

Edinburgh Guarantee Opportunities Bulletin



Tuesday 12 April 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 (**new opportunities shown in bold**)
- ✓ Jobs for All Ages
- ✓ Jobs for Young People
- ✓ 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 for All Ages:

- ✓ **Supported Employment Job Coach – The City of Edinburgh Council**
- ✓ Hotel Receptionist – The University of Edinburgh
- ✓ Laboratory Technician – Quality Control – Roslin CT
- ✓ Facilities and Equipment Technician - RoslinCT
- ✓ Domestic Cleaning Operative – Springsteen & Somerville
- ✓ 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:

- ✓ **Office Administrator – Johnston Carmichael**
- ✓ **Employability Programme – Edinburgh Project SEARCH**
- ✓ Office Junior – Geoghegans Chartered Accountants
- ✓ Finance Assistant – Harley Haddow
- ✓ Care Worker – Monteith Personal Care Management
- ✓ Care Worker - Margarot Forrest Care Management Ltd
- ✓ 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 Application Assistant - Modern Apprenticeship – QA/Early Days Nursery Group**
- ✓ **Administrative Assistant – Modern Apprenticeship – 3 posts – Limelight/Brewin Dolphin**
- ✓ **Project Support Analyst – Modern Apprenticeship – M&G plc**
- ✓ **IT Service Desk Support – Modern Apprenticeship – 2 posts – QA/Menzies Distribution**
- ✓ Assistant Administrator – Modern Apprenticeship – Limelight/Brewin Dolphin
- ✓ Lettings Assistant – Modern Apprenticeship – Direct Partners/Factotum
- ✓ Early Years Practitioner – Modern Apprenticeship – 30 posts – The City of Edinburgh Council
- ✓ Technical Administrator – Modern Apprenticeship – Direct Partners/TaxAssist Accountants
- ✓ Office Assistant – Modern Apprenticeship – Direct Partners/Gilson Gray
- ✓ Trainee Bonus Surveyor – Modern Apprenticeship – Cruden Group
- ✓ Sales Assistant – Modern Apprenticeship – Babington/Schuh, Fort Kinnaird
- ✓ Sales Assistant – Modern Apprenticeship – Babington/Schuh, The Gyle
- ✓ Digital Administration – Modern Apprenticeship – QA/IMMS Fire & Security Systems
- ✓ Junior IT Helpdesk – Modern Apprenticeship – 2 posts – QA/Endeavour Information Solutions
- ✓ Digital Administration Assistant - Modern Apprenticeship – SET Training/A property management company
- ✓ Providing Financial Services (Contact Centre) - Modern Apprenticeship - 24 posts - Royal Bank of Scotland
- ✓ Providing Financial Services - Modern Apprenticeship - 6 posts - Royal Bank of Scotland
- ✓ Software Developer - Modern Apprenticeship - 32 posts - Royal Bank of Scotland
- ✓ Contractor Onboarding Administrator - Modern Apprenticeship – Limelight/Harvey Nash
- ✓ Business Administration – Modern Apprenticeship – Microcom/A car dealership based in the west of Edinburgh
- ✓ Property Office Assistant - Modern Apprenticeship – SET Training/A family run experienced letting agents
- ✓ Customer Service Specialist – Modern Apprenticeship – 12 posts – Genius People/JPMorgan
- ✓ Reception Hosts, Customer Service and Sales Administrators - Modern Apprenticeships - 8 posts – RTL/A multi-brand vehicle company
- ✓ Business Finance Administrator - Modern Apprenticeship - Microcom /An insurance agency in the west of Edinburgh
- ✓ 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
- ✓ 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:

- ✓ **Technical Graduate Apprenticeship – 6 posts – Napier University/IBM UK Ltd**
- ✓ Software Developer – Graduate Apprenticeship – 2 posts – Napier University/Forrit
- ✓ Trainee Quantity Surveyor – Graduate Apprenticeship – Cruden Group

Professional Qualifications:

- ✓ **Trainee Chartered Accountant – 2 posts – Geoghegans Chartered Accountants**
- ✓ Turnaround and Restructuring Strategy Apprenticeship Programme - EY
- ✓ Tax Apprenticeship Programme - EY
- ✓ Assurance Apprenticeship Programme - EY

Programmes, Courses and Training:

- ✓ **Building Brighter Futures Fund Employability Programme - Move On (new start date)**
- ✓ Creative Pathways – Impact Arts
- ✓ Football Works – Street Soccer Scotland
- ✓ Stage 3 Training in Childcare – Direct Partners
- ✓ NTTF in Childcare – Direct Partners
- ✓ 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

SUPPORTED EMPLOYMENT JOB COACH

Contract: Fixed Term – 12 months
Salary: £26,919 - £32,123 per annum
Employer: The City of Edinburgh Council
Closing Date: Thursday 21 April



The City of Edinburgh Council is one of the largest councils in the UK, with 17,000 staff providing high-quality services to nearly 500,000 people.

You will be part of the Business Growth and Inclusion team who are responsible for managing employability delivery across the city. You will be involved in the recruitment and ongoing support of young people with a disability or long-term health condition, enabling them to participate in supported training and work placements and helping them to gain skills and qualifications for future employment.

[FIND OUT MORE](#)

HOTEL RECEPTIONIST

Contract: Permanent
Salary: £18,529 per annum + 15 % Premium Band
Employer: The University of Edinburgh
Closing Date: Friday 15 April



The University of Edinburgh; Pollock Halls Campus.

Based at Pollock Halls of Residence as part of our Reception Team, your key duties will include dealing with customer enquiries, making bookings for both commercial and student customers, cash-handling and assisting in our busy summer operations. We are looking for customer-focussed individuals who are passionate about providing excellent customer service to our summer commercial guests and students.

[FIND OUT MORE](#)

LABORATORY TECHNICIAN – QUALITY CONTROL

Contract: Permanent
Salary: £20,000 - £22,000 per annum
Employer: RoslinCT
Closing Date: This position will close when a suitable candidate is found



We are RoslinCT, a world-leading cell and gene therapy contract development and manufacturing organisation creating cutting-edge therapies that change people's lives. Collaborative, dedicated and talented people are at the backbone of our culture, working both autonomously and in driven teams to make life-changing products utilising ground-breaking science.

We are looking for a driven individual to join us in a laboratory technician capacity as a Quality Control Technician within our Analytical Biology laboratories based at Edinburgh BioQuarter. You will be responsible for assisting the team with the day-to-day running of the QC Analytical laboratories and providing QC support for the release of raw materials. This role is well suited to an individual with prior laboratory assistant, laboratory technician or controlled scientific environment experience.

[FIND OUT MORE](#)

FACILITIES AND EQUIPMENT TECHNICIAN

Contract: Permanent
Salary: £20,000 - £25,000 per annum
Employer: RoslinCT
Closing Date: This position will close when a suitable candidate is found



We are RoslinCT, a world-leading cell and gene therapy contract development and manufacturing organisation creating cutting-edge therapies that change people's lives. Collaborative, dedicated and talented people are at the backbone of our culture, working both autonomously and in driven teams to make life-changing products utilising ground-breaking science.

We are looking for a driven individual to join us as a Facilities and Equipment Associate based at Edinburgh BioQuarter. You will be responsible for executing defined procedures for calibration, qualification and maintenance of equipment and PAT testing. This role is well suited to an individual with an ONC or HNC in an engineering discipline looking to work in a fast-paced company producing life-changing therapies.

[FIND OUT MORE](#)

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](#)

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: Thursday 28 April



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

OFFICE ADMINISTRATOR

Contract: Permanent
Salary: £18,000 per annum
Employer: Johnston Carmichael
Closing Date: Friday 22 April



With 13 offices across Scotland and beyond, Johnston Carmichael is Scotland's largest independent firm of Chartered Accountants and Business Advisers. We're looking for innovative individuals with forward thinking attitudes and an appetite to learn and grow. Our people are to think for themselves, to lead, and to inspire business leaders to drive their ideas forward. We pride ourselves on developing our people through our investment in their training and development.

We have an excellent opportunity available in our Edinburgh office for a dedicated and conscientious individual to join our busy office administration team. The successful candidate will provide admin support to ensure the smooth running of the office.

[FIND OUT MORE](#)

EDINBURGH PROJECT SEARCH - EMPLOYABILITY PROGRAMME

Contract: Fixed Term - 9 months
Salary: Unpaid. If eligible, interns can access Edinburgh College bursaries
Employer: Edinburgh Project SEARCH
Closing Date: Monday 25 April



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

This programme aims to prepare young people with additional support needs (aged between 16 and 29 years) for full-time, competitive employment. You will take part in 3 internships with the host employer (Edinburgh Council, Virgin Hotels Edinburgh or NHS Lothian) over 38 weeks with 600 hours of work practice. You will acquire competitive, marketable and transferable skills, and build communication, teamwork and problem-solving skills. The programme starts in August 2022 and lasts for one academic year.

[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](#)

FINANCE ASSISTANT

Contract: Permanent
Salary: £8.00 per hour
Employer: Harley Haddow
Closing Date: Friday 29 April



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 an ideal opportunity for a school leaver looking to start their career in finance.

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: Margarot Forrest Care Management Ltd
Closing Date: Applications will close when suitable candidates have been found



Margarot Forrest 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](#)

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 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: £11 per hour (Edinburgh and Midlothian)
£12 per hour (East Lothian)
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, Midlothian and East Lothian 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 APPLICATION ASSISTANT - MODERN APPRENTICESHIP

Contract: Permanent
Salary: £14,040 per annum
Employer: Early Days Nursery Group
Closing Date: Monday 25 April



Early Days Nursery Group is an award-winning, forward-thinking group of children's nurseries. We combine the very latest teaching techniques with traditional family values.

We are looking for an ambitious and dedicated individual who is keen to start their career in administration. You will be required to complete a range of administrative duties with an IT focus and will work towards SVQ Level 3 Digital Applications.

[FIND OUT MORE](#)

ADMINISTRATIVE ASSISTANT - MODERN APPRENTICESHIP – 3 POSTS

Contract: Permanent
Salary: £17,000 per annum
Employer: Brewin Dolphin
Closing Date: Friday 22 April



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 support the wider Wealth and Investment teams by undertaking a range of client maintenance administrative tasks, report preparation, data entry and updating spreadsheets. You will work towards SVQ Level 2 in Business and Administration.

[FIND OUT MORE](#)

PROJECT SUPPORT ANALYST - MODERN APPRENTICESHIP

Contract: Fixed Term - 13 months
Salary: £19,000 per annum
Employer: M&G plc
Closing Date: Monday 9 May



M&G plc is an international savings and investments business, managing money for both individual savers and institutional investors in 28 markets. As at 31 December, we had £370 billion of assets under management and administration, around 5 million retail customers and more than 800 institutional clients.

We are looking for a highly motivated apprentice who is interested in joining the Project Management Office Team to support the day to day running of our projects, including cost management, reporting and key project management standards, such as project risks, project dependencies and project milestones. You will undertake Level 3 Business and Administration.

[FIND OUT MORE](#)

IT SERVICE DESK SUPPORT - MODERN APPRENTICESHIP - 2 POSTS

Contract: Permanent
Salary: £15,000 per annum
Employer: Menzies Distribution
Closing Date: Tuesday 19 April



At Menzies Distribution we've been delivering across the UK since 1833 – to and from every high street, as well as reaching the areas others can't. Today, we're Logistics UK's most innovative business of the year. With a strong focus on the future, sustainability and innovation, we keep moving forwards. For ambitious organisations, we develop and deploy new technologies and business models that make supply chains smarter, more flexible, sustainable and valuable.

Reporting to the Service Desk Manager, you will be involved in all different aspects of the IT Service Desk and will be responsible for handling IT queries from the distribution business. You will work towards SCQF Level 6 IT Systems & Networking.

[FIND OUT MORE](#)

ASSISTANT ADMINISTRATOR - MODERN APPRENTICESHIP

Contract: Permanent
Salary: £17,000 per annum
Employer: Brewin Dolphin
Closing Date: Friday 22 April



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](#)

LETTINGS ASSISTANT - MODERN APPRENTICESHIP

Contract: Fixed Term - 12 months
Salary: £16,000 to £20,000 per annum
Employer: Factotum
Closing Date: Friday 15 April



Factotum are an experienced, family run letting agents for short term, long term, holiday and festival lets. We pride ourselves in understanding the specific requirements of our individual landlords and tenants, and tailor our services accordingly.

This is a fast-paced and varied role undertaking tasks such as providing administrative support to Property Managers by maintaining property inspections and updating records and arranging and carrying out viewings for potential tenants. You will work towards SCQF Level 6 in Business and Administration.

[FIND OUT MORE](#)

EARLY YEARS PRACTITIONER - MODERN APPRENTICESHIP – 30 POSTS

Contract: Fixed term until June 2024 - Term time only
Salary: £19,687 - £19,969 (pro rata for 39 weeks sessional)
Employer: The City of Edinburgh Council
Closing Date: Sunday 24 April



At the City of Edinburgh Council, we're at the heart of the city. Our team is as diverse as the services we provide. Services that range from refuse collection to art galleries, parks to planning, schools to social care. The Council is committed to assisting people within the local area by providing the opportunity to gain skills and knowledge in the world of work through our Modern Apprenticeship Programme.

You will be trained to work as an effective member of a multi-disciplinary or other team promoting a stimulating environment which balances education and care for children and young people, meeting children's individual needs and those of their families, enabling each individual to achieve their potential. You will work towards an SVQ Level 3/SCQF Level 7 in Social Services (Children and Young People).

[FIND OUT MORE](#)

TECHNICAL ADMINISTRATOR - MODERN APPRENTICESHIP

Contract: Fixed Term - 12 months
Salary: £13,650 per annum
Employer: TaxAssist Accountants
Closing Date: Friday 22 April



TaxAssist Accountants are a national network of accountants across the UK delivering accounting and tax services to independent business owners.

Key tasks include filing accounts with Companies House and Tax Returns with HMRC, helping clients with queries and working with team members to make sure the office functions smoothly. 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: Friday 22 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 assist the Front of House/Facilities team with reception and mail duties and carry out large-scale printing, scanning and photocopying tasks. You will work towards SCQF Level 5 in Business and Administration.

[FIND OUT MORE](#)

TRAINEE BONUS SURVEYOR - MODERN APPRENTICESHIP

Contract: Permanent
Salary: Competitive plus company benefits
Employer: Cruden Group
Closing Date: This position will close when a suitable candidate is found



Welcome to the Cruden Group. We're proud to be one of Scotland's largest development and construction groups. And proud to still be independent after more than 75 years. We have a team of more than 600 people across 3 offices and an annual turnover of over £200 million.

Do you have a passion for Construction? Have you worked in the industry but not quite found the right role yet? Look no further! We are recruiting a Trainee Bonus Surveyor to join the team in South Gyle. This is a unique position, ensuring that our directly employed and sub-contract trades are paid accurately each week by measuring and reporting costs, pulling together data from a variety of sources.

[FIND OUT MORE](#)

SALES ASSISTANT - MODERN APPRENTICESHIP

Contract: Permanent
Salary: £10,205 per annum
Employer: Schuh
Closing Date: Friday 29 April



Schuh was launched in Edinburgh in 1981 and is now recognised as one of the most loved and most innovative retailers around. We have stores throughout the UK, Ireland, Germany and the Channel Islands with a phenomenal online business.

Based in our busy store at Fort Kinnaird, you will deliver great customer service and gain extensive knowledge about working in a retail environment. You will learn about Merchandising and Display and Stock Management while working towards SVQ Level 2 in Retail. This is a part time position, working 25 hours per week.

[FIND OUT MORE](#)

SALES ASSISTANT - MODERN APPRENTICESHIP

Contract: Permanent
Salary: £10,205 per annum
Employer: Schuh
Closing Date: Friday 29 April



Schuh was launched in Edinburgh in 1981 and is now recognised as one of the most loved and most innovative retailers around. We have stores throughout the UK, Ireland, Germany and the Channel Islands with a phenomenal online business.

Based in our busy store at the Gyle, you will deliver great customer service and gain extensive knowledge about working in a retail environment. You will learn about Merchandising and Display and Stock Management while working towards SVQ Level 2 in Retail. This is a part time position, working 25 hours per week.

[FIND OUT MORE](#)

DIGITAL ADMINISTRATION - MODERN APPRENTICESHIP

Contract: Permanent
Salary: £10,000 - £12,500 per annum
Employer: IMMS Fire & Security Systems
Closing Date: Friday 22 April



IMMS Fire & Security Systems is a leading reputable security company based in Edinburgh. We consistently aim to provide and maintain first class, professional and affordable protection for residential, commercial and industrial sites throughout Scotland and the UK. Our experienced and knowledgeable team specialise in a range of superior security solutions.

Based in our office in Marchmont, you will undertake a variety of administrative tasks including dealing with customer admin/accounts calls and emails, supporting the service team and using Microsoft Word and Excel for handling data. You will work towards SCQF Level 6 Digital Applications Support.

[FIND OUT MORE](#)

JUNIOR IT HELPDESK - MODERN APPRENTICESHIP - 2 POSTS

Contract: Permanent
Salary: £16,000 per annum
Employer: Endeavour Information Solutions
Closing Date: Friday 15 April



Endeavour Information Solutions provides technology solutions to organisations across the UK and Ireland. We specialise in Microsoft technologies and solutions such as SharePoint, Office 365, Microsoft Dynamics, Kentico CMS as well as bespoke software development solutions. Endeavour also offers infrastructure support, virtualisation, IT training, IT consultancy services and IT forensic services.

Based in our city centre office, you will provide internal and external clients with first level support and assist with onboarding and offboarding of users. You should have a strong interest in new technologies and concepts with the ability to pick them up quickly and apply them to client projects. You will work towards SCQF Level 6 IT Systems & Networking.

[FIND OUT MORE](#)

DIGITAL ADMINISTRATION ASSISTANT - MODERN APPRENTICESHIP

Contract: Permanent
Salary: £16,000 per annum
Employer: A property management company
Closing Date: Thursday 28 April



A property management company.

Based in our office in the west end, you will undertake a variety of tasks to support the team including booking viewings for properties, answering telephone calls and liaising with clients. You will work towards a Modern Apprenticeship in Digital Application Support at SCQF Level 6.

[FIND OUT MORE](#)

PROVIDING FINANCIAL SERVICES (CONTACT CENTRE) - MODERN APPRENTICESHIP - 24 POSTS

Contract: Permanent
Salary: £18,765 per annum
Employer: Royal Bank of Scotland
Closing Date: Wednesday 3 August



Royal Bank of Scotland is building a purpose-led bank. Its purpose will create longer-term, deeper relationships with its customers – when its customers succeed, its communities succeed, its economy thrives – and the bank succeeds as a result. RBS is putting purpose at the core of everything it does – doing so will create a sustainable and resilient long-term future.

Royal Bank of Scotland is working with Social Mobility Charity, Leadership Through Sport & Business (LTSB), to bring a range of apprenticeship opportunities for young people from disadvantaged backgrounds. You'll be the first point of support for NatWest Group's personal banking customers in one of the bank's telephony banking teams. The bank will look to you to deliver excellent service to its customers, keeping their needs and financial goals in mind at all times. You will undertake Providing Financial Services Modern Apprenticeship (SCQF Level 6).

[FIND OUT MORE](#)

PROVIDING FINANCIAL SERVICES - MODERN APPRENTICESHIP - 6 POSTS

Contract: Permanent
Salary: £20,000 per annum
Employer: Royal Bank of Scotland
Closing Date: Tuesday 26 July



Royal Bank of Scotland is building a purpose-led bank. Its purpose will create longer-term, deeper relationships with its customers – when its customers succeed, its communities succeed, its economy thrives – and the bank succeeds as a result. RBS is putting purpose at the core of everything it does – doing so will create a sustainable and resilient long-term future.

Royal Bank of Scotland is working with Social Mobility Charity, Leadership Through Sport & Business (LTSB), to bring a range of apprenticeship opportunities for young people from disadvantaged backgrounds. RBS customers will look to you to support them in their decisions as to how they bank. You'll act as a trusted expert, providing them with the knowledge they need to make the most of their money and making sure they're fully informed when it comes to the products and services RBS offers. You will undertake Providing Financial Services Modern Apprenticeship (SCQF Level 6).

[FIND OUT MORE](#)

SOFTWARE DEVELOPER - MODERN APPRENTICESHIP – 32 POSTS

Contract: Permanent
Salary: £20,000 per annum
Employer: Royal Bank of Scotland
Closing Date: Tuesday 28 June



Royal Bank of Scotland is building a purpose-led bank. Its purpose will create longer-term, deeper relationships with its customers – when its customers succeed, its communities succeed, its economy thrives – and the bank succeeds as a result. RBS is putting purpose at the core of everything it does – doing so will create a sustainable and resilient long-term future.

Royal Bank of Scotland is working with Social Mobility Charity, Leadership Through Sport & Business (LTSB), to bring a range of apprenticeship opportunities for young people from disadvantaged backgrounds. Software Developers work on many different projects in Technology including design, test and implement new coding and software for high volume, high availability apps and services for customers, as well as maintain current systems and servers. You will undertake Diploma for Information Technology & Telecommunications Professionals (SCQF Level 8).

[FIND OUT MORE](#)

CONTRACTOR ONBOARDING ADMINISTRATOR - MODERN APPRENTICESHIP

Contract: Permanent
Salary: National Living Wage
Employer: Harvey Nash
Closing Date: Friday 15 April

The logo for Harvey Nash, featuring the company name in white text on a red rectangular background.

Harvey Nash is a global business, with 40 offices spanning Europe, North America, Australia and East Asia. We work with clients, both large and small, to deliver a portfolio of services: technology recruitment, IT outsourcing and leadership services.

Based within the Scotland Business Support function in our Edinburgh city centre office in a fun, friendly and hardworking team, you will be responsible for assisting in the coordination of the recruitment process including onboarding of candidates from pre-assignment screening through to start date and ensuring all contract placements are compliant as per company policies. You will undertake a Modern Apprenticeship in Business and Administration SCQF Level 5.

[FIND OUT MORE](#)

BUSINESS ADMINISTRATION - MODERN APPRENTICESHIP

Contract: Fixed Term - 12 months
Salary: £9,458 per annum
Employer: A car dealership based in the west of Edinburgh
Closing Date: This position will close when a suitable candidate is found



A car dealership based in the west of Edinburgh.

This is an excellent opportunity for a school/college leaver looking to start a career in administration. Duties will include maintaining accurate vehicle records, ordering vehicles in line with dealership guidelines and maintaining relationships both internally and externally. You will undertake a Modern Apprenticeship in Business and Administration SCQF Level 6.

[FIND OUT MORE](#)

PROPERTY OFFICE ASSISTANT - MODERN APPRENTICESHIP

Contract: Permanent
Salary: £11,000 per annum
Employer: A family run experienced letting agents
Closing Date: Thursday 28 April



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 22 April



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](#)

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](#)

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](#)

PROPERTY MARKETING AND ADMIN ASSISTANT - MODERN APPRENTICESHIP

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



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: £4.81 per hour
Employer: Independent garage, Penicuik
Closing Date: Friday 15 April



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: £4.81 per hour
Employer: Independent garage, Edinburgh
Closing Date: Friday 15 April



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](#)

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

TECHNICAL GRADUATE APPRENTICESHIP - 6 POSTS

Contract: Permanent
Salary: £21,000 per annum
Employer: IBM UK Ltd
Closing Date: Thursday 21 April



IBM are not only one of the largest corporate organisations in the world, we're also one of the biggest technology and consulting employers, with many of the Fortune 50 companies relying on the IBM Cloud to run their business. We believe that through the application of intelligence, reason and science, we can improve business, society and the human condition, bringing the power of an open hybrid cloud and AI strategy to life for our clients and partners around the world.

Apprenticeships at IBM are all about picking up new skills – and lots of them. It's four years' worth of brilliant training, loads of exposure and the kind of experience you simply couldn't get anywhere else. You will study towards either BSc (Hons) IT Software Development or IT Management for Business at Edinburgh Napier University.

[FIND OUT MORE](#)

SOFTWARE DEVELOPER - GRADUATE APPRENTICESHIP – 2 POSTS

Contract: Permanent
Salary: £14,000 per annum
Employer: Forrit
Closing Date: Thursday 21 April



Nominated 'Best Tech Place to Work', Forrit is a digital technology company founded in 2014. The company has developed Forrit® - the next generation enterprise CMS. Built in conjunction with Microsoft, Forrit® leverages the full potential of Azure's cloud services and tools on a single platform. This simplifies and automates complex configuration processes and enables rapid and secure website creation, versioning and editing using an intuitive interface.

We are recruiting two apprentices, one who will specialise in Quality Assurance (QA) and the other in security. You will undertake the award-winning Forrit Apprenticeship Scheme (FAS). In conjunction with formal qualifications and training, the FAS will guide you through varying teams within the company. You will study towards BSc (Hons) Software Development at Edinburgh Napier University.

[FIND OUT MORE](#)

TRAINEE QUANTITY SURVEYOR - GRADUATE APPRENTICESHIP

Contract: Permanent
Salary: Competitive plus company benefits
Employer: Cruden Group
Closing Date: This position will close when a suitable candidate is found



Welcome to the Cruden Group. We're proud to be one of Scotland's largest development and construction groups. And proud to still be independent after more than 75 years. We have a team of more than 600 people across 3 offices and an annual turnover of over £200 million.

Are you looking to begin your career as a Quantity Surveyor? We are recruiting a Trainee to join the Commercial team based in South Gyle, commencing around August 2022. We will support you to complete a Quantity Surveying degree while you learn on the job, either through a day release Graduate Apprenticeship or studying part time at university. We are also open to hearing from candidates who are in the 1st or 2nd year of a Quantity Surveying degree looking to switch to a Graduate Apprenticeship or part time course and learn on the job.

[FIND OUT MORE](#)

Professional Qualifications

TRAINEE CHARTERED ACCOUNTANT - 2 POSTS

Contract: Fixed Term - 5 years
Salary: £18,200 per annum
Employer: Geoghegans Chartered Accountants
Closing Date: Thursday 30 June



We are looking for school leavers to join our team as part of our CA training programme commencing in August 2022. Candidates should have a strong academic record, good interpersonal skills and share our passion and commitment for providing outstanding client service.

Established in 1918, Geoghegans 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 17 CA trainees and 7 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.

[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](#)

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.



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 17 May
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.

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

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



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, Oxbgangs, East Lothian, Livingston

For more information: Email/telephone no: robbie@streetsocscotland.org / 07480 979919
Web: www.streetsocscotland.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
-

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:

What is provided:

16 - 25-year-olds

- 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.

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.



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.

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.

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.

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. Residentials (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

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
- ✓ **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