

Edinburgh Guarantee Opportunities Bulletin



Tuesday 25 October 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:



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List of Current Vacancies

Jobs for All Ages:

- ✓ Business Development and Sales Assistant – Private House Stays
- ✓ Community Living Assistant (Riccarton) – Capability Scotland
- ✓ Community Living Assistant (Craigmillar) – Capability Scotland
- ✓ Community Living Assistant (Respite) – Capability Scotland
- ✓ Customer Service Advisor – Lloyds Banking Group/Scottish Widows
- ✓ Bereaved Customer Advisor – Lloyds Banking Group/Scottish Widows
- ✓ Trainee Operations Coordinator - Caskshare
- ✓ Domestic Cleaning Operative – Springsteen & Somerville
- ✓ Project Worker – Upmo (Upward Mobility Ltd)
- ✓ Community Support Workers – Edge Autism Ltd
- ✓ Housekeeping Room Attendant – YOTEL Edinburgh
- ✓ Branch Supervisor – Scotmid Co-operative
- ✓ Home Delivery Driver/Customer Service Assistant – Scotmid Co-operative
- ✓ Customer Service Assistant – Scotmid Co-operative

Jobs for Young People:

- ✓ **Administration Assistant – Juniper Partners**
- ✓ Customer Service Advisor – Lloyds Banking Group/Scottish Widows
- ✓ Trainee Operations Coordinator - Caskshare
- ✓ Trainee Stores/Sales Assistant – CEF Ltd
- ✓ Customer Service Advisor – multiple posts – Chase Bank UK
- ✓ 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:

- ✓ **Software – Modern Apprenticeship – 2 posts – QA/Project Nero**
- ✓ **Administrative Office Assistant – Modern Apprenticeship – Microcom/Medical centre in the southside of Edinburgh**
- ✓ **Receptionist Administration Assistant – Modern Apprenticeship – Microcom/Solicitors and estate agents in Leith**
- ✓ **Administrative Office Assistant – Modern Apprenticeship – Microcom/A car dealership in east Edinburgh**
- ✓ **Office Administrative Assistant – Modern Apprenticeship – Microcom/GP Practice in north-east Edinburgh**
- ✓ **Medical Receptionist/Administrator – Modern Apprenticeship – Microcom/GP Practice in Abbeyhill**
- ✓ Digital Support - Modern Apprenticeship – QA/Crandles & Co
- ✓ Administrator – Modern Apprenticeship – Direct Partners/Verity Financial Planners
- ✓ Junior Accounts Administrator – Modern Apprenticeship – Limelight/Ocean Winds
- ✓ Administrative Assistant – Modern Apprenticeship – Hillcrest Homes
- ✓ Sales Assistant – Modern Apprenticeship – Babington/Schuh, Fort Kinnaird
- ✓ Bus and Coach Mechanic – Modern Apprenticeship – GTG/An independent garage in Leith
- ✓ Administrative Assistant – Modern Apprenticeship – Limelight/Ralph Hendrie Legal
- ✓ Medical Secretary – Modern Apprenticeship – 4 posts – NHS Lothian
- ✓ Clerical (Admin) Officer – Modern Apprenticeship – 5 posts – NHS Lothian
- ✓ Healthcare Support Worker – Modern Apprenticeship (Level 3) – 4 posts – NHS Lothian
- ✓ Healthcare Support Worker – Modern Apprenticeship (Level 2) – 23 posts – NHS Lothian
- ✓ Digital Support Administrator – Modern Apprenticeship – QA/Capital Credit Union
- ✓ Investment Administration Assistant - Modern Apprenticeship – Limelight/McInroy & Wood
- ✓ Painter and Decorator – Modern Apprenticeship – 6-8 posts - CITB
- ✓ Facilities Assistant – Modern Apprenticeship – QA/The Faculty of Advocates
- ✓ Office Junior – Modern Apprenticeship – Limelight/Contractax Ltd
- ✓ Office Administrative Assistant - Modern Apprenticeship – Microcom/GP Practice based in Dalkeith
- ✓ Medical Personal Assistant - Modern Apprenticeship - Microcom/GP Practice in the north-east of Edinburgh
- ✓ Early Learning and Childcare - Modern Apprenticeships - Carousel Training Centre
- ✓ Medical Receptionist – Modern Apprenticeship – Microcom/Medical Practice, Tollcross
- ✓ Trainee Childcare Practitioner – Modern Apprenticeship – North Edinburgh Childcare

- ✓ Chef - Modern Apprenticeship - Caledonian Heritable Ltd
- ✓ Childcare - Modern Apprenticeship - PA Training

Professional Qualifications:

- ✓ **Trainee Chartered Accountant – 2 posts – Geoghegans Chartered Accountants**

Programmes, Courses and Training:

- ✓ Employability Pathway - Move On
- ✓ Pick 'n' Mix to Employment – Space Training Academy
- ✓ See Potential – Venture Trust
- ✓ Short Course Programme - The Academy Of Music and Sound
- ✓ Inclusion Works! Programme – Into Work
- ✓ Impactful Starts – Impact Arts
- ✓ Care First – Action for Children
- ✓ Prince's Trust Development Award - Edinburgh College
- ✓ Football Works – Street Soccer Scotland
- ✓ Hub Pre-Apprenticeship Programme - The Grassmarket Community Project
- ✓ Refresh Training and Work Experience - Fresh Start
- ✓ Transform Through Transitions - Link Living
- ✓ The Journey Programme – Venture Scotland
- ✓ Vocational Training Offer - Rural & Urban Training Scheme (RUTS)
- ✓ Mentoring Services for Ethnic Minorities - LINKnet Mentoring Ltd

Jobs for All Ages

BUSINESS DEVELOPMENT AND SALES ASSISTANT

Contract: Fixed Term – 12 months
Salary: National Minimum Wage for first three months. After probationary period will increase to Real Living Wage
Employer: Private House Stays
Closing Date: Monday 31 October



Private House Stays Limited was founded in 2010. Unique in our mission to educate clients in how to generate commission-free bookings via an embeddable widget, we also drive business to them via our award-winning website. PHS covers the whole of Scotland, listing over 4000 attractions and experiences. Our vision is to represent 25 properties in each area of Scotland, a mix of self-catering, B&B, inns, hotels, and glamping.

Working in a small team, the role will be home working. You will be responsible for identifying prospective new clients, organising Zoom meetings, demonstrating how our website and booking software works and closing deals. Full training and support will be provided. This role is open to all ages and we welcome applications from candidates with barriers to employment.

[FIND OUT MORE](#)

COMMUNITY LIVING ASSISTANT (RICCARTON)

Contract: Permanent / Full Time / Part Time / Bank/Relief
Salary: £10.50 per hour (£21,351 per annum FTE)
Employer: Capability Scotland
Closing Date: Ongoing recruitment



Capability Scotland delivers exemplary care, support, and education for disabled children and adults across Scotland.

You will be supporting our customers on either 2-1 or group care, helping them with their personal care, dressing, medication, communication, mobility, mealtimes, and participating in their chosen activities. You will receive in-depth training, specific to the individuals who you will be caring for. We also offer paid SVQs and numerous pathways for career progression.

[FIND OUT MORE](#)

COMMUNITY LIVING ASSISTANT (CRAIGMILLAR)

Contract: Permanent / Full Time / Part Time / Bank/Relief
Salary: £10.50 per hour (£21,351 per annum FTE)
Employer: Capability Scotland
Closing Date: Ongoing recruitment



Capability Scotland delivers exemplary care, support, and education for disabled children and adults across Scotland.

You will be supporting our customers on either 1-1 or group care, helping them with their personal care, dressing, medication, communication, mobility, mealtimes, and participating in their chosen activities such as assistive technology and interactive sports sessions. You will receive in-depth training, specific to the individuals who you will be caring for. We also offer paid SVQs and numerous pathways for career progression.

[FIND OUT MORE](#)

COMMUNITY LIVING ASSISTANT (RESPITE)

Contract: Permanent / Full Time / Part Time / Bank/Relief
Salary: £10.50 per hour (£21,351 per annum FTE)
Employer: Capability Scotland
Closing Date: Ongoing recruitment



Capability Scotland delivers exemplary care, support, and education for disabled children and adults across Scotland.

You will be providing support to individuals either in their own home or in fully accessible flats in south-west Edinburgh for a short break. You will require to assist in all aspects of daily life, including finances, cooking, shopping, housework and personal care. We will provide all relevant training and you will be supported to complete SVQ Level 3 in Health and Social Care.

[FIND OUT MORE](#)

CUSTOMER SERVICE ADVISOR

Contract: Permanent
Salary: £19,350 - £21,500 per annum
Employer: Lloyds Banking Group/Scottish Widows
Closing Date: Thursday 3 November



At Scottish Widows, we provide critical services to millions of Lloyds Banking Group's Life, Pensions and Investments, General Insurance and Wealth customers. We support their needs (whatever they are) driven by a clear purpose to help Britain recover, then prosper.

Based in the Workplace Pensions team, this is a role that suits people who take ownership of personal development and can adapt to change as well as learn about products and follow processes. If you enjoy building relationships with customers and colleagues, and are looking for genuine career opportunities then there's a role here for you. We'll provide all the support you'll need, and many of our colleagues also go on to gain an industry qualification.

[FIND OUT MORE](#)

BEREAVED CUSTOMER ADVISOR

Contract: Permanent
Salary: £19,350 - £21,500 per annum
Employer: Lloyds Banking Group/Scottish Widows
Closing Date: Thursday 3 November



At Scottish Widows, we provide critical services to millions of Lloyds Banking Group's Life, Pensions and Investments, General Insurance and Wealth customers. We support their needs (whatever they are) driven by a clear purpose to help Britain recover, then prosper.

This role is in our Bereaved Team and will primarily entail dealing with customer queries by telephone or completing a number of admin duties. You will be providing information on our Life, Pensions or Investment products and services, acting promptly on all customer instructions and ensuring that records are fully up to date and accurate. From day one, we'll provide all the support needed and many of our colleagues also go on to gain an industry qualification.

[FIND OUT MORE](#)

TRAINEE OPERATIONS COORDINATOR

Contract: Permanent
Salary: £19,500 per annum
Employer: Caskshare
Closing Date: Ongoing recruitment



Caskshare is a fast growing platform that allows customers the ability to buy bottles of ultra-unique, rare and interesting whisky, directly from the cask. We give customers the chance to buy whisky from brand new and established distilleries that otherwise are normally only reserved for those that can afford to buy the whole cask.

You will be working with colleagues to identify what products will be created in the coming months and liaising with suppliers to ensure we have the correct number of dry goods in stock. You will be organising transportation of goods through logistic providers and work with our bottling partners to ensure products are bottled on time. Full training will be provided. We welcome applications from candidates with barriers to employment.

[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](#)

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](#)

BRANCH SUPERVISOR

Contract: Permanent
Salary: Up to £9.90 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: Up to £9.50 per hour dependent on age
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: Up to £9.50 per hour dependent on age
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

FINANCIAL ADMINISTRATION ASSISTANT

Contract: Permanent
Salary: £18,000 - £20,000 per annum
Employer: Juniper Partners
Closing Date: Friday 28 October



Juniper Partners is a small business based in the West End of Edinburgh providing company secretarial, accounting and administration services to companies listed on the London Stock Exchange.

Based in our friendly office in the West End, you will undertake a variety of general office duties, assist in maintaining the company's accounting records as well as supporting our administration team with our investment trust clients. Full training will be provided.

[FIND OUT MORE](#)

CUSTOMER SERVICE ADVISOR

Contract: Permanent
Salary: £19,350 - £21,500 per annum
Employer: Lloyds Banking Group/Scottish Widows
Closing Date: Friday 28 October



At Scottish Widows, we provide critical services to millions of Lloyds Banking Group's Life, Pensions and Investments, General Insurance and Wealth customers. We support their needs (whatever they are) driven by a clear purpose to help Britain recover, then prosper.

This role involves inbound and outbound telephony work which would require excellent communication skills and confidence when dealing with calls. If you enjoy building relationships with customers and colleagues, and are looking for genuine career opportunities then there's a role here for you. We'll provide all the support you'll need, and many of our colleagues also go on to gain an industry qualification.

[FIND OUT MORE](#)

TRAINEE OPERATIONS COORDINATOR

Contract: Permanent
Salary: £19,500 per annum
Employer: Caskshare
Closing Date: Ongoing recruitment



Caskshare is a fast growing platform that allows customers the ability to buy bottles of ultra-unique, rare and interesting whisky, directly from the cask. We give customers the chance to buy whisky from brand new and established distilleries that otherwise are normally only reserved for those that can afford to buy the whole cask.

You will be working with colleagues to identify what products will be created in the coming months and liaising with suppliers to ensure we have the correct number of dry goods in stock. You will be organising transportation of goods through logistic providers and work with our bottling partners to ensure products are bottled on time. Full training will be provided. We welcome applications from candidates with barriers to employment.

[FIND OUT MORE](#)

TRAINEE STORES/SALES ASSISTANT

Contract: Permanent
Salary: National Minimum Wage
Employer: CEF Ltd
Closing Date: Friday 23 December



CEF Ltd is one of the UK's largest electrical wholesaler/suppliers with almost 400 branches nationwide.

Based in our warehouse at Prestonfield Park Industrial Estate, you will learn all aspects of the job and gain experience of working in a warehouse. Full training will be provided.

[FIND OUT MORE](#)

CUSTOMER SERVICE ADVISOR - MULTIPLE POSTS

Contract: Permanent
Salary: Competitive
Employer: Chase Bank UK
Closing Date: Ongoing



We are Chase - part of the JPMorgan Chase family. We are a leading provider of traditional and digital financial services worldwide. We operate like a start-up, embedded within a leading global financial institution. We are working together in powerful partnership to ethically disrupt the financial services market in the UK. Our vision is to inspire and equip our customers to get more from their money with our innovative and seamless mobile banking app.

Based at our state of the art offices at South Gyle, the successful candidates will be delivering exceptional customer service skills, by assisting our customers with a variety of queries via multi-channel communications. These are entry level positions and the only essential requirement is previous experience of working with customers.

[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

SOFTWARE - MODERN APPRENTICESHIP - 2 POSTS

Contract: Permanent
Salary: £12,000 per annum
Employer: Project Nero
Closing Date: Tuesday 15 November



Project Nero is a software and web development company that builds, designs, maintains and deploys websites on behalf of clients.

We are looking for someone who is eager to kickstart their career into the world of software and web development. This is a small company where you'll be mentored and allowed the freedom to work on things that interest you outside of your daily responsibilities. You will work towards IT and Telecommunications at SCQF Level 6.

[FIND OUT MORE](#)

ADMINISTRATIVE OFFICE ASSISTANT - MODERN APPRENTICESHIP

Contract: Fixed Term - 12 months
Salary: £11,700 per annum
Employer: A medical centre in the southside of Edinburgh.
Closing Date: This position will close when a suitable candidate is found



A medical centre based in the southside area of Edinburgh.

This is a varied role that will see you offering a range of patient care activities including receiving, assisting and direct patients in accessing the most appropriate service or healthcare professional in a courteous, efficient and effective manner. You will work towards SCQF Level 6 Business and Administration.

[FIND OUT MORE](#)

RECEPTIONIST ADMINISTRATION ASSISTANT - MODERN APPRENTICESHIP

Contract: Fixed Term - 12 months
Salary: £13,132 per annum
Employer: Solicitors and estate agents based in Leith
Closing Date: This position will close when a suitable candidate is found



Solicitors and estate agents based in Leith.

You will be responsible for undertaking a wide range of reception and administrative duties. The receptionist is often the first contact that clients have with the firm, so it is important to be able to communicate in a friendly, welcoming and professional manner. You will work towards SCQF Level 6 Business and Administration.

[FIND OUT MORE](#)

ADMINISTRATIVE OFFICE ASSISTANT - MODERN APPRENTICESHIP

Contract: Fixed Term - 12 months
Salary: £10,216 per annum
Employer: A car dealership in east Edinburgh
Closing Date: This position will close when a suitable candidate is found



A car dealership based in the east of Edinburgh.

This is an exciting role which offers first-class training and outstanding long-term career prospects. The comprehensive programme provides you with an opportunity to achieve formal qualifications through extensive product training as well as building up confidence and gaining valuable work experience. You will work towards SCQF Level 6 Business and Administration.

[FIND OUT MORE](#)

OFFICE ADMINISTRATIVE ASSISTANT - MODERN APPRENTICESHIP

Contract: Fixed Term - 12 months
Salary: £11,833 per annum
Employer: GP Practice in north-east Edinburgh
Closing Date: This position will close when a suitable candidate is found



GP Practice based in the north-east of Edinburgh.

This role 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.

[FIND OUT MORE](#)

MEDICAL RECEPTIONIST/ADMINISTRATOR - MODERN APPRENTICESHIP

Contract: Fixed Term - 12 months
Salary: £10,140 per annum
Employer: GP Practice in Abbeyhill area of Edinburgh
Closing Date: This position will close when a suitable candidate is found



GP Practice based in the Abbeyhill area 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.

[FIND OUT MORE](#)

DIGITAL SUPPORT - MODERN APPRENTICESHIP

Contract: Permanent
Salary: £14,000 per annum
Employer: Crandles & Co
Closing Date: Tuesday 15 November



Crandles & Co are chartered financial planners who provide sound unbiased financial advice, a first-class service, and innovative solutions while acting in their clients' best interests at all times.

You will support our teams with a variety of administrative tasks using Microsoft Office packages while gaining all round experience in an office based role within the financial services industry. You will work towards Digital Applications Support Diploma at SCQF Level 6.

[FIND OUT MORE](#)

ADMINISTRATOR - MODERN APPRENTICESHIP

Contract: Fixed Term - 12 months
Salary: £15,000 - £17,000 per annum
Employer: Verity Financial Planners
Closing Date: Sunday 30 October



Verity Financial Planners aims to provide each of our clients with sound unbiased financial advice, excellent service, and innovative solutions, while acting in their best interest at all times. We strive to be a highly regarded independent financial services firm offering our clients unparalleled financial advice and first-class service, managing financial expectations with clear and realistic plans.

The role of apprentice administrator is to support our small but dynamic team by carrying out a range of clerical tasks for the office. You will be confident in giving our clients and visitors a warm welcome when they enter our office. You will work towards Business and Administration at SCQF Level 6.

[FIND OUT MORE](#)

JUNIOR ACCOUNTS ADMINISTRATOR - MODERN APPRENTICESHIP

Contract: Fixed Term - 18 months
Salary: £17,500 per annum
Employer: Ocean Winds
Closing Date: Friday 11 November



Ocean Winds is an international company created as a 50-50 joint venture in 2020 by EDP Renewables and ENGIE. At Ocean Winds we are dedicated to offshore wind energy, an energy we believe will lead us to a better, carbon neutral world.

Based in our city centre office, you will provide administrative support to an accounts team and as part of a larger finance team within the renewable energy sector. You will receive on the job training while working towards SVQ in Business and Administration at SQCF Level 6.

[FIND OUT MORE](#)

ADMINISTRATIVE ASSISTANT - MODERN APPRENTICESHIP

Contract: Fixed Term - 2 years
Salary: £8,817 - £12,519 per annum, dependent on age
Employer: Hillcrest Homes
Closing Date: 12 noon on Monday 31 October



Established in 1967, Hillcrest Homes is one of Scotland's largest housing associations. We provide sustainable homes at affordable rents across Dundee, Edinburgh, Angus, Perthshire, Fife and Aberdeen.

You will play a key role within the team supporting your colleagues and tenants and providing all administrative tasks to ensure the smooth and efficient running of the team. You will work towards SCQF Level 5 in Business and Administration and learn all of our systems and processes.

[FIND OUT MORE](#)

SALES ASSISTANT - MODERN APPRENTICESHIP

Contract: Permanent
Salary: £13,369 per annum
Employer: Schuh
Closing Date: Monday 31 October



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](#)

ADMINISTRATIVE ASSISTANT - MODERN APPRENTICESHIP

Contract: Permanent
Salary: £12,000 - £14,000 per annum
Employer: Ralph Hendrie Legal
Closing Date: Monday 31 October



RALPH HENDRIE LEGAL

Ralph Hendrie Legal is located within Murrayburgh House on Corstorphine Road. We are proud to be a modern firm who provide a bespoke and reliable service to our customers in relation to Property, Wills, Trusts, and Executries.

Based within our friendly legal team, you will undertake a variety of administrative tasks including dealing with mail and answering calls. You will work towards SVQ Level 2 / 3 in Business and Administration.

[FIND OUT MORE](#)

MEDICAL SECRETARY - MODERN APPRENTICESHIP – 4 POSTS

Contract: Permanent
Salary: £21,709 per annum
Employer: NHS Lothian
Closing Date: Friday 18 November



NHS Lothian is responsible for meeting the health needs of circa 800,000 people living in and around Edinburgh and the Lothians. We employ approximately 27,000 staff and provide a comprehensive range of primary, community and acute care services for the populations of Edinburgh, Midlothian, East Lothian and West Lothian. Across all areas of care, we seek to provide specialist and general services fairly and efficiently and to the highest standards.

Based within the Medical and Surgical services at the Western General Hospital, you will be supported in your role to provide a medical secretarial and administrative support to clinicians and other members of the multi-disciplinary teams. You will work towards SVQ Level 2 Business and Administration and embed the learning into practice.

[FIND OUT MORE](#)

CLERICAL (ADMIN) OFFICER - MODERN APPRENTICESHIP – 5 POSTS

Contract: Permanent
Salary: £19,609 per annum
Employer: NHS Lothian
Closing Date: Friday 18 November



NHS Lothian is responsible for meeting the health needs of circa 800,000 people living in and around Edinburgh and the Lothians. We employ approximately 27,000 staff and provide a comprehensive range of primary, community and acute care services for the populations of Edinburgh, Midlothian, East Lothian and West Lothian. Across all areas of care, we seek to provide specialist and general services fairly and efficiently and to the highest standards.

Based at one of 3 locations across Edinburgh, you will be supported in your role to develop and enhance your administrative/IT skills while carrying out a range of duties within a busy healthcare environment. You will work towards SVQ Level 2 Business and Administration and embed the learning into practice.

[FIND OUT MORE](#)

HEALTHCARE SUPPORT WORKER - MODERN APPRENTICESHIP (LEVEL 3) - 4 POSTS

Contract: Permanent
Salary: £21,709 per annum
Employer: NHS Lothian
Closing Date: Friday 18 November



NHS Lothian is responsible for meeting the health needs of circa 800,000 people living in and around Edinburgh and the Lothians. We employ approximately 27,000 staff and provide a comprehensive range of primary, community and acute care services for the populations of Edinburgh, Midlothian, East Lothian and West Lothian. Across all areas of care, we seek to provide specialist and general services fairly and efficiently and to the highest standards.

Based within Hospital to Home at East Lothian Community Hospital, you will be part of a multidisciplinary team carrying out personal care duties for patients, in support of the registered nurse/HtH Co-ordinator and other relevant professional practitioners. You will work towards SVQ Level 3 Healthcare (Clinical) and embed the learning into practice.

[FIND OUT MORE](#)

HEALTHCARE SUPPORT WORKER - MODERN APPRENTICESHIP (LEVEL 2) - 23 POSTS

Contract: Permanent
Salary: £19,609 per annum
Employer: NHS Lothian
Closing Date: Friday 18 November



NHS Lothian is responsible for meeting the health needs of circa 800,000 people living in and around Edinburgh and the Lothians. We employ approximately 27,000 staff and provide a comprehensive range of primary, community and acute care services for the populations of Edinburgh, Midlothian, East Lothian and West Lothian. Across all areas of care, we seek to provide specialist and general services fairly and efficiently and to the highest standards.

Based at various hospital locations across Edinburgh and West Lothian, you will be part of a multidisciplinary team carrying out personal care duties in support of and supervised by registered nurses. You will work towards SVQ Level 2 Healthcare (Clinical) whilst building your clinical knowledge and skills.

[FIND OUT MORE](#)

DIGITAL SUPPORT ADMINISTRATOR - MODERN APPRENTICESHIP

Contract: Permanent
Salary: £13,008 - £17,184 per annum
Employer: Capital Credit Union
Closing Date: Friday 4 November



Like all credit unions worldwide, Capital Credit Union is a member owned, community based, financial organisation. People are at the core of everything that we do. Our members are our owners. They are the reason we exist and they count on us to understand their needs and to work in their best interests.

This is an exciting opportunity for a young driven person with a passion to advance their skills in a fast growing company. Based in our office in Bonnington, you will undertake a variety of administrative tasks while working towards Digital Applications Support at SCQF Level 6.

[FIND OUT MORE](#)

INVESTMENT ADMINISTRATION ASSISTANT - MODERN APPRENTICESHIP

Contract: Fixed Term - 18 months
Salary: £18,500 per annum
Employer: McInroy & Wood
Closing Date: Friday 28 October



McInroy & Wood is a thriving and independent private client investment management firm managing over £2bn worth of clients' investments, which are invested directly around the world. Housed in its own purpose-built premises in Haddington, with additional offices in London and Harrogate, we are proud of our collegiate approach. We strive to build a diverse team, recognising the many benefits that this brings to our clients and colleagues.

You will gain experience working in a team who are united in delivering excellent client service at all times along with an understanding of how all departments in an investment management company work together to achieve this. You will undertake an SVQ in Business and Administration at SCQF Level 6.

[FIND OUT MORE](#)

PAINTER AND DECORATOR - MODERN APPRENTICESHIP - 6-8 POSTS

Contract: Permanent
Salary: £4.81 per hour for 1st year
Employer: CITB
Closing Date: Friday 28 October



CITB is a managing agent for the construction industry, as well as a skills sector organisation.

CITB are looking to recruit 16-19 year olds for a variety of Painting and Decorating apprenticeships across Edinburgh. The companies are part of the construction industry, with on site as well as private working environments, with college attendance part of the 4 year route. You will work towards an SVQ qualification at SCQF Level 6.

[FIND OUT MORE](#)

FACILITIES ASSISTANT - MODERN APPRENTICESHIP

Contract: Permanent
Salary: £12,431 per annum
Employer: The Faculty of Advocates
Closing Date: Friday 4 November



The Faculty of Advocates ensures that the people of Scotland, regardless of wealth, background or location, have access to the very best independent, objective legal advice. The Faculty has been at the forefront of legal excellence since 1532 and regulates the training and professional practice, conduct and discipline of Advocates.

Based in the Facilities team, you will work across 5 different areas, covering reception duties, arranging meetings, setting up and assisting with running events and providing assistance to members of Faculty. You will work towards Digital Applications Support Diploma at SCQF Level 6.

[FIND OUT MORE](#)

OFFICE JUNIOR - MODERN APPRENTICESHIP

Contract: Permanent
Salary: National Minimum Wage
Employer: Contractax Ltd
Closing Date: Friday 28 October



Contractax Ltd, Accountancy and Taxation, is a diverse accountancy practice which deals with a vast range of business nationally.

Based in our office at Bonnington, you will undertake a variety of administrative tasks including dealing with mail, emails and phone calls. You will work towards SVQ Level 2 in Business and Administration.

[FIND OUT MORE](#)

OFFICE ADMINISTRATIVE ASSISTANT - MODERN APPRENTICESHIP

Contract: Fixed Term - 12 months
Salary: £11,757 - £12,745 per annum
Employer: GP Practice based in Dalkeith
Closing Date: This position will close when a suitable candidate has been found



GP Practice based in Dalkeith.

You will provide a high quality, professional reception and administrative service to patients, doctors, staff, colleagues, health service professionals and others, while learning all aspects of working in a busy medical Practice and how to use NHS online systems. You will work towards SCQF Level 6 Business and Administration.

[FIND OUT MORE](#)

ADMINISTRATION MEDICAL PERSONAL ASSISTANT - MODERN APPRENTICESHIP

Contract: Fixed Term – 12 months
Salary: £10,868 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 including telephone calls, emails and filing. You will work towards SCQF Level 6 Business and Administration.

[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](#)

MEDICAL RECEPTIONIST - MODERN APPRENTICESHIP

Contract: Permanent
Salary: £12,844 per annum
Employer: Medical Practice based at Tollcross
Closing Date: This position will close when a suitable candidate is found



Medical Practice based at Tollcross.

You will act as the first point of contact for patients and will provide a high quality, professional reception and administrative service to patients, doctors, staff, colleagues, health service professionals and others. You will work towards SCQF Level 6 in Business and Administration.

[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](#)

Professional Qualifications

CHARTERED ACCOUNTANT – 2 POSTS

Contract: Fixed Term – 5 years
Salary: £18,200 per annum
Employer: Geoghegans Chartered Accountants
Closing Date: Wednesday 21 December



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.

We are looking for school leavers to join our team as part of our CA training programme commencing in August 2023. Candidates should have a strong academic record, good interpersonal skills and share our passion and commitment for providing outstanding client service. You will study towards your Chartered Accountancy qualification with ICAS.

[FIND OUT MORE](#)

Programmes, Courses and Training

EMPLOYABILITY PATHWAY - MOVE ON

The Move On Employability Pathway supports young people at Stage 2 of the employability pipeline to access quality work experience in a busy wood recycling workshop while achieving SCQF 3 Core skills and Employability Award. Young people will receive a training allowance of £55 per week.

The logo for 'move ON' features the word 'move' in a bold, purple, sans-serif font, followed by 'ON' in a smaller, white, sans-serif font. The 'ON' is set against a light purple rectangular background.

- Participants can gain:** Work experience in a Wood Recycling Workshop
Health and Safety at Work, Manual Handling ,SCQF level 3 Core Skills and Employability Award alongside confidence building through 1:1 support and group work opportunities. Participants have the opportunity to progress to our BBFF course, Volunteering or Mentoring.
- Client group:** Stage 2 Employability Pipeline, 16 to 26 year olds (Edinburgh City)
- aged 16-19 who have left full-time education (or who are expected to within the next 6 months), lacking qualifications or positive destinations
 - aged up to 26 facing multiple barriers.
- What is provided:** £55 a week training allowance for those eligible
- Start date:** 1 November – 21 December
- Duration:** 8 weeks
- Times and days:** 10 am – 3 pm Tuesdays and Wednesdays
- Location:** Move On Wood Recycling, 3 New Broompark, Granton, EH5 1RS
- For more information:** Email marianne@moveon.org.uk
Web: www.moveon.org.uk
-

PICK 'N' MIX TO EMPLOYMENT – SPACE TRAINING ACADEMY

Pick 'n' Mix to Employment is a project to help young people aged 16-24 find out more about the world of work and feel confident about their future.



Qualifications gained: N/A
Client group: Young people 16-24 years old
What is provided: You can get involved with the following sessions:

Tuesday Wellbeing sessions for you to meet others, do activities and have space to relax and have fun!

Thursday 'Job Taster' sessions to help you learn about different jobs. So far we have sessions in: - Working in a café/restaurant (catering & hospitality) - Working in a shop (retail), Working with customers (customer service) - Working in an office (administration & office work) - Working in a salon (beauty & nails) - Working outdoors (outdoor work & gardening) - Working in the community (youth work & adult support). Working in a hairdresser ***we are creating more sessions and you can request them too***

Friday Employability sessions for you to learn about how to get a job or further opportunities in a fun way, covering: - How to identify your personal strengths & challenges - Developing confidence & feeling good about your future - How to search for an opportunity - How to apply for an opportunity - CVs, cover letters and application forms - How to smash interviews

1:1 Planning sessions for you to meet with a Project worker and work out what goals you'd like to focus on. We also support you to find a positive next step, which could be a work placement, volunteering, a job or further training or education.

Start date: Tuesday 27 September
Duration: 8 weeks
Times and days: Tuesday afternoon, Thursday afternoon and Friday morning
Location: Space at the Broomhouse Hub, 79-89 Broomhouse Crescent, EH11 3RH

For more information: Email/telephone no: debbie@spacescot.org or lyndsey@spacescot.org / 0131 455 7731

Web: <https://www.spacescot.org/>

SEE POTENTIAL - VENTURE TRUST

We work with people to gain the life skills, stability and confidence needed to reach their potential. Through person-centred support in communities and experiential learning in the outdoors, we challenge individuals to reflect on beliefs, attitudes and behaviours so they can unlock skills and learn new, more positive, ways of approaching situations.



At any stage in life, people can struggle. That is why we focus on the path to a positive future, without forgetting what led people to us. Many people we work with are surviving outside mainstream support, are unemployed, or they may have never been in employment. Most have faced trauma.

- COMMUNITY – Outreach support and personal development through one to one and group work.
- WILDERNESS – Intensive outdoor learning in the Scottish Highlands.
- WELLBEING – Free, confidential outdoor therapy sessions with qualified therapists for 16-25yr olds.
- EMPLOYABILITY – Coaching, training and accredited qualifications for 16-24yr olds.

Qualifications gained: SQA qualifications available on some programmes
Client group: Various - see website for further details
What is provided: Personal community-based worker and multi-day wilderness journey
Start date: Ongoing
Duration: Up to 9 months
Times and days: Available 9 am - 5 pm Monday to Friday
Location: Based in Edinburgh and the Lothians

For more information: Email/telephone: louise@venturetrust.org.uk / 07785 627048
Web: www.venturetrust.org.uk

SHORT COURSE PROGRAMME – THE ACADEMY OF MUSIC AND SOUND

Our free Short Course Programme, in partnership with Fife College, offers the chance to develop skills and knowledge in a Music Industry area of your choice. Our programmes are taught by Music Industry professionals and each year between 400 and 500 people study on our short courses. We currently offer courses in:



- Intro to Studio Recording
- Sound Production
- Music and Sound for Games
- Singer/Songwriting
- Hip Hop and Rap Songwriting and Beatmaking
- Instrumental Performance
- Make Your Own Digital Synthesiser
- Women in Music
- Working in the Creative Industries.

Qualifications gained: SQA Units or a National Progression Award (depending on course)
Client group: Anyone aged 14 years or older and resident in Scotland. For those wishing to develop their skills for professional use. Some courses offer an introduction to subjects while some are more advanced.
What is provided: Tuition, online or in-person (depending on course)
Start date: Variable – please see our website for more information
Duration: 6 weeks, one day per week or two evenings per week
Times and days: Saturdays, Sundays and evenings 1800 - 2100
Location: Online, Glasgow, Edinburgh

For more information: Email/telephone no: shortcourses@academyofmusic.ac.uk / 0141 221 4458 | 0131 656 0600
Web: <https://www.academyofmusic.ac.uk/short-course-information/>

INCLUSION WORKS! PROGRAMME – INTO WORK



Are you a young person thinking about your next steps, and interested in gaining employment, work experience or volunteering?

Are you looking to increase your confidence, develop your skills and improve your health and wellbeing?

Inclusion Works! is the programme for you!

- Qualifications gained:** N/A
- Client group:**
- Young people aged 16 – 24
 - Not in work or education
 - Lives in Edinburgh
 - Young disabled people, young people who are experiencing poor mental health such as anxiety and depression, and young people who live with a long-term health condition
- What is provided:** One-to-one support and group work sessions
- Start date:** Flexible
- Duration:** Flexible
- Times and days:** Meeting on a weekly basis
- Location:**
- A location in the community that is preferable for the young person
 - At Into Work's office in Norton Park, 57 Albion Road, Edinburgh, EH7 5QY
 - Online
- For more information:** Email/telephone no: heather.fleming@intowork.org.uk / 0131 475 2600
Web: <https://intowork.org.uk/>
To apply, please visit: <https://tinyurl.com/54ksvh75>
-

IMPACTFUL STARTS – IMPACT ARTS

Using the arts as a focus we will support young people to feel more confident, overcome some of the hurdles they might be facing and gain some qualifications.



- Qualifications gained:** SQA accredited Employability Award
- Client group:** 16-25 who are out of work, education or training
- What is provided:** 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:** August 2022
- Duration:** August – November
- Times and days:** 10:00-16:00 Tuesday – Friday
- Location:** Montgomery Street Lane
- For more information:** Angela.wilson@impactarts.co.uk or 07384 465573
Web: www.impactarts.co.uk
-

CARE FIRST - ACTION FOR CHILDREN

Care First focuses on 18-24 year-olds who face multiple barriers to employment and are interested in a career in Social Care. These programmes are delivered in our training centre over 5 weeks. We have many partner organisations who are delivering practical sessions to give an Introduction to Social Care. These sessions will cover everything from early years, Dementia Care, Learning and Physical Disabilities, Care at Home and care for the elderly.



Young people will be supported to brush up on their employability skills including mock interviews, interview technique, CV creation workshops and employer expectations. They will also be completing an SQA Mental Health and Wellbeing Award to give them a solid foundation of knowledge before being supported into their next steps.

Qualifications gained:	Practical skills workshops and SQA Mental Health and Wellbeing Award
Client group:	Edinburgh and the Lothians residents aged 18-24
What is provided:	Course content plus support with applications and in work pastoral support. You will receive a training allowance of £44 per week if eligible
Start date:	January 2023
Duration:	5 weeks
Times and days:	9.30 am - 4.30 pm Tuesday to Friday
Location:	Units 17 and 18 Castlebrae Business Centre, Pepper Place, Edinburgh, EH16 4BB
For more information:	Email/telephone no: lauren.nicolson@actionforchildren.org.uk / 0131 661 1354 Web: www.actionforchildren.org.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 29 August until 18 November
Duration:	12 weeks
Times and days:	9.30 am - 3.30 pm Monday to Thursday on campus 9.30 am - 3.30 pm Friday online tuition
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

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, Oxfgangs, East Lothian, Livingston
For more information:	Email/telephone no: robbie@streetsoccerscotland.org / 07480 979919 Web: www.streetsoccerscotland.org

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.

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: www.freshstartweb.org.uk/training-initiative

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 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

LINKNET MENTORING LTD

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



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

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

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

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

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

ACTIVE LIVING, WELLBEING, EMPLOYABILITY - VENTURE TRUST

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



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

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

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

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

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
- ✓ **New Futures provides tailored careers advice and support**
[New Futures](#)
- ✓ **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
- ✓ **The Young Person's Guarantee School Leavers Toolkit**
www.myworldofwork.co.uk/schoolleaverstoolkit