 6 posts – The Scottish Legal Aid Board
- ✓ Finance Assistant – Harley Haddow
- ✓ Care Worker – Monteith Personal Care Management
- ✓ Care Worker - Margarot Forrest Care Management Ltd
- ✓ COVID-19 Jobs and Support
- ✓ Retail, Hospitality and Facilities - Various employers in the St James Quarter and City Centre - FUSE
- ✓ Support Worker - Blackwood Care
- ✓ Personal Assistant - ENABLE Scotland
- ✓ Retail, Hospitality, Beauty, Care and more - Various employers and locations - Fort Kinnaird Recruitment and Skills Centre

Modern Apprenticeships:

- ✓ Digital Marketing – Modern Apprenticeship – QA/Scottish Financial Enterprise
- ✓ Assistant Administrator – Modern Apprenticeship – Limelight/Brewin Dolphin
- ✓ Property Office Assistant - Modern Apprenticeship – SET Training/A family run experienced letting agents
- ✓ Customer Service Specialist – Modern Apprenticeship – 12 posts – Genius People/JPMorgan
- ✓ Trainee Service Advisor – Modern Apprenticeship – Direct Partners/Meadowfield Garage, Newtongrange
- ✓ Office Assistant – Modern Apprenticeship – Direct Partners/Gilson Gray
- ✓ Reception Hosts, Customer Service and Sales Administrators - Modern Apprenticeships - 8 posts – RTL/A multi-brand vehicle company
- ✓ Digital Marketing – Modern Apprenticeship – QA/Glampitect
- ✓ Warehouse Administration – Modern Apprenticeship – QA/Origin Fitness
- ✓ Administration – Modern Apprenticeship – QA/Origin Fitness
- ✓ Finance Administration - Modern Apprenticeship - Microcom/A financial services company in the west of Edinburgh
- ✓ Business Finance Administrator - Modern Apprenticeship - Microcom /An insurance agency in the west of Edinburgh
- ✓ Medical Receptionist - Modern Apprenticeship - Microcom/GP Practice in the north east of Edinburgh
- ✓ Medical Personal Assistant - Modern Apprenticeship - Microcom/GP Practice in the north east of Edinburgh
- ✓ Medical Receptionist/Administrator - Modern Apprenticeship - Microcom/GP Practice in the north east of Edinburgh
- ✓ Medical Receptionist/Administrator – Modern Apprenticeship – Rewards/Muirhouse Medical Group
- ✓ Property Marketing & Admin Assistant - Modern Apprenticeship - SET Training/A commercial and residential letting agency
- ✓ Heavy Goods Technician - Modern Apprenticeship – GTG Training/Independent garage, Penicuik
- ✓ Parts Technician - Modern Apprenticeship – GTG Training/Independent garage, Edinburgh
- ✓ Project Management Apprenticeship Programme - ScottishPower
- ✓ Power Engineering Apprenticeship Programme - ScottishPower
- ✓ Craft Apprenticeship Programme - ScottishPower
- ✓ Manufacturing Technical - Modern Apprenticeship - 4 posts - Leonardo
- ✓ Manufacturing - Modern Apprenticeship - 6 posts - Leonardo
- ✓ Design Engineering - Modern Apprenticeship - Leonardo
- ✓ Business - Modern Apprenticeship - 2 posts - Leonardo
- ✓ Office Junior/Trainee Administrator - Modern Apprenticeships – RTL/various employers
- ✓ Early Learning and Childcare - Modern Apprenticeships - Carousel Training Centre

- ✓ Trainee Childcare Practitioner – Modern Apprenticeship – North Edinburgh Childcare
- ✓ Chef - Modern Apprenticeship - Caledonian Heritable Ltd
- ✓ Childcare - Modern Apprenticeship - PA Training

Graduate Apprenticeships:

- ✓ Electronics Engineer – Graduate Apprenticeship – Heriot-Watt University
- ✓ Quantity Surveyor – Graduate Apprenticeship – Napier University/Summers-Inman
- ✓ Civil Engineer - Graduate Apprenticeship – Napier University/WSP UK Ltd
- ✓ IT Software Development - Graduate Apprenticeship - 2 posts – Napier University/Infographics UK
- ✓ Facilities Management - Graduate Apprenticeship - Leonardo
- ✓ Design Engineering - Graduate Apprenticeship - 10 posts - Leonardo
- ✓ Business – Graduate Apprenticeship - Leonardo
- ✓ Software Engineering - Graduate Apprenticeship - Leonardo

Professional Qualifications:

- ✓ Chartered Accountant School Leaver Programme – 4 posts – Henderson Loggie
- ✓ Turnaround and Restructuring Strategy Apprenticeship Programme - EY
- ✓ Tax Apprenticeship Programme - EY
- ✓ Assurance Apprenticeship Programme - EY
- ✓ Trainee Auditor - School Leaver Programme - Audit Scotland
- ✓ Trainee Chartered Tax Advisor - Geoghegans Chartered Accountants

Programmes, Courses and Training:

- ✓ Building Brighter Futures Fund Employability Programme - Move On
- ✓ Creative Pathways – Impact Arts
- ✓ Step into Childcare/Social Care – Training for Care
- ✓ Football Works – Street Soccer Scotland
- ✓ Stage 3 Training in Childcare – Direct Partners
- ✓ NTTF in Childcare – Direct Partners
- ✓ Move On Employability Pathway – Move On
- ✓ Hub Pre-Apprenticeship Programme - The Grassmarket Community Project
- ✓ Refresh Training and Work Experience - Fresh Start
- ✓ CashBack Hubs – Impact Arts
- ✓ Prince's Trust Development Award - Edinburgh College
- ✓ Transform Through Transitions - Link Living
- ✓ The Journey Programme – Venture Scotland
- ✓ Vocational Training Offer - Rural & Urban Training Scheme (RUTS)
- ✓ Make It Your Own - Impact Arts
- ✓ Mentoring Services for Ethnic Minorities - LINKnet Mentoring Ltd
- ✓ Active Living, Wellbeing, Employability - Venture Trust

Jobs for All Ages

DOMESTIC CLEANING OPERATIVE

Contract: Permanent
Salary: £10 per hour
Employer: Springsteen & Somerville
Closing Date: Ongoing recruitment



Springsteen & Somerville Limited are an ethical business providing environmentally responsible domestic cleaning services to domestic clients. We have a wide range of clients, from “everyday” people, to well known names, to elderly/vulnerable adults. Our reputation is based upon providing a consistently high quality of service and making a difference to our clients’ lives.

Working from clients’ houses in a team of 2 to 4 colleagues, you will supply cleaning and sometimes other services (shopping/laundry etc). We welcome applicants from any background and with all levels of experience.

[FIND OUT MORE](#)

LABORATORY TECHNICIAN - 2 POSTS

Contract: Permanent
Salary: £20,000 - £22,000 per annum
Employer: RoslinCT
Closing Date: These positions will close when suitable candidates are found



RoslinCT is a world leading life science company, specialising in making life-changing cell and gene therapies for patients suffering from a range of illnesses around the world. RoslinCT is truly Edinburgh born-and-bred (you might recognise our name from Dolly the Sheep) and we play a key role in the global cell and gene therapy industry.

You will be a key member of our Quality Control team and will provide support for the receipt and release of raw materials used in cell and gene therapy Manufacturing. The ideal candidates will have previous experience working within a Manufacturing environment.

[FIND OUT MORE](#)

PROJECT WORKER

Contract: Permanent
Salary: £9.60 per hour
Employer: Upmo (Upward Mobility Ltd)
Closing Date: Ongoing recruitment



Upmo (Upward Mobility Ltd) is a charity and care provider that believes in a more inclusive society for the future. Our activities help work towards this vision. We support adults and young people with learning disabilities and autism with tailored support services and learning opportunities across Edinburgh and the Lothians. We nurture creativity, build confidence and encourage independence through workshops, health and wellbeing and employability initiatives.

You will be based at one or more of our locations, where creative workshops and learning activities take place, and will also spend time out in the community and occasionally support students at home. Upmo’s mission is to enable students to learn and develop, combined with building confidence and life skills which will enable them to integrate with their communities and society as a whole.

[FIND OUT MORE](#)

COMMUNITY SUPPORT WORKERS

Contract: Permanent
Salary: From £18,135 per annum pro rata
Employer: Edge Autism
Closing Date: Ongoing recruitment



Edge Autism Ltd is innovative and sector leading. We pride ourselves on doing things differently. The Care Inspectorate gave us ratings of 6-excellent in 2019. In 2020 we launched Edge Adventures; respite and adventure holidays for autistic and learning-disabled young adults.

We're looking for experienced, enthusiastic and dynamic individuals to join our growing team, working with autistic and learning-disabled young adults. We offer training, 1.1 clinical supervision, flexible working hours, an enthusiastic and passionate staff team and lots of opportunities to get outdoors and experience an innovative new way of working.

[FIND OUT MORE](#)

COMMIS CHEF

Contract: Permanent
Salary: £17,901 per annum plus 15% premium band
Employer: The University of Edinburgh
Closing Date: Monday 28 March



The University of Edinburgh Pollock Halls Campus.

You will be either based in Salisbury Green Hotel & Bistro or KM Central serving up to 150 breakfasts and up to 30 dinner covers. In this varied role your key duties will include preparing and cooking food for breakfast, lunch and dinner service assisting other chefs during your shift ensuring high quality dishes are served to all of our guests across our hotels which spans 2 breakfast restaurants, lounge and Bistro.

[FIND OUT MORE](#)

HOUSEKEEPING ROOM ATTENDANT

Contract: Permanent
Salary: £10.00 per hour
Employer: YOTEL Edinburgh
Closing Date: Ongoing recruitment



Based in our City Centre hotel, you will be required to clean hotel bedrooms and public area spaces. Full time and part time contracts available. Weekly guaranteed hours on offer from 18 to 40.

Your duties will include ensuring an efficient and excellent experience for our Guests, communicating effectively with customers and other members of hotel team, ensuring that your trolley and storage areas are left neat, well stocked and clean and tidy at the end of the shift and demonstrating a high level of customer service at all times. You will be expected to attend staff meetings and training events when required.

[FIND OUT MORE](#)

COMMIS CHEF

Contract: Guaranteed Hours
Salary: £9.83 per hour
Employer: The University of Edinburgh
Closing Date: Ongoing recruitment



The University of Edinburgh Catering Department (Production Kitchen).

You will undertake food preparation duties as part of a kitchen team and assist chefs of all levels above Chef de Partie with any other basic food preparation duties required as per recipes for daily menus. In addition, you will help with general cleaning duties or dish wash duties within the department and any food service if required. You must also be able to follow recipe ingredients/methods and help with menu development, tastings and specifications.

[FIND OUT MORE](#)

BRANCH SUPERVISOR

Contract: Permanent
Salary: £9.32 to £9.63 per hour
Employer: Scotmid Co-operative
Closing Date: Rolling recruitment



At Scotmid Co-operative, we are focused on serving our local communities and improving people's everyday lives through our different businesses. We've been doing this for more than 160 years, and we will continue to work hard to do this for many more years to come. We're a co-operative, which means that we are run by our members for the benefit of the local communities that we serve.

You will be a key-holder, often opening or closing the store, and be hands-on in ensuring store standards are second to none and that the store is safe and legal. You will motivate the customer service team to provide a professional, friendly and enthusiastic service at all times, leading by example on food preparation and service, food safety, stock management and customer service.

[FIND OUT MORE](#)

HOME DELIVERY DRIVER/CUSTOMER SERVICE ASSISTANT

Contract: Permanent
Salary: Aged 18 - 22 £8.38 per hour, 23 and over £8.91 per hour
Employer: Scotmid Co-operative
Closing Date: Rolling recruitment



At Scotmid Co-operative, we are focused on serving our local communities and improving people's everyday lives through our different businesses. We've been doing this for more than 160 years, and we will continue to work hard to do this for many more years to come. We're a co-operative, which means that we are run by our members for the benefit of the local communities that we serve.

This is a varied role which includes the picking and packing of orders, before delivering to the customer's door in our branded cars and vans - all while providing the excellent customer service Scotmid is known for. You will also play a key part in the wider store team, supporting your colleagues by serving at the checkout and filling shelves.

[FIND OUT MORE](#)

CUSTOMER SERVICE ASSISTANT

Contract: Permanent
Salary: Under 18 £6.56 per hour, aged 18 - 22 £8.38 per hour, 23 and over £8.91 per hour
Employer: Scotmid Co-operative
Closing Date: Rolling recruitment



At Scotmid Co-operative, we are focused on serving our local communities and improving people's everyday lives through our different businesses. We've been doing this for more than 160 years, and we will continue to work hard to do this for many more years to come. We're a co-operative, which means that we are run by our members for the benefit of the local communities that we serve.

You may be required to prepare and serve various products which could include raw and cooked meat, alcohol and foods containing allergens. Your priority is making sure our customers have a great experience each and every time they visit the store, through friendly service, great product availability, and first class hygiene standards.

[FIND OUT MORE](#)

Jobs for Young People

ASSESSMENT OFFICER (ADVICE & ASSISTANCE) - 2 POSTS

Contract: Permanent
Salary: £21,710 per annum
Employer: The Scottish Legal Aid Board (SLAB)
Closing Date: Thursday 10 March



The Scottish Legal Aid Board (SLAB) was set up in 1987 to manage legal aid in Scotland. As a non-departmental public body responsible to the Scottish Government, our primary purpose is to manage and continuously improve publicly funded legal assistance and advise Scottish Ministers on its strategic development for the benefit of society.

The main purpose of this role is to assess and process civil advice and assistance applications and liaise with applicants and solicitors accordingly. Full training will be provided in the form of on job training, job shadowing, coaching and mentoring.

[FIND OUT MORE](#)

OFFICE JUNIOR

Contract: Permanent
Salary: £18,000 per annum
Employer: Geoghegans Chartered Accountants
Closing Date: This position will close when a suitable candidate is found



Geoghegans is an Edinburgh-based firm of chartered accountants with approximately 60 staff.

We are looking for a confident and articulate individual who has the ability to deal with client calls and other relevant office duties including incoming/outgoing mail, filing and scanning, fee raising and other general office admin duties.

[FIND OUT MORE](#)

ASSESSMENT OFFICER - 6 POSTS

Contract: Permanent
Salary: £21,710 per annum
Employer: The Scottish Legal Aid Board (SLAB)
Closing Date: Monday 21 March



The Scottish Legal Aid Board (SLAB) was set up in 1987 to manage legal aid in Scotland. As a non-departmental public body responsible to the Scottish Government, our primary purpose is to manage and continuously improve publicly funded legal assistance and advise Scottish Ministers on its strategic development for the benefit of society.

The main purpose of the role is to ensure that legal aid accounts are properly assessed, and payments processed in accordance with appropriate legislation and procedures. Full training will be provided in the form of on job training, job shadowing, coaching and mentoring.

[FIND OUT MORE](#)

FINANCE ASSISTANT

Contract: Permanent
Salary: £8.00 per hour
Employer: Harley Haddow
Closing Date: Sunday 20 March



Harley Haddow is a firm of professional consulting engineers with headquarters in central Edinburgh and offices in London and Glasgow. There are around 100 staff split across the three offices. The company have performed strongly over the last few years and anticipate more growth in the coming years. The Directors are committed to the development of their staff whom they see as integral to the success of the business.

This is a new role designed to provide assistance to a small accounts team in a business which is growing. The successful applicant will gain experience in both sales and purchase ledger roles and will be provided with training towards a Foundation Certificate in Accounting through the Association of Accounting Technicians.

[FIND OUT MORE](#)

CARE WORKER

Contract: Permanent, following 6 month probationary period
Salary: £10.00 per hour (and mileage covered between visits)
Employer: Monteith Personal Care Management
Closing Date: Ongoing recruitment



Monteith Personal Care Management is a brand new care at home provider. We aim to provide the highest possible quality of care to all of our service users, working closely with a handpicked team of well supported care workers. We know that each service user's needs are unique, so each service user will have a person centred care plan created to meet their needs. Monteith aims to deliver the highest care at home service in North East Edinburgh.

You will assist service users to live in their own homes, promoting their independence at all times. Duties will vary but will include assisting service users to get up, dressing and preparing them for their day, assisting with prescribed medication and food preparation and assistance with feeding. After completing a probationary period, you will be offered the opportunity to complete an SVQ level 3 in Health and Social Care.

[FIND OUT MORE](#)

CARE WORKER

Contract: Permanent
Salary: £1,792.70 full time / £971.05 part time per month for carers with their own car
Employer: Margat Forreest Care Management Ltd
Closing Date: Applications will close when suitable candidates have been found



Margat Forreest Care Management Ltd is a family-owned and managed care at home company. We have been providing quality care to the people of Scotland for 26 years. We understand that the quality of our staff is crucial to the quality of service we deliver.

Working as part of a small team and visiting clients' homes, our carers are required to provide a high level of personal care to our clients in line with regulatory and customer requirements.

[FIND OUT MORE](#)

COVID-19 JOBS AND SUPPORT

COVID-19
Jobs Support

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

The 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 FACILITIES



Contract: All types of contracts available
Salary: Dependent on employer
Employer: Various employers within the St James Quarter and City Centre
Closing Date: We recruit all year round

FUSE is the recruitment hub for vacancies within the St James Quarter and the city centre. 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, 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

DIGITAL MARKETING - MODERN APPRENTICESHIP

Contract: Permanent
Salary: £18,000 per annum
Employer: Scottish Financial Enterprise
Closing Date: Friday 18 March



Scottish Financial Enterprise (SFE) is the representative body for Scotland's financial services industry. Our member companies range in size from global organisations headquartered in Scotland to small, locally-based support companies drawn from all areas of financial services.

We are looking for an enthusiastic, motivated individual with a keen interest in social media and the digital world for this exciting opportunity. While working in this varied role, you will also receive comprehensive training to complete SCQF Level 6 in Digital Marketing.

[FIND OUT MORE](#)

ASSISTANT ADMINISTRATOR - MODERN APPRENTICESHIP

Contract: Permanent
Salary: £17,000 per annum
Employer: Brewin Dolphin
Closing Date: Thursday 10 March



Brewin Dolphin is one of the UK's leading independent providers of discretionary wealth management. We offer award-winning personalised wealth management services that meet the varied needs of over 100,000 account holders, including individuals, charities, and pension funds.

You will assist with the day to day administration for the team, undertaking duties including processing new client documentation, general record keeping and electronic filing and typing client file notes and letters. You will work towards SVQ Level 3 in Business and Administration.

[FIND OUT MORE](#)

PROPERTY OFFICE ASSISTANT - MODERN APPRENTICESHIP

Contract: Permanent
Salary: £11,000 per annum
Employer: A family run experienced letting agents
Closing Date: Saturday 5 March



We are a family run experienced letting agents for short term, long term, holiday and festival lets, as well as property factoring.

The successful candidate will be a team player that is also happy to work under their own initiative, handling a range of property management tasks including viewings, inspections and checkouts. You will work towards a Modern Apprenticeship at SCQF Level 6.

[FIND OUT MORE](#)

CUSTOMER SERVICE SPECIALIST - MODERN APPRENTICESHIP - 12 POSTS

Contract: Fixed Term - 12 months
Salary: £19,000 per annum
Employer: JPMorgan Chase & Co
Closing Date: Friday 25 March



JPMorgan Chase & Co are a global leader in financial services, providing strategic advice and products to the world's most prominent corporations, governments, wealthy individuals and institutional investors. Our first-class business in a first-class way approach to serving clients drives everything we do.

We are expanding our consumer business by launching a new digital bank in the UK and we are looking for passionate and talented customer focused individuals who we will develop to deliver a consistently exceptional customer service experience as the business launches and grows. You will work towards SCQF Level 6 in Customer Services.

[FIND OUT MORE](#)

TRAINEE SERVICE ADVISOR - MODERN APPRENTICESHIP

Contract: Fixed Term - 12 months
Salary: £7,571 - £10,733 per annum, dependent on age
Employer: Meadowfield Garage, Newtongrange
Closing Date: Wednesday 16 March



Meadowfield Garage in Newtongrange is a family run garage providing maintenance, servicing, repairs, diagnostics and MOTs for private and commercial vehicles.

You will learn to provide excellent customer service, develop productive working relationships with customers and colleagues, and manage multiple priorities and deadlines. You will work towards SCQF Level 6 in Business and Administration.

[FIND OUT MORE](#)

OFFICE ASSISTANT - MODERN APPRENTICESHIP

Contract: Fixed Term - 12 months
Salary: £14,000 per annum
Employer: Gilson Gray
Closing Date: Sunday 17 April



Gilson Gray have risen to be one of Scotland's most prominent law firms. They have done this by being different. They have a clear mission, vision and purpose for the firm. Priding themselves on maintaining a positive and progressive environment through openness, energy and responsibility that results in collaborative success.

You will carry out large-scale printing, scanning and photocopying tasks and assist the front of house/Facilities team with reception and mail duties. You will work towards SCQF Level 5 in Business and Administration.

[FIND OUT MORE](#)

RECEPTION HOSTS, CUSTOMER SERVICE AND SALES ADMINISTRATORS - MODERN APPRENTICESHIPS - 8 POSTS

Contract: Permanent
Salary: £16,500 per annum
Employer: A multi-brand vehicle company
Closing Date: We recruit on an ongoing basis



This employer is a multi-brand vehicle company with branches across Edinburgh and the Lothians.

Based in one of the branches across Edinburgh and the Lothians, tasks can include liaising with clients/colleagues via telephone/emails and face-to-face, updating databases, working on different packages, meeting and greeting clients, working as part of a team. You will work towards SVQ Level 3 in Business and Administration.

[FIND OUT MORE](#)

DIGITAL MARKETING - MODERN APPRENTICESHIP

Contract: Permanent
Salary: £12,000 per annum
Employer: Glampitect
Closing Date: Friday 18 March



Glampitect is the UK's only and world's leading specialist Glamping Site Designer, specialising in a full range of glamping site design seeing projects through from conception to completion. Beyond completion, Glampitect offers website design and social media setup and management services.

This is an exciting and unique opportunity for a motivated individual to start their career and join the team in Edinburgh to help drive their next phase of growth. You will work towards SVQ Level 3 in Digital Marketing.

[FIND OUT MORE](#)

WAREHOUSE ADMINISTRATION - MODERN APPRENTICESHIP

Contract: Permanent
Salary: £11,000 per annum
Employer: Origin Fitness
Closing Date: Friday 18 March



Origin Fitness in Newbridge are an innovative, growing company working towards the vision of being the best commercial fitness equipment supplier in the UK. Their core company values drive their strategy and behaviours, creating a positive culture within the business.

You will be part of the warehouse team which plays a critical role in achieving business objectives. You will ensure order fulfilment to meet the customers' requirements and control inventory to maximise efficiency. You will undertake SVQ Level 3 in Business and Administration.

[FIND OUT MORE](#)

ADMINISTRATION - MODERN APPRENTICESHIP

Contract: Permanent
Salary: £11,000 per annum
Employer: Origin Fitness
Closing Date: Friday 18 March



Origin Fitness in Newbridge are an innovative, growing company working towards the vision of being the best commercial fitness equipment supplier in the UK. Their core company values drive their strategy and behaviours, creating a positive culture within the business.

You will work in conjunction with the Product Team, Operations and our Warehouse to provide our clients with a fast, efficient and excellent service by ensuring that stock levels are maintained. You will undertake SVQ Level 3 in Business and Administration.

[FIND OUT MORE](#)

FINANCE ADMINISTRATION - MODERN APPRENTICESHIP

Contract: Fixed Term – 12 months
Salary: £11,554 per annum
Employer: A financial services company based in the west of Edinburgh
Closing Date: This position will close when a suitable candidate is found



A financial services company based in the west of Edinburgh.

This is an excellent opportunity for a school/college leaver with a desire to pursue a career in finance. You will provide general financial administration and office support and work towards SCQF Level 6 Business and Administration Modern Apprenticeship.

[FIND OUT MORE](#)

BUSINESS FINANCE ADMINISTRATOR - MODERN APPRENTICESHIP

Contract: Fixed Term – 12 months
Salary: £12,506 - £12,987 per annum
Employer: An insurance agency based in the west of Edinburgh
Closing Date: This position will close when a suitable candidate is found



An insurance agency based in the west of Edinburgh.

This is an office based customer service position which requires the ability to multi-task and understand the need to create and maintain relationships with our customers. You will work towards SCQF Level 6 Business and Administration Modern Apprenticeship.

[FIND OUT MORE](#)

MEDICAL RECEPTIONIST - MODERN APPRENTICESHIP

Contract: Fixed Term – 12 months
Salary: £11,193 per annum
Employer: GP Practice based in the north east of Edinburgh
Closing Date: This position will close when a suitable candidate is found



GP Practice based in the north east of Edinburgh.

This post is varied, challenging and requires the ability to work efficiently and accurately to ensure the smooth running of the practice. You will work towards SCQF Level 6 Business and Administration Modern Apprenticeship.

[FIND OUT MORE](#)

MEDICAL PERSONAL ASSISTANT - MODERN APPRENTICESHIP

Contract: Fixed Term – 12 months
Salary: £10,725 per annum
Employer: GP Practice based in the north east of Edinburgh
Closing Date: This position will close when a suitable candidate is found



GP Practice based in the north east of Edinburgh.

You will work as part of a team carrying out a variety of Personal Assistant, reception and administrative duties. You will undertake SCQF Level 6 Business and Administration Modern Apprenticeship.

[FIND OUT MORE](#)

MEDICAL RECEPTIONIST/ADMINISTRATOR - MODERN APPRENTICESHIP

Contract: Fixed Term – 12 months
Salary: £10,140 per annum
Employer: GP Practice based in the north east of Edinburgh
Closing Date: This position will close when a suitable candidate is found



GP Practice based in the north east of Edinburgh.

You will be responsible for undertaking a wide range of reception and administrative duties and the provision of general support to the multidisciplinary team. You will work towards SCQF Level 6 Business and Administration Modern Apprenticeship.

[FIND OUT MORE](#)

MEDICAL RECEPTIONIST/ADMINISTRATOR - MODERN APPRENTICESHIP

Contract: Fixed Term - 12 months
Salary: £16,302 per annum
Employer: Muirhouse Medical Group
Closing Date: Saturday 12 March



Muirhouse Medical Group is a large and busy GP practice in the north east of Edinburgh, looking after the medical needs of over 17,500 patients.

This is an excellent opportunity for a school leaver looking to start a professional career and gain work experience in a busy but rewarding environment. You will undertake a variety of administrative and clerical tasks including reception, secretarial and clinical administration and work towards SCQF Level 6 Business and Administration.

[FIND OUT MORE](#)

PROPERTY MARKETING AND ADMIN ASSISTANT - MODERN APPRENTICESHIP

Contract: Permanent
Salary: £12,000 per annum
Employer: A commercial and residential letting agency
Closing Date: Monday 28 March



This company is a commercial and residential letting agency based in Edinburgh.

Working in a small team, you will carry out a variety of administration and marketing duties including updating company social media channels, scheduling viewings for listed properties and organising the renewal of safety certification and property access. You will work towards SCQF Level 6 in Digital Marketing.

[FIND OUT MORE](#)

HEAVY GOODS TECHNICIAN - MODERN APPRENTICESHIP

Contract: Permanent
Salary: £4.30 per hour
Employer: Independent garage, Penicuik
Closing Date: Friday 18 March



Independent garage, Penicuik.

You will be based in the garage workshop, learning all aspects of heavy vehicle repair and maintenance including vehicle servicing, MOT preparation, removal, replacement and overhaul of major components and electrical fault diagnostics. You will train through GTG to SCQF Level 7 in Heavy Vehicle Maintenance and Repair.

[FIND OUT MORE](#)

PARTS TECHNICIAN - MODERN APPRENTICESHIP

Contract: Permanent
Salary: £4.30 per hour
Employer: Independent garage, Edinburgh
Closing Date: Friday 18 March



Independent garage, Edinburgh.

You will be based within the parts department, involved in giving customer advice, ordering required parts, components or accessories and updating computer systems. You will train through GTG to SCQF Level 6 in Vehicle Parts Distribution.

[FIND OUT MORE](#)

PROJECT MANAGEMENT APPRENTICESHIP PROGRAMME

Contract: Permanent
Salary: £18,500 per annum
Employer: ScottishPower
Closing Date: Sunday 20 March



ScottishPower is part of the Iberdrola Group, one of the world's largest integrated utility companies and world leader in wind energy. Our focus is on wind energy, smart grids and driving the change to a cleaner, electric future. We're proud to say we produce 100% green electricity and are well on our way to our ultimate journey to Net Zero.

During this three year programme, you'll attend college and our purpose-built training centres to combine academic study with the practical application of project management principles. You'll also benefit from work-based learning in our operational districts, allowing you to see how your studies relate to real life projects.

[FIND OUT MORE](#)

POWER ENGINEERING APPRENTICESHIP PROGRAMME

Contract: Permanent
Salary: £18,500 per annum
Employer: ScottishPower
Closing Date: Sunday 20 March



ScottishPower is part of the Iberdrola Group, one of the world's largest integrated utility companies and world leader in wind energy. Our focus is on wind energy, smart grids and driving the change to a cleaner, electric future. We're proud to say we produce 100% green electricity and are well on our way to our ultimate journey to Net Zero.

During this three year programme, you'll attend college and our purpose-built training centres to combine academic study with practical application of electrical engineering principles. You'll also benefit from work-based learning in our operational districts, allowing you to see how your studies relate to real life projects.

[FIND OUT MORE](#)

CRAFT APPRENTICESHIP PROGRAMME

Contract: Permanent
Salary: £11,571 per annum
Employer: ScottishPower
Closing Date: Sunday 20 March



ScottishPower is part of the Iberdrola Group, one of the world's largest integrated utility companies and world leader in wind energy. Our focus is on wind energy, smart grids and driving the change to a cleaner, electric future. We're proud to say we produce 100% green electricity and are well on our way to our ultimate journey to Net Zero.

Blending academic and technical skills tuition with work-based learning, this programme will provide training on a variety of assets, from the latest technology to traditional kit, providing you with a varied and interesting career. You'll have the opportunity to focus on a trade and become an Overhead Linesperson or a Fitter.

[FIND OUT MORE](#)

MANUFACTURING TECHNICAL - MODERN APPRENTICESHIP - 4 POSTS

Contract: Four years, starting in autumn 2022
Salary: Competitive starting salary
Employer: Leonardo
Closing Date: Sunday 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.

You will undertake a series of three-month rotational placements in the methods of testing industry leading radar and laser systems – covering Electronic Testing; Laser Testing; Radar Testing; Industrial Engineering; Test Solutions. During the rotational placements, you will learn how to test complex electrical and mechanical systems to ensure they are safe and reliable. You will study towards SVQ Level 2, SVQ Level 3 and an HND.

[FIND OUT MORE](#)

MANUFACTURING - MODERN APPRENTICESHIP - 6 POSTS

Contract: Three years, starting in autumn 2022
Salary: Competitive starting salary
Employer: Leonardo
Closing Date: Sunday 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.

You will undertake a series of three-month rotational placements – covering Mechanical Assembly, Electromechanical Assembly, Electro Optic Assembly, Environmental Facility, Material Supply and Logistics, Master Production Scheduling, Industrial Engineering and Machine Shop – that will springboard you into the world of manufacturing and teach you how to build and test industry-leading radar and laser systems. You will study towards SVQ Level 2 and SVQ Level 3.

[FIND OUT MORE](#)

DESIGN ENGINEERING - MODERN APPRENTICESHIP

Contract: Four years, starting in autumn 2022
Salary: Competitive starting salary
Employer: Leonardo
Closing Date: Sunday 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.

This apprenticeship provides a wealth of hands-on learning and development opportunities. You will undertake a series of three-month placements – covering Mechanical, Electronic, Systems, and Quality Engineering – that will train you in the design and development of industry-leading radar and laser systems. You will study towards an SVQ Level 3 and HND.

[FIND OUT MORE](#)

BUSINESS - MODERN APPRENTICESHIP - 2 POSTS

Contract: Two years, starting in autumn 2022
Salary: Competitive starting salary
Employer: Leonardo
Closing Date: Sunday 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.

You will work alongside specialists while completing a series of rotational placements - in areas such as Commercial, Procurement, Finance, Project Management and Operations. You will learn how various business areas operate, discovering how projects are run, managed and delivered, and having opportunities to liaise with customers and suppliers. You will study towards a Business and Administration Modern Apprenticeship Level 3 and an HNC in Business.

[FIND OUT MORE](#)

OFFICE JUNIOR/TRAINEE ADMINISTRATOR - MODERN APPRENTICESHIPS

Contract: Permanent
Salary: National Minimum Wage
Employer: RTL/various employers
Closing Date: We recruit on an ongoing basis



Recruitment Training (Edinburgh) Ltd was established to provide a range of training and assessment in the area of business services, and deliver a variety of vocational qualifications, computer training and testing. RTL is an Equal Opportunities Employer and Training Provider.

We recruit on behalf of various employers across Edinburgh and the Lothians who are looking for young people to train in office administrative job roles. We will help you to achieve a Modern Apprenticeship in Business and Administration at Level 3. You will be fully trained by experienced staff and there are areas where you can progress to different job roles.

[FIND OUT MORE](#)

EARLY LEARNING AND CHILDCARE - MODERN APPRENTICESHIPS

Contract: Permanent
Salary: National Apprenticeship Wage
Employer: Carousel Training Centre
Closing Date: We recruit all year round



Carousel Training Centre is a Scottish Qualifications Authority approved centre which provides quality training to the Early Years sector. We do this by providing nurseries with Modern Apprentices who we then train to a standard of excellence in this very specialised area. We are an equal opportunities employer and training provider.

You will be employed full-time in a private nursery and we have a number of vacancies available across Edinburgh, Midlothian and East Lothian. You will be involved in helping 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](#)

TRAINEE CHILDCARE PRACTITIONER - MODERN APPRENTICESHIP

Contract: Permanent
Salary: National Minimum Wage
Employer: North Edinburgh Childcare
Closing Date: We recruit on an ongoing basis throughout the year



North Edinburgh Childcare Training Services recruits Modern Apprentices for our own organisation and on behalf of various nurseries and out of school care settings in Edinburgh and Midlothian.

You will be based in either a nursery or an out of school care setting providing provide a safe, caring and stimulating environment for babies and children and undertaking a range of duties including supporting the children to learn and develop through play and assisting with snack and lunches. You will work towards SVQ Level 3 Social Services Children and Young People (SCQF Level 7).

[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 - MODERN APPRENTICESHIPS



Contract: Full time
Salary: National Apprenticeship Wage or above
Employer: PA Training
Closing Date: We have ongoing recruitment throughout the year

PA Training is an SQA approved centre specialising in SVQs in the care sector. We recruit on behalf of various private nurseries in Edinburgh, Midlothian and East Lothian.

You will work full time work in a private nursery looking after children aged 0 - 5 years. The role will involve planning stimulating activities suitable for children's development and meeting the physical, emotional and developmental needs of individual children. You will work towards SVQ Level 3/SCQF Level 7 Social Services (Children and Young People).

[FIND OUT MORE](#)

Graduate Apprenticeships

ELECTRONICS ENGINEER - GRADUATE APPRENTICESHIP

Contract: Fixed Term - 4 years
Salary: £17,011 per annum
Employer: Heriot-Watt University
Closing Date: Sunday 6 March



With a history dating back to 1821, 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 are seeking an enthusiastic and self-motivated person, with a passion for electronics engineering. You will learn on the job as an Electronics Engineer, where you will contribute to the development and testing of scientific instrumentation and laboratory products, whilst also attending Heriot-Watt University on a day release basis to undertake BEng (Hons) in Engineering: Design and Manufacture.

[FIND OUT MORE](#)

QUANTITY SURVEYOR - GRADUATE APPRENTICESHIP

Contract: Fixed Term - 5 years
Salary: £18,000 per annum
Employer: Summers-Inman Construction & Property Consultants
Closing Date: Thursday 31 March



Summers-Inman is an award winning, leading independent, multi-disciplinary construction and property consultancy which has operated for over 100 years within the industry. We have 8 offices throughout the UK and the firm employs 130+ staff. We challenge convention, apply a can-do attitude, and are committed to quality and service excellence, delivered by highly skilled and motivated people for the benefit of our clients.

This role provides a challenging and rewarding opportunity to develop within a dynamic team, giving you your first steps towards an exciting and rewarding career. You will study towards BSc (Hons) Construction and the Built Environment at Edinburgh Napier University on a block or day release basis.

[FIND OUT MORE](#)

CIVIL ENGINEER - GRADUATE APPRENTICESHIP

Contract: Fixed Term - 5 years
Salary: £18,000 per annum
Employer: WSP UK Ltd
Closing Date: Monday 28 March



WSP are one of the world's leading engineering, professional services and technical consultancy firms. We engineer projects that will help societies grow for lifetimes to come. We've been involved in many high profile UK projects including the Shard, Crossrail, Queen Elizabeth University Hospital, Manchester Metrolink, M1 Smart Motorway, the re-development of London Bridge Station and the London Olympic & Paralympic Route Network.

Based in the Highways & Building Structures teams, your role will be varied and your learning will be fast paced and you will have the opportunity to learn new skills using specialist software. You will study towards BSc (Hons) in Civil Engineering at Edinburgh Napier University on a block or day release basis.

[FIND OUT MORE](#)

IT SOFTWARE DEVELOPMENT - GRADUATE APPRENTICESHIP - 2 POSTS

Contract: Permanent
Salary: £16,000 - £20,000 per annum
Employer: Infographics UK Ltd
Closing Date: Saturday 19 March



Infographics UK Ltd are a Microsoft Gold Partner and leading independent software manufacturer with an established client base that includes some of the world's largest law firms, regulatory bodies and emergency services. We develop own-brand business software solutions to help organisations manage risk and increase efficiency.

Our programme allows you to undertake a fully-funded honours degree in IT Software Development at Edinburgh Napier University whilst in full-time paid employment with Infographics, a leading software manufacturer based in central Edinburgh. This is an ideal opportunity for talented, enthusiastic school leavers.

[FIND OUT MORE](#)

FACILITIES MANAGEMENT - GRADUATE APPRENTICESHIP

Contract: Four years, starting in autumn 2022
Salary: Competitive starting salary
Employer: Leonardo
Closing Date: Sunday 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.

You will study core modules addressing strategic thinking, supply change management, Finance, Ethical Governance, Business Analysis and Technology and Innovation, and develop higher level cognitive skills and enable the continued integration of knowledge, professional competencies and transferable skills via two more extensive work-based Integrated Projects. You will study at the University of Strathclyde for completion of a BA (Hons) Business Management through a mixture of work based learning, distance learning and day release.

[FIND OUT MORE](#)

DESIGN ENGINEERING - GRADUATE APPRENTICESHIP – 10 POSTS

Contract: Four years, starting in autumn 2022
Salary: Competitive starting salary
Employer: Leonardo
Closing Date: Sunday 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.

You will learn how to design, manufacture and support advanced avionic equipment, develop engineering knowledge, skills and behaviours and practice the full engineering lifecycle. You will study at the University of Strathclyde for completion of a BEng (Hons) in Engineering: Design & Manufacture through a mixture of work based learning, distance learning and day release.

[FIND OUT MORE](#)

BUSINESS - GRADUATE APPRENTICESHIP

Contract: Four years, starting in autumn 2022
Salary: Competitive starting salary
Employer: Leonardo
Closing Date: Sunday 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.

This is an opportunity to contribute and experience commercial functional support in each of the business areas of Fast Jets, Product Maintenance, Repair & Overhaul, Integrated Solutions and Land Logistics & Training Services (LL&TS) through a rotational placement spanning the full range and life cycle of service delivery. You will study at the University of Strathclyde on a day release basis for completion of a BA (Hons) Business Management.

[FIND OUT MORE](#)

SOFTWARE ENGINEERING - GRADUATE APPRENTICESHIP

Contract: Four years, starting in autumn 2022
Salary: Competitive starting salary
Employer: Leonardo
Closing Date: Sunday 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.

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. You will study at Heriot-Watt University on a day release basis for completion of a BSc (Hons) in Software Development for Business.

[FIND OUT MORE](#)

Professional Qualifications

CHARTERED ACCOUNTANT SCHOOL LEAVER PROGRAMME - 4 POSTS

Contract: Fixed Term - 5 years
Salary: Competitive
Employer: Henderson Loggie
Closing Date: Monday 7 March



Henderson Loggie is an independent, owner-managed accountancy firm, based in Scotland since 1909. We have more than 160 partners and staff and we serve clients of all sizes, from self-employed entrepreneurs through to charities, public sector bodies and even multinational corporations.

Looking to start your career in accountancy straight after school? The programme provides a platform to help you develop your business advisory skills through our internal training programme and become a qualified professional, which will give you access to many career opportunities. You will cover a variety of tasks, enabling you to grow personally as well as professionally.

[FIND OUT MORE](#)

TURNAROUND AND RESTRUCTURING STRATEGY APPRENTICESHIP PROGRAMME

Contract: Permanent
Salary: Up to £22,100, dependent on location
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.

You can expect to be contributing to challenging projects, identifying and understanding not only clients' financial and operational issues, but how their business and industry works too. As well as having lots of support from your team and in-house training opportunities, you'll complete your qualification through ICAS.

[FIND OUT MORE](#)

TAX APPRENTICESHIP PROGRAMME

Contract: Permanent
Salary: Up to £22,100, dependent on location
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.

You'll work closely with colleagues across borders, using EY technology tools and networks to solve complex business and tax problems. By combining the power of EY's tax experience with innovative technology, you can help us transform the tax function of the future. You'll undertake the ICAS professional qualification and qualify as a chartered accountant.

[FIND OUT MORE](#)

ASSURANCE APPRENTICESHIP PROGRAMME

Contract: Permanent
Salary: Up to £22,100, dependent on location
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.

You will gain real work experience in the business world, take advantage of new tech and build the skills you need to propel your career. You'll create real change by helping businesses publish reliable financial accounts, all while you study for a professional qualification and progress towards becoming a chartered accountant.

[FIND OUT MORE](#)

TRAINEE AUDITOR - SCHOOL LEAVER PROGRAMME

Contract: Fixed Term - 5 years
Salary: £18,349 per annum
Employer: Audit Scotland
Closing Date: Monday 7 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 320 exceptional professionals from different backgrounds who believe that public money should be spent wisely.

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](#)

TRAINEE CHARTERED TAX ADVISOR

Contract: Fixed Term - 5 years
Salary: Competitive
Employer: Geoghegans Chartered Accountants
Closing Date: This position will close when a suitable candidate is found



Geoghegans, established in 1918, is one of Scotland's leading independent firms of chartered accountants. We are a 4 partner firm, based in central Edinburgh and employ over 60 staff, including accountancy trainees and 3 tax trainees. We provide a range of services to organisations in a number of different sectors and this variety helps to ensure our trainees have the opportunity to learn something new with every assignment.

Working within a supportive team, you will be allocated a mentor who offers guidance and support throughout the programme. Your duties will include managing a small portfolio of personal tax clients and preparing self-assessment tax returns and repayment claims. You will work towards the Association of Tax Technicians (ATT) qualifications and thereafter the CIOT Chartered Tax Advisor qualification.

[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 stage 2 of the Strategic Skills Pipeline, interested in a career in construction or practical trades.

MOVE ON

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| Participants can gain: | Work experience in a Wood Recycling Workshop Health and Safety at Work, Manual Handling, CV and Interview prep Support in studying and applying for a CSCS Green Labourer's card (see eligibility below) |
| Client group: | Stage 2 Employability Pipeline, 16 to 21 year olds (Edinburgh city, Lothians & Borders) Those not in education, employment or training are eligible for an Individual Training Account to fund CSCS prep. |
| What is provided: | Travel expenses and lunch |
| Start date: | Tuesday 29 March |
| Duration: | 6 weeks |
| Times and days: | Tuesdays and Thursdays, various times |
| Location: | Move On Wood Recycling, 3 New Broompark, Granton, EH5 1RS |
| For more information: | Email rebeccatennant@moveon.org.uk |

CREATIVE PATHWAYS – IMPACT ARTS

Aged 16+ and out of work, education or training? Then this programme is for you! At Impact Arts you can be creative, gain in confidence and earn qualifications. We are not looking for young people with lots of creative skills, and you don't need to be a whizz at art to join in - an interest in creativity is more than enough.



Over 12 weeks, using the arts as a focus we will support you to feel more confident, overcome some of the hurdles you might be facing and gain some qualifications. You will be supported by an artist, youth worker and opportunities co-ordinator who will provide 1:1 and group support. We will provide you with everything you need to get involved.

Our Creative Pathways programmes are a fun and engaging way for you to increase your employability skills, gain a qualification and work on some fun creative activities. During the course of 12 weeks we will work with you to gain the SQA accredited Employability Award and support you to progress to a positive destination, for example further training, college or employment. We will ensure that everyone who joins the programme has the materials they need in order to participate, including art packs, SQA paperwork and access to digital resources.

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| Qualifications gained: | SQA accredited Employability Award |
| Client group: | 16-25 who are out of work, education or training |
| What is provided: | Over 12 weeks, using the arts as a focus we will support you to feel more confident, overcome some of the hurdles you might be facing and gain some qualifications. You will be supported by an artist, youth worker and opportunities co-ordinator who will provide 1:1 and group support. We will provide you with everything you need to get involved |
| Start date: | 12 April 2022 |
| Duration: | April – June 2022 |
| Times and days: | 10:00-16:00 Tuesday – Friday |
| Location: | Waverley Market |
| For more information: | Angela.wilson@impactarts.co.uk or 07384 465573 Web: www.impactarts.co.uk |

STEP INTO CHILDCARE/SOCIAL CARE - TRAINING FOR CARE

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



You will attend tutorials at Training for Care 1/2 day per week, to complete Certificate of Work Readiness Units and learn more about social care or childcare, and attend work placement 4 days per week. Your placement will be in a nursery, after school club, residential care home or day centre depending on your area of interest. On placement, you will be supervised to carry out the work of a childcare practitioner or care support worker. Please note: if Covid-19 restrictions are re-introduced, tutorials will be delivered virtually on Zoom and, if placement opportunities are not available, you will instead complete National Progression Award Units.

On successful completion of the programme, suitable participants will move into employment in childcare 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.

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| Qualifications gained: | Completion of 3 SQA Certificate of Work Readiness units, *Completion of National Progression Award Units where placement opportunities are not available |
| Client group: | Age 16+ who meet the eligibility criteria for SDS Employability Fund |
| What is provided: | Training Allowance of £55 per week plus travel expenses for eligible 16 - 18 year olds |
| Start date: | Wednesday 16 March |
| Duration: | Around 12 weeks |
| Times and days: | You will attend tutorials at Training for Care 1/2 day per week and attend work placement 4 days per week. |
| Location: | Various placement locations when available |
| For more information: | Caroline McKay: carolinemckay@tfscotland.org.uk / 0131 556 7773 Web: www.tfscotland.org.uk |

FOOTBALL WORKS - STREET SOCCER SCOTLAND

- Street Soccer provide football-themed training and personal development opportunities for socially disadvantaged groups across Scotland
- 10 week football themed employability, mental health and wellbeing course now running and on throughout 2022
- Free football drop in sessions for adults across Edinburgh for all abilities and including walking football / female only / ASN specific groups



| | |
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| Qualifications gained: | SCQF and other qualifications |
| Client group: | Open to adults over 16 |
| What is provided: | Free football sessions, mental health support, group work, 1-1 support, work placements, SCQF and other qualifications |
| Start date: | Ongoing |
| Duration: | Ongoing |
| Times and days: | Monday to Friday at various venues |
| Location: | Leith, Portobello, Sighthill, Muirhouse, Oxcgangs, East Lothian, Livingston |
| For more information: | Email/telephone no: robbie@streetsoccerscotland.org / 07480 979919 Web: www.streetsoccerscotland.org |

STAGE 3 TRAINING IN CHILDCARE – DIRECT PARTNERS

This course offers individuals aged 16-24 who are not in education or employment the opportunity to gain knowledge, information and work experience in the Childcare role and setting. Labour market statistics show that Childcare is a key growth area in future employment job roles and offers sustainable work.



- Qualifications gained:** Achieve their NQ process of play, enhance IT and practical workshop skills.
Aim to achieve employment/Modern Apprenticeship in the Childcare sector.
- Client group:** 16-24 year olds
- What is provided:**
- Remote sessions with employers will be held throughout the course and link the theory of learning to the reality of working in a Childcare setting - including a remote session on “a day in the life of a Childcare worker”
 - A mixture of information sessions, group work and 1-1 feedback and support
 - Course includes Introduction to Childcare, intro to the benefits and skills of working in Childcare. The role of the SSSC (Scottish Social Services Council).
 - Safeguarding and wellbeing policy and practice
 - Curriculum for excellence, principles of play and play theories
 - Personal development
 - Introduction to live vacancies & application and interview preparation support.
- Start date:** Various dates from January 2022
- Duration:** 5-week course with a view to add 4 weeks work experience with a local employer (subject to availability in local area but this will be discussed as part of the initial assessment and on an individual basis).
- Times and days:** Monday – Friday
- Location:** Remote learning due to Covid-19.
- For more information:** Eva@directpartners.co.uk
-

NTTF IN CHILDCARE – DIRECT PARTNERS

This course is for individuals over the age of 25 who are interested in launching a career in childcare. The course will help individuals bridge the skills gap in their CV and improve employment opportunities. This course offers candidates the knowledge and information required for working in childcare and an idea of different career pathways available.



- Qualifications gained:** NQ process of play and enhance their IT skills.
Aim to achieve employment/ Modern Apprenticeship in the Childcare sector.
- Client group:** 25+ year olds
- What is provided:**
- Course delivered remotely with a mixture of information sessions, group work and 1-1 feedback and support
 - Course includes: Introduction to Childcare, intro to the benefits and skills of working in childcare. The role of the SSSC (Scottish Social Services Council)
 - Safeguarding & Wellbeing policy and practice
 - Curriculum for excellence, principles of play and play theories
 - Personal development.
- Start date:** Various dates from January 2022
- Duration:** 5-week training programme
- Times and days:** Monday – Friday (Part-time commitment)
- Location:** Remote learning due to Covid-19.
- For more information:** Eva@directpartners.co.uk
-

MOVE ON EMPLOYABILITY PATHWAY



The Move On Employability Pathway (MOEP), funded through the Young Person's Guarantee, is a new exciting stage 2 Employability offer from Move On and supported by the City of Edinburgh Council offering participants:

- Fun Employability focused group work sessions delivered by Move On's highly experienced staff team.
- Person-centred 1:1 support with coursework, CV writing, job searches, interview skills and help to overcome self-identified barriers to employment.
- SCQF 3 Core Skills
- SCQF 3 Employability Skills
- Work experience in the Move On Wood Recycling Workshop
- Travel expenses.

Following completion of the course, young people will have the opportunity to progress with support to external opportunities or into one of Move On's follow-on opportunities:

- Mentoring – meeting regularly with a trained volunteer mentor to work towards achieving selected personal goals, with both parties supported throughout by the key worker.
- BBFF – an 8 week employability programme, including work experience and the opportunity to gain important workplace qualifications.
- EF Stage 4
- Continued volunteering at Move On Wood Recycling (MOWR) and to participate in the Young People's Forum, providing opportunities for young people to shape our services.
- CJS and Kickstart jobs based at MOWR.

Qualifications gained: SQA Level 3 Employability Award
SQA Communication Core Skills
Saltire Award for Volunteering

Client group: Aged 16-19 who have left full-time education (or who are expected to within the next 6 months), lacking qualifications or positive destinations
OR
aged up to 26 facing multiple barriers such as:

- From employment-deprived areas of Edinburgh
- Disabled person (incl. impairment or long-term health condition)
- Ethnic minority groups
- Carers
- Person with a conviction (including CPOs)
- Homeless/at risk of homelessness
- Living in a jobless household
- Care experienced
- Low skilled
- Affected by mental health issues.

What is provided: Reimbursed travel expenses and lunch each day attended

Start date: Tuesday 1 February

Duration: 8 weeks

Times and days: Tuesdays and Thursdays 11am - 3pm until week beginning 21 March

Location: Move On Edinburgh Office, 2F1 25 Greenside Place, Edinburgh, EH1 3AA
Move On Wood Recycling, 3 New Broompark, Edinburgh, EH5 1RS

For more information: Email/telephone no: marianne@moveon.org.uk 07974 724940 for more information and a referral form.

HUB PRE-APPRENTICESHIP PROGRAMME - THE GRASSMARKET COMMUNITY PROJECT

Who we are:

- We believe in a world where people reach their full potential, feel positive about themselves, valued, and connected to others and the wider community.
- We have created an inclusive person-centred environment where people can develop skills, build positive relationships, and enjoy an ongoing sense of belonging.
- We are Edinburgh's employer of the year 2021!



What are we looking for?

- Young people considering practical training with a keen interest in catering and events.
- No experience or qualifications required.

What will be achieved?

- A huge sense of achievement – a feeling of working towards your long-term goals and have a strong purpose.
- Lasting connection to the Grassmarket Community Project.
- Positive industry experience and a reference to support you into part or full-time work, training, college, or community volunteering depending on your individual goals.
- Tangible proven skills, qualifications, and increased confidence.
- Opportunity to apply for a paid Modern Apprenticeship with an employer or the Grassmarket Community Project in Catering, Events or Food & Beverage.

Qualifications gained: At least First Aid, Food Safety and Health & Safety. Depending on your individual pathway, your pre-apprenticeship gives you options to achieve one or more of the following qualifications: Level 2 Food Hygiene – First Aid at Work – Level 2 Award in the Control of Substances Hazardous to Health – Level 2 Manual Handling – Level 3 Award in Volunteering Skills – Level 3 Digital literacy – Level 2 Communication – Level 2 Numeracy – Level 1 Award in Health and Safety – Level 1 Award in Customer Service – Level 2 Award in Food Allergen Awareness and Control in Catering – Level 4 Award in Volunteering Skills – Level 2 Diploma Food and Beverage Service.

Client group:

16 - 25-year-olds

What is provided:

- Undertaking training in essential life skills: - Working in groups - Self-care and self-management - Communication - Confidence building and self-esteem.
- Travel and lunch are provided every day (city-wide Edinburgh travel is free to use 7 days a week).
- Team activity at the beginning and end of your placement.
- One-to-one support from the Youth Engagement team.

Start date:

TBC

Duration:

Up to six months

Times and days:

16 hours paid per week (£68.80)

Location:

Edinburgh

For more information:

Email: derek@grassmarket.org

Web: www.grassmarket.org

REFRESH TRAINING AND WORK EXPERIENCE - FRESH START

ReFresh is a bespoke pathway to boost your confidence, learn new skills and gain practical work experience in a workplace setting. This includes 1:1 support, group work sessions and qualifications – SQA level 3 & 4 and access to an Adult Achievement Award.



The programme is a combination of practical and written work and focuses on developing confidence, interpersonal skills, communication and teamwork skills. Individuals will learn how to put these skills into practice within Fresh Start's practical services – the warehouse and within our PAT testing service, garden, community kitchen, homewares shop and pantry.

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| Qualifications gained: | Working towards various SQA and SCQF accredited qualifications at levels 3 and 4 gaining work experience and building confidence |
| Client group: | We work with anyone of working age (16+), long term unemployed, experience of homelessness or at risk of being homeless and currently experiencing a variety of barriers to employment |
| What is provided: | All resources to complete the programme, travel expenses |
| Start date: | Rolling programme |
| Duration: | 8 - 12 weeks |
| Times and days: | Varied but mostly Tuesday, Wednesday and Thursday |
| Location: | Fresh Start, 22-24 Ferry Road Drive, Edinburgh EH4 4BR |

For more information: Email/telephone no: duncan@freshstartweb.org.uk
Web: <https://www.freshstartweb.org.uk/training-initiative>

CASHBACK HUBS - IMPACT ARTS

Cashback Hubs offer a completely free, evening and weekend creative workshops, giving young people the chance to work with professional artists, musicians, filmmakers and actors on youth-led creative projects.



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| Client group: | Young People aged 14-19: <ul style="list-style-type: none">• Living in an area of deprivation (as defined by the Scottish Index of Multiple Deprivation)• At risk of disengaging from school• At risk of engaging in anti-social behaviour• Living with a disability or mental health condition• Over 16 and not in employment, education or training. |
| What is provided: | Whatever your level of experience, Cashback to the Future is for you - whether you consider yourself creative or not, this is a fantastic opportunity to work with enthusiastic, friendly and skilled tutors who will help you reach artistic heights! |
| Duration: | Oct – 13 December |
| Times and days: | Group 1 - Wednesdays 5pm-7pm & Saturdays 10am - 12pm Group 2 Thursdays Edinburgh 5pm-7pm & Saturdays 1pm - 3pm |
| Location: | Ocean Terminal |
| For more information: | Email/telephone: hello@impactarts.co.uk or 0141 575 3001 Web: www.impactarts.co.uk |

PRINCE'S TRUST DEVELOPMENT AWARD - EDINBURGH COLLEGE



This programme aims to increase confidence, motivation, and skills relevant to the world of work. As a result, it enables young people to move into employment, education, training, volunteering or an apprenticeship. Here are some key facts about the programme:

The Team programme re-engages young people. Completing the programme activities builds a sense of achievement through which the young people develop their confidence, motivation and other skills, thereby increasing their employability. Skills developed on the programme include:

- Communication, including presentation and assertiveness
- Working with others, including tolerance
- Setting and achieving goals, including problem-solving, planning, and organizing
- Confidence, including self-esteem and self-worth
- Managing feelings
- Reliability, including timekeeping and taking responsibility
- Job search skills
- Money management
- Leadership skills
- The chance to improve their literacy, language, and numeracy.

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| Qualifications gained: | Prince's Trust Development Award SCQF Level 4 |
| Client group: | Young People aged 16-25 unemployed or at risk of unemployment |
| What is provided: | It is a structured 12 week programme for groups of 12-15 young people. It begins with team-building activities, including a week away at a residential activity centre (when current restrictions allow). It then continues with planning and delivering real projects in the broader community, plus two weeks on work placements that the young people choose themselves. Through building their confidence and motivation, young people are encouraged to think about and plan for their futures. |
| Start date: | Monday 25 April |
| Duration: | 12 weeks |
| Times and days: | 9.30 am - 3.30 pm Monday online tuition 9.30 am - 3.30 pm Tuesday - Friday on campus |
| Location: | Edinburgh College Milton Road Campus |
| For more information: | Email: Anita.Baggs@edinburghcollege.ac.uk Web: Prince's Trust Personal Development Award Courses at Edinburgh College |

TRANSFORM THROUGH TRANSITIONS - LINK LIVING

Link Academy is delighted to be able to run a rolling three-week interactive online programme for people over the age of 16, living in Edinburgh. The team will be running a series of two-hour online workshops aimed at providing those with the tools to better understand their wellbeing and support with sustaining their tenancy.



Our mental health workshops provide people with the skills to recognise and understand the challenges they face. We support participants to develop positive behaviours and teach them self-help techniques to cope with managing day to day life.

Through our Home Skills workshops, participants can better understand how to maintain their tenancy, learn practical skills to make the most of their home and to recognise where to go for support.

Our online workshops are a great way to increase your confidence and meet new people! Each session will include links for additional resources and follow up 1-2-1 support.

Each workshop will be delivered via Microsoft Teams and support to access a suitable device can be provided. We encourage people to attend as many or as few of the workshops as they wish.

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| Qualifications gained: | None |
| Client group: | Anyone who is 16+, lives in Edinburgh, and considers themselves to potentially be at risk of homelessness either in the short or long term. |
| What is provided: | Online group support sessions with optional 1-1 follow up support. |
| Start date: | N/A |
| Duration: | Each session is up to two hours long |
| Times and days: | Mornings and afternoons, Monday-Friday |
| Location: | Online (Edinburgh-based) |
| For more information: | Email/telephone no: lareception@linkgroup.org.uk / 01324 466 860 Web: https://www.linkliving.org.uk/ |

THE JOURNEY PROGRAMME – VENTURE SCOTLAND

Venture Scotland offer young people aged 16-30 a long-term personal development programme based in the outdoors. It is completely free and is focused on helping to improve young people's physical, mental and emotional wellbeing.



The programmes are group-based and involve meeting twice a week to participate in fun and challenging sessions that use the outdoor environment to stimulate and sustain personal development and growth. Activities include everything from hill walking to canoeing to coasteering and loads more in between.

The programme is currently being delivered fully in-person, with safety measures in place.

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| Qualifications gained: | Optional SQA qualifications levels 3 & 4, John Muir Award, Scottish Canoe Association Awards |
| Client group: | Anyone aged 16-30 who is struggling and would like the support to make positive changes to their wellbeing. |
| What is provided: | Joining us is absolutely free to young people. This means that during the programme we provide every young person with full outdoor gear, meals, and we can also cover transportation costs if needed. |
| Start date: | We recruit on a rolling basis, so do not have set start dates. However, we start programmes regularly and will take referrals for our waiting list at any time. |
| Duration: | Up to 12 months long |
| Times and days: | Varied but mostly within Monday-Friday and usually 2 days each week. Residential (when coronavirus restrictions allow) might run over weekends. |
| Location: | Venture Scotland, Offices 1&2, 4 Norton Park, Edinburgh EH7 5RS |
| For more information: | Email/telephone no: admin@venturescotland.org.uk 07535 164285 Web: https://venturescotland.org.uk |

VOCATIONAL TRAINING OFFER - 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.



- Qualifications gained:** Through the Young Person's Guarantee, RUTS can offer sector specific qualifications/support, including:
- Facilitate training towards, and pay for young people to obtain a CSCS card
 - Facilitate and pay for young people to complete National Pool Lifeguarding Qualifications (NPLQ)
 - Facilitate and pay for young people to complete Food Hygiene Certification
 - Provide PPE/workwear for young people entering employment/work placement/volunteering
 - Provide a leisure pass/free access to a sport club.

RUTS also have the capacity to deliver a range of SQA/SCQF accredited qualifications at Level 4 or 5 centred on

- Motorbike & Bicycle mechanics and riding
- Boxing / Health and Wellbeing through physical activity.

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 will provide all the resources required to complete each programme which includes use of motorbikes, bicycles or boxing equipment. Each participant will be allocated a youth worker to support you through each programme.

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 alternative arrangements can be discussed.

Times and days: Ongoing/flexible

Location: Amendments have been made to allow programmes to be delivered:

- from our workshop in Newtongrange (opposite the Mining Museum)
- from accessible community spaces using our mobile equipment
- online, using digital platforms such as Zoom and MS Teams.

For more information: Email/telephone: ashert@ruts.org.uk / 0131 663 5736

Web: www.ruts.org.uk

MAKE IT YOUR OWN – IMPACT ARTS

We work with care-experienced young people between the ages of 16-26 and support them in turning their space into a home. Participants will get a chance to explore their style and how this can be incorporated across their interiors. Young people will learn new skills, and turn their house into somewhere they can call their own.



- Qualifications gained:** Support will be provided to create/update CVs, apply for college/job opportunities as well as interview advice.
- Client group:** Care leavers preparing to enter into their own tenancy or those that are living in their first tenancy.
- 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 one-one sessions with the tutor, where they will set out tasks for the week ahead. We work closely with each young person to help them establish what they would like to improve and support them in tailored activities.
- Each participant is provided with a home improvement budget of £150 to use according to their requirements and wishes. The tutor will work with them to establish how best it can be utilised.
- Start date:** Ongoing
- Duration:** Ongoing
- Times and days:** Weekly - dates to be arranged on an individual basis
- Location:** Waverley Mall, Edinburgh
- For more information:** Email/telephone: hello@impactarts.co.uk or 0141 575 3001
Web: www.impactarts.co.uk
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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
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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

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| 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

Useful links

- ✓ **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