

# Edinburgh Guarantee Opportunities Bulletin



Tuesday 10 January 2023

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](mailto:edinburghguarantee@edinburgh.gov.uk)



0131 529 3525



[www.edinburghguarantee.org](http://www.edinburghguarantee.org)



# List of Current Vacancies

## Jobs for All Ages:

- ✓ **Business Administrator – Vekta Group**
- ✓ Customer Service Representative (remote working) – Legal-Pythia
- ✓ 3.5T Driver – Doree Bonner
- ✓ HGV Driver Class 2 – Doree Bonner
- ✓ Porter/Packer – Doree Bonner
- ✓ After School Club Activity Leader – Highland Fling Childcare
- ✓ Parking Attendant - NSL
- ✓ Business Development and Sales Assistant – Private House Stays
- ✓ Community Living Assistant (Riccarton) – Capability Scotland
- ✓ Community Living Assistant (Respite) – Capability Scotland
- ✓ 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:

- ✓ **Metadata Support Assistant – The National Library of Scotland**
- ✓ **Metadata Assistant – The National Library of Scotland**
- ✓ **Business Administrator – Vekta Group**
- ✓ **Technical Officer (Electrical and Mechanical Contractor) – CableCom Electrical**
- ✓ Business Development and Sales Assistant – Private House Stays
- ✓ 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:

- ✓ **Business Administrator – Modern Apprenticeship – Direct Partners/EH20 Group**
- ✓ Customer Service Specialist – Modern Apprenticeship – 12 posts – JP Morgan Chase
- ✓ IT Support – Modern Apprenticeship – QA/Icelandic
- ✓ Signmaker - Modern Apprenticeship - 2 posts - Forrest Hepburn and McDonald Signs
- ✓ Manufacturing – Modern Apprenticeship - Leonardo
- ✓ Manufacturing Technical – Modern Apprenticeship - Leonardo
- ✓ Business – Modern Apprenticeship - Leonardo
- ✓ 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
- ✓ 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
- ✓ Trainee Childcare Practitioner – Modern Apprenticeship – North Edinburgh Childcare
- ✓ Chef - Modern Apprenticeship - Caledonian Heritable Ltd
- ✓ Childcare - Modern Apprenticeship - PA Training

## **Graduate Apprenticeships:**

- ✓ Business - Graduate Apprenticeship (Project Planning and Controls) - Leonardo
- ✓ Business - Graduate Apprenticeship (Customer Service Support Solutions) - Leonardo
- ✓ Business - Graduate Apprenticeship (Supply Chain Management) - Leonardo
- ✓ Design Engineering - Graduate Apprenticeship - 7 posts - Leonardo

## **Professional Qualifications:**

- ✓ Assurance Apprenticeship Programme – 14 posts - EY
- ✓ Turnaround and Restructuring Strategy Apprenticeship Programme – 2 posts - EY
- ✓ Tax Apprenticeship Programme - 10 posts - EY

## **Programmes, Courses and Training:**

- ✓ Pick 'n' Mix to Employment – Space Training Academy
- ✓ Prince's Trust Development Award - Edinburgh College
- ✓ Impactful Starts – Impact Arts
- ✓ Independent Living Skills Workshops - LinkLiving
- ✓ Employability Pathway - Move On
- ✓ See Potential – Venture Trust
- ✓ Short Course Programme - The Academy Of Music and Sound
- ✓ Inclusion Works! Programme – Into Work
- ✓ Care First – Action for Children
- ✓ Football Works – Street Soccer Scotland
- ✓ Refresh Training and Work Experience - Fresh Start
- ✓ Hub Pre-Apprenticeship Programme - The Grassmarket Community Project
- ✓ 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 ADMINISTRATOR

**Contract:** Permanent  
**Salary:** £19,000 - £25,000 per annum  
**Employer:** Vekta Group  
**Closing Date:** Monday 16 January



Vekta Group provides renewables software and consultancy services. With everything we do, we believe in engineering practical solutions to impact the effects of climate change. We believe that building better balance between commercial and environmental drivers will help unlock the real value in energy projects. Our products and services are open and collaborative, focused on adding value, simple to understand and easy to use. We just happen to make great digital tools and help develop renewables projects efficiently and cost effectively.

Based in our office in central Edinburgh, duties will include office administration, preparation and management of documentation and spreadsheets, and maintaining company social media accounts. There is an opportunity to branch into project cost controls and project management assistance. Due to funding restrictions, you must be unemployed, live in Edinburgh and have barriers to employment. The position is open to applicants of all ages.

[FIND OUT MORE](#)

---

## CUSTOMER SERVICE REPRESENTATIVE (REMOTE WORKING)

**Contract:** Fixed Term – 13 months  
**Salary:** National Minimum Wage  
**Employer:** Legal-Pythia  
**Closing Date:** This position will close when a suitable candidate is found

LEGAL PYTHIA

Legal-Pythia is an information technology solutions provider based in Glasgow. Specialising in artificial intelligence, we organise, categorise and search data for duplication and contradictions for governmental and commercial entities including legal and financial institutions.

Working in a small team on a fully remote basis, duties will include managing large amounts of incoming phone calls, generating sales leads and meeting personal/customer service team sales targets and call handling quotas.

[FIND OUT MORE](#)

---

## 3.5T DRIVER

**Contract:** Permanent/Full time  
**Salary:** From £10 per hour, dependent on experience  
**Employer:** Doree Bonner  
**Closing Date:** Ongoing recruitment



Doree Bonner is a leading removals and storage company in the UK. We have been moving people locally, nationally and internationally for more than a century. We pride ourselves on our customer service record and that is why we are the chosen Removals Partner for a number of international companies who use us to relocate their staff, whether it be within the UK or around the world. We are British Association of Removers registered.

Positions are available for experienced drivers to work from our Edinburgh branch, working as part of a customer facing team where you will be responsible for packing, loading and unloading household effects into customers' homes.

[FIND OUT MORE](#)

---

## HGV DRIVER CLASS 2

**Contract:** Permanent/Full time  
**Salary:** From £10 per hour, dependent on experience  
**Employer:** Doree Bonner  
**Closing Date:** Ongoing recruitment



Doree Bonner is a leading removals and storage company in the UK. We have been moving people locally, nationally and internationally for more than a century. We pride ourselves on our customer service record and that is why we are the chosen Removals Partner for a number of international companies who use us to relocate their staff, whether it be within the UK or around the world. We are British Association of Removers registered.

Positions are available for experienced drivers to work from our Edinburgh branch, working as part of a customer facing team where you will be responsible for packing, loading and unloading household effects into customers' homes.

[FIND OUT MORE](#)

---

## PORTER/PACKER

**Contract:** Permanent/Full time  
**Salary:** From £9.50 per hour, dependent on experience  
**Employer:** Doree Bonner  
**Closing Date:** Ongoing recruitment



Doree Bonner is a leading removals and storage company in the UK. We have been moving people locally, nationally and internationally for more than a century. We pride ourselves on our customer service record and that is why we are the chosen Removals Partner for a number of international companies who use us to relocate their staff, whether it be within the UK or around the world. We are British Association of Removers registered.

Positions are available for Packers and Porters to work from our Edinburgh branch, working as part of a customer facing team where you will be responsible for packing, loading and unloading household effects into customers' homes.

[FIND OUT MORE](#)

---

## AFTER SCHOOL CLUB ACTIVITY LEADER

**Contract:** Permanent  
**Salary:** £9.90 per hour – Real Living Wage (rising to £10.90 by April 2023)  
**Employer:** Highland Fling Childcare  
**Closing Date:** Ongoing recruitment



Highland Fling Childcare are based in Portobello and offer Nursery, After School Care and Holiday Club experiences to many children from all over Edinburgh and the Lothians.

We are looking for a new activity leader for our After School Club, based at our premises by Duddingston Kirk. No childcare qualifications are required but we are looking for someone who loves working with children and is ready to share their hobbies and interests with us. Guaranteed 14 hours per week.

[FIND OUT MORE](#)

---

## PARKING ATTENDANT

**Contract:** Permanent  
**Salary:** £10.23 per hour (pay review pending)  
**Employer:** NSL  
**Closing Date:** Ongoing recruitment



At NSL, our vision is to make the UK a safer, fairer and better place to live and work. We help our clients innovate and improve services to deliver better outcomes. Built on trust and respect, we are driven and inspired to deliver as one team and are proud of what we do. We provide frontline, back office and customer support services to design and manage places used by the public, and provide national enforcement expertise at our borders and infrastructure.

Our Parking Attendants are the eyes and ears of the local community, patrolling areas, providing advice to residents and members of the public, whilst enforcing road traffic orders and issuing parking fines. Working Individually and as part of a small team, most of your day will be spent outdoors. You will be dealing with members of the public face to face, so customer service must be something you enjoy, sometimes in difficult situations. You will receive industry leading job training.

[FIND OUT MORE](#)

---

## 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:** Friday 27 January



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 (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.

We're looking for new colleagues to join our amazing #TeamEdinburgh on a relief/flexible working basis to enable us to develop our exciting new project which offers short breaks to people who already use our day services. We are looking for individuals who are caring and patient with a positive attitude and a good sense of humour. Don't worry if you haven't done this type of work before, as we offer full training and support.

[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

## METADATA SUPPORT ASSISTANT

**Contract:** Permanent/Part-time  
**Salary:** £17,902 per annum  
**Employer:** The National Library of Scotland  
**Closing Date:** Tuesday 31 January



The National Library of Scotland is a reference library with world-class collections. It is also Scotland's largest library and one of the major research libraries in Europe. Our collections range from rare historical documents to online journals, covering every subject. We specialise in Scotland's knowledge, history and culture.

Based at our Causewayside building in Edinburgh, you will help to make our books, newspapers, magazines, theatre/football programmes and other printed materials available to anyone who wants to use them. You will be involved in handling and preparing collection materials for safe storage. This job would be especially suitable for young people aged 18-24 who have little or no work experience.

[FIND OUT MORE](#)

---

## METADATA ASSISTANT

**Contract:** Permanent/Full-time  
**Salary:** £24,432 per annum  
**Employer:** The National Library of Scotland  
**Closing Date:** Tuesday 31 January



The National Library of Scotland is a reference library with world-class collections. It is also Scotland's largest library and one of the major research libraries in Europe. Our collections range from rare historical documents to online journals, covering every subject. We specialise in Scotland's knowledge, history and culture.

Based at our Causewayside building in Edinburgh, you will help to make our books, newspapers, magazines, theatre/football programmes and other printed materials available to anyone who wants to use them. You will be involved in creating catalogue records for collection materials. This job would be especially suitable for young people aged 18-24 who have little or no work experience.

[FIND OUT MORE](#)

---

## BUSINESS ADMINISTRATOR

**Contract:** Permanent  
**Salary:** £19,000 - £25,000 per annum  
**Employer:** Vekta Group  
**Closing Date:** Monday 16 January



Vekta Group provides renewables software and consultancy services. With everything we do, we believe in engineering practical solutions to impact the effects of climate change. We believe that building better balance between commercial and environmental drivers will help unlock the real value in energy projects. Our products and services are open and collaborative, focused on adding value, simple to understand and easy to use. We just happen to make great digital tools and help develop renewables projects efficiently and cost effectively.

Based in our office in central Edinburgh, duties will include office administration, preparation and management of documentation and spreadsheets, and maintaining company social media accounts. There is an opportunity to branch into project cost controls and project management assistance. Due to funding restrictions, you must be unemployed, live in Edinburgh and have barriers to employment. The position is open to applicants of all ages.

[FIND OUT MORE](#)

---

## TECHNICAL OFFICER (ELECTRICAL AND MECHANICAL CONTRACTOR)

**Contract:** Permanent  
**Salary:** National Living Wage  
**Employer:** CableCom Electrical  
**Closing Date:** This position will close when a suitable candidate is found



CableCom provides electrical and mechanical services to a broad selection of clients and market sectors through our two associated companies, CableCom Electrical and CableCom Technical Services. CableCom has grown to become one of the most highly respected and trusted organisations in the industry. We design, install, maintain and manage all aspects of property services within the electrical and mechanical contracting industry.

Based in our office at Abbeyhill, your duties will include preparing technical drawings, compliance with internal drawing standards and procedures, and completing various mechanical services test certification. Age 16-24 preferred. Knowledge of using AutoCAD and Relux software would be beneficial but not essential as full training will be provided.

[FIND OUT MORE](#)

---

## 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:** Friday 27 January



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. 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 3 March



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

## BUSINESS ADMINISTRATOR - MODERN APPRENTICESHIP

**Contract:** Permanent  
**Salary:** £14,000 - £20,000 per annum  
**Employer:** EH20 Group  
**Closing Date:** Tuesday 31 January



EH20 Group are a young and diverse recruitment agency specialising in Telecoms, Infrastructure and Clean Energy. We deploy best of standard processes to ensure we can deliver an exceptional and personal service to our wide array of clients.

This is a great opportunity for a young person interested in the world of business to be hands on with the back-office function of a busy and growing business, with the opportunity to be involved in finance, administration, sales, and market research. You will work towards SCQF Level 6 in Business and Administration.

[FIND OUT MORE](#)

---

## CUSTOMER SERVICE SPECIALIST - MODERN APPRENTICESHIP - 12 POSTS

**Contract:** Fixed Term - 18 months  
**Salary:** £19,000 per annum  
**Employer:** JP Morgan Chase  
**Closing Date:** Thursday 2 February



JP Morgan Chase is a global leader in financial services, providing strategic advice and products to the world's most prominent corporations, governments, wealthy individuals and institutional investors. In a fast-moving and increasingly complex global economy, our success depends on how faithfully we adhere to our core principles: delivering exceptional client service; acting with integrity and responsibility; and supporting the growth of our employees.

Starting in September 2023, you will be based at our state of the art contact centre at South Gyle. Throughout the programme, you will have the chance to study a variety of interesting modules and develop important skills such as handling complaints, understanding customer service principles and much more. You will work towards SCQF Level 6 in Customer Services.

[FIND OUT MORE](#)

---

## IT SUPPORT - MODERN APPRENTICESHIP

**Contract:** Permanent  
**Salary:** £13,000 per annum  
**Employer:** Icelantic  
**Closing Date:** Monday 23 January



Icelantic was born in 2000 with the ambition of offering professional IT support and consultancy services to small and medium sized business, at a price that made small business sense, combined with a service that felt personal and relevant to small business needs.

This role involves assisting with handling customer service requests over phone and chat apps and remotely connecting to their IT systems to resolve 1st line problems. You will work towards IT Systems and Networking at SCQF Level 6.

[FIND OUT MORE](#)

---

## SIGNMAKER - MODERN APPRENTICESHIP - 2 POSTS

**Contract:** Permanent  
**Salary:** £4.95 per hour for the first year with annual increases thereafter  
**Employer:** Forrest Hepburn and McDonald Signs  
**Closing Date:** Friday 27 January



At Forrest Hepburn and McDonald Signs, we understand how important it is to make a great first impression. We combine our years of experience supplying signage across Scotland with the latest cutting-edge graphics. We cover a huge range of signing and design solutions, from window graphics and digital printing to banners and vehicle livery. We do everything from design through to manufacture, installation and maintenance.

This is a unique and exciting opportunity to join our team of experienced staff. A typical day may include liaising with clients, designing using CAD programmes, fabricating and preparing signs, and on-site installations. You must have an interest in design and manufacture and be creative, practical and pay attention to detail. You will undertake SVQ Level 2 and 3 in Signmaking. We welcome applications from candidates with barriers to employment.

[FIND OUT MORE](#)

---

## MANUFACTURING - MODERN APPRENTICESHIP

**Contract:** Three years, starting in autumn 2023  
**Salary:** £14,000 per annum  
**Employer:** Leonardo  
**Closing Date:** Friday 24 March



Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

You will undertake a series of three-month rotational placements that will springboard you into the world of manufacturing and teach you how to build and test industry-leading radar and laser systems. The apprenticeship provides a wealth of learning and development opportunities including an NC in Engineering Systems, SVQ Level 2 (PEO) and SVQ Level 3 (Engineering Technical Support).

[FIND OUT MORE](#)

---

## MANUFACTURING TECHNICAL - MODERN APPRENTICESHIP

**Contract:** Four years, starting in autumn 2023  
**Salary:** £14,000 per annum  
**Employer:** Leonardo  
**Closing Date:** Friday 24 March



Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

You will undertake a series of three-month rotational placements which could include the methods of testing industry leading radar and laser systems covering Electronic Testing, Laser Testing, Radar Testing, Legacy Product Testing, Industrial Engineering. The apprenticeship provides learning and development opportunities including an HND in Engineering Systems, SVQ Level 2 (PEO) and SVQ Level 3 (Engineering Technical Support).

[FIND OUT MORE](#)

---



## BUSINESS - MODERN APPRENTICESHIP

**Contract:** Two years, starting in autumn 2023  
**Salary:** £20,000 per annum  
**Employer:** Leonardo  
**Closing Date:** Friday 24 March



Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

You will work alongside specialists while completing a series of rotational placements in areas such as Health & Safety, Commercial, Procurement, Finance, Project Management and Operations across the company that will springboard you into the world of business. You will complete a Business and Administration Modern Apprenticeship at SVQ Level 3.

[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](#)

---

## 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](#)

---

## 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

## SOFTWARE ENGINEERING - GRADUATE APPRENTICESHIP

**Contract:** Four years, starting in autumn 2023  
**Salary:** £20,500 per annum  
**Employer:** Leonardo  
**Closing Date:** Friday 24 March



Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

You will learn to programme and how to design, integrate and test high-integrity software and will be given experience of all stages of the software development lifecycle. You will study for completion of a BSc (Hons) in Software Development for Business through a mixture of work based learning and day release at university.

[FIND OUT MORE](#)

---

## BUSINESS - GRADUATE APPRENTICESHIP (PROJECT PLANNING AND CONTROLS)

**Contract:** Four years, starting in autumn 2023  
**Salary:** £20,500 per annum  
**Employer:** Leonardo  
**Closing Date:** Friday 24 March



Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

You will contribute and experience commercial functional support in each of the business areas through a rotational placement spanning the full range and lifecycle of service delivery. You will study at the University of Strathclyde for completion of a BA (Hons) Business Management degree through a mixture of work-based learning, distance learning and day release.

[FIND OUT MORE](#)

---

## BUSINESS - GRADUATE APPRENTICESHIP (CUSTOMER SUPPORT SERVICE SOLUTIONS)

**Contract:** Four years, starting in autumn 2023  
**Salary:** £20,500 per annum  
**Employer:** Leonardo  
**Closing Date:** Friday 24 March



Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

You will contribute and experience commercial functional support in each of the business areas through a rotational placement spanning the full range and lifecycle of service delivery. You will study at the University of Strathclyde for completion of a BA (Hons) Business Management degree through a mixture of work-based learning, distance learning and day release.

[FIND OUT MORE](#)

---

## BUSINESS - GRADUATE APPRENTICESHIP (SUPPLY CHAIN MANAGEMENT)

**Contract:** Four years, starting in autumn 2023  
**Salary:** £20,500 per annum  
**Employer:** Leonardo  
**Closing Date:** Friday 24 March



Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

You will contribute and experience commercial functional support in each of the business areas through a rotational placement spanning the full range and lifecycle of service delivery. You will study at the University of Strathclyde for completion of a BA (Hons) Business Management degree through a mixture of work-based learning, distance learning and day release.

[FIND OUT MORE](#)

---

## DESIGN ENGINEERING - GRADUATE APPRENTICESHIP - 7 POSTS

**Contract:** Four years, starting in autumn 2023  
**Salary:** £20,500 per annum  
**Employer:** Leonardo  
**Closing Date:** Friday 24 March



Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

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

[FIND OUT MORE](#)

---

# Professional Qualifications

## ASSURANCE APPRENTICESHIP PROGRAMME – 14 POSTS

**Contract:** Permanent  
**Salary:** £21,250 per annum  
**Employer:** EY  
**Closing Date:** Monday 12 June



EY are a professional services organisation that helps companies make better decisions about business, finance and technology. How? By asking better questions that help us all in building a better working world. With 300,000 extraordinary people in more than 150 countries, working across four key business areas - Assurance, Consulting, Strategy and Transactions, and Tax - we're well-equipped to drive long-term value for our clients.

Starting out in assurance requires dedication, hard work and long hours, but the knowledge and experience you'll gain will set you on a fulfilling career path. You will receive structured training to upskill in digital technology such as data visualisation or design thinking and bring that into your audit work. You will complete a fully paid for professional qualification with the Institute of Chartered Accounts of Scotland (ICAS).

[FIND OUT MORE](#)

---

## TURNAROUND AND RESTRUCTURING STRATEGY APPRENTICESHIP PROGRAMME – 2 POSTS

**Contract:** Permanent  
**Salary:** £21,250 per annum  
**Employer:** EY  
**Closing Date:** Monday 12 June



EY are a professional services organisation that helps companies make better decisions about business, finance and technology. How? By asking better questions that help us all in building a better working world. With 300,000 extraordinary people in more than 150 countries, working across four key business areas - Assurance, Consulting, Strategy and Transactions, and Tax - we're well-equipped to drive long-term value for our clients.

You will learn how to work with visualisation and analytical tools, automation and artificial intelligence to deliver faster, more insightful client deliverables. Your EY technology experience is limited only by your imagination and your thirst to learn. You will complete a fully paid for professional qualification with the Institute of Chartered Accounts of Scotland (ICAS).

[FIND OUT MORE](#)

---

## TAX APPRENTICESHIP PROGRAMME - 10 POSTS

**Contract:** Permanent  
**Salary:** £21,250 per annum  
**Employer:** EY  
**Closing Date:** Monday 12 June



EY are a professional services organisation that helps companies make better decisions about business, finance and technology. How? By asking better questions that help us all in building a better working world. With 300,000 extraordinary people in more than 150 countries, working across four key business areas - Assurance, Consulting, Strategy and Transactions, and Tax - we're well-equipped to drive long-term value for our clients.

You will work closely with colleagues across borders, using EY 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 our clients' tax function of the future. You will complete a fully paid for professional qualification with the Institute of Chartered Accounts of Scotland (ICAS).

[FIND OUT MORE](#)

---

# Programmes, Courses and Training

## PICK 'N' MIX TO EMPLOYMENT – SPACE TRAINING ACADEMY

Pick 'n' Mix to Employment is part of Space Training Academy. It is a project to help young people age 16-24 find out more about the world of work and feel confident about their future. We run 3 sessions per week on Tuesday, Thursday and Friday afternoons which make our programme suitable for young people still at school, as well as those who have already left. We also offer 1:1 support and personalised action planning to help young people create the future they want.



**Qualifications gained:** You can choose a qualification to do as part of this course – depending on your interest and focus.

**Client group:** Young people 16-24 years old

**What is provided:** You can get involved with the following Pick 'n' Mix 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 Fun' 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:** Week beginning Monday 16 January

**Duration:** 11 weeks (including a week break in February)

**Times and days:** Tuesday afternoon, Thursday afternoon and Friday afternoon (you can choose which sessions you attend). Sessions start at 1pm and run for approximately 2 hours.

**Location:** Space at the Broomhouse Hub, 79-89 Broomhouse Crescent, EH11 3RH

**For more information:** Email/telephone no: [debbie@spacescot.org](mailto:debbie@spacescot.org) or [lyndsey@spacescot.org](mailto:lyndsey@spacescot.org)  
0131 455 7731

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

---



## 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.

<b>Qualifications gained:</b>	Prince's Trust Development Award SCQF Level 4
<b>Client group:</b>	Young People aged 16-25 unemployed or at risk of unemployment
<b>What is provided:</b>	It is a structured 12 week programme for groups of 12-15 young people. It begins with team-building activities, 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.
<b>Start date:</b>	Monday 16 January until 7 April
<b>Duration:</b>	12 weeks
<b>Times and days:</b>	9.30 am - 3.30 pm Monday to Thursday on campus 9.30 am - 3.30 pm Friday online tuition
<b>Location:</b>	Edinburgh College Milton Road Campus
<b>For more information:</b>	Email: <a href="mailto:Anita.Baggs@edinburghcollege.ac.uk">Anita.Baggs@edinburghcollege.ac.uk</a> Web: <a href="http://Prince's Trust Personal Development Award Courses at Edinburgh College">Prince's Trust Personal Development Award Courses at Edinburgh College</a>

---

## 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.



<b>Qualifications gained:</b>	SQA accredited Employability Award
<b>Client group:</b>	16-25 who are out of work, education or training
<b>What is provided:</b>	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
<b>Start date:</b>	Tuesday 17 January
<b>Duration:</b>	12 weeks
<b>Times and days:</b>	10 am - 4 pm Tuesday and Wednesday and 12 - 3 pm Thursday
<b>Location:</b>	Montgomery Street Lane
<b>For more information:</b>	<a href="mailto:Angela.wilson@impactarts.co.uk">Angela.wilson@impactarts.co.uk</a> or 07384 465573 Web: <a href="http://www.impactarts.co.uk">www.impactarts.co.uk</a>

---



## INDEPENDENT LIVING SKILLS WORKSHOPS - LINKLIVING

Interactive workshops which give young people the opportunity to learn practical tips and techniques to enable them to feel better prepared to move into their own home and live more independently. The workshops cover the following: housing options, feeling less lonely in your community, planning for the future, managing income/bills, cooking and where to ask for help in your local community.



**Qualifications gained:** Workshops are not accredited  
**Client group:** 16-24  
**What is provided:** Bus vouchers (pre/post course support if required)  
**Start date:** February  
**Duration:** Weekly for 7 weeks  
**Times and days:** 12:00 – 14:00 Thursdays  
**Location:** St Margaret's House, 151 London Road, Edinburgh, EH7 6AE

**For more information:** Email/telephone no: [lareception@linkgroup.org.uk](mailto:lareception@linkgroup.org.uk) / 01324 466 860  
Web: <https://www.linkliving.org.uk/>

---

## 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.



**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:** Ongoing recruitment  
**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](mailto:marianne@moveon.org.uk)  
Web: [www.moveon.org.uk](http://www.moveon.org.uk)

---

## 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.

The logo for Venture Trust, featuring the word "venturetrust" in a white, lowercase, sans-serif font on a dark blue rectangular background.

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](mailto:louise@venturetrust.org.uk) / 07785 627048  
Web: [www.venturetrust.org.uk](http://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](mailto: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](mailto:heather.fleming@intowork.org.uk) / 0131 475 2600  
Web: <https://intowork.org.uk/>  
To apply, please visit: <https://tinyurl.com/54ksvh75>
- 

## 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
- Duration:** 5 weeks
- Times and days:** 9.30 am - 4.30 pm Tuesday to Friday
- Location:** Units 17 and 18 Castlebrae Business Centre, Peffer Place, Edinburgh, EH16 4BB
- For more information:** Email/telephone no: [lauren.nicolson@actionforchildren.org.uk](mailto:lauren.nicolson@actionforchildren.org.uk) / 0131 661 1354  
Web: [www.actionforchildren.org.uk](http://www.actionforchildren.org.uk)
-

## FOOTBALL WORKS - STREET SOCCER SCOTLAND

Street Soccer provide football-themed training and personal development opportunities for socially disadvantaged groups across Scotland  
10 week football themed employability, mental health and wellbeing course now running and on throughout 2022

Free football drop in sessions for adults across Edinburgh for all abilities and including walking football / female only / ASN specific groups



**Qualifications gained:** SCQF and other qualifications  
**Client group:** Open to adults over 16  
**What is provided:** Free football sessions, mental health support, group work, 1-1 support, work placements, SCQF and other qualifications  
**Start date:** Ongoing  
**Duration:** Ongoing  
**Times and days:** Monday to Friday at various venues  
**Location:** Leith, Portobello, Sighthill, Muirhouse, Oxcgangs, East Lothian, Livingston

**For more information:** Email/telephone no: [robbie@streetsoccerscotland.org](mailto:robbie@streetsoccerscotland.org) / 07480 979919  
Web: [www.streetsoccerscotland.org](http://www.streetsoccerscotland.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](mailto:duncan@freshstartweb.org.uk)  
Web: [www.freshstartweb.org.uk/training-initiative](http://www.freshstartweb.org.uk/training-initiative)

---

# 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](mailto:derek@grassmarket.org)

Web: [www.grassmarket.org](http://www.grassmarket.org)

---

## 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.

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

---

## 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.

<b>Qualifications gained:</b>	Optional SQA qualifications levels 3 & 4, John Muir Award, Scottish Canoe Association Awards
<b>Client group:</b>	Anyone aged 16-30 who is struggling and would like the support to make positive changes to their wellbeing.
<b>What is provided:</b>	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.
<b>Start date:</b>	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.
<b>Duration:</b>	Up to 12 months long
<b>Times and days:</b>	Varied but mostly within Monday-Friday and usually 2 days each week. Residentials might run over weekends.
<b>Location:</b>	Venture Scotland, Offices 1&2, 4 Norton Park, Edinburgh EH7 5RS
<b>For more information:</b>	Email/telephone no: <a href="mailto:admin@venturescotland.org.uk">admin@venturescotland.org.uk</a> 07535 164285 Web: <a href="https://venturescotland.org.uk">https://venturescotland.org.uk</a>

---



## 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](mailto:ashert@ruts.org.uk) / 0131 663 5736

Web: [www.ruts.org.uk](http://www.ruts.org.uk)

---

## LINKNET MENTORING LTD

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](mailto:volunteers@linknetmentoring.com) or

[linknet2@linknetmentoring.com](mailto:linknet2@linknetmentoring.com) / 07447 228686 or 07957 989804

Web: [www.linknetmentoring.com](http://www.linknetmentoring.com)

---

## Useful links

- ✓ **Edinburgh Fuse**  
[www.edinburghfuse.com/jobs](http://www.edinburghfuse.com/jobs)
- ✓ **Edinburgh Guarantee – Information for Young People**  
[www.edinburghguarantee.org/young-people.html](http://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](http://www.joinedupforjobs.org/directory)
- ✓ **Joined Up for Jobs Noticeboard**  
[www.joinedupforjobs.org.uk/noticeboard](http://www.joinedupforjobs.org.uk/noticeboard)
- ✓ **My World of Work**  
[www.myworldofwork.co.uk](http://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](http://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](http://www.edinburgh.gov.uk/opportunities-young-people)
- ✓ **The Young Person's Guarantee School Leavers Toolkit**  
[www.myworldofwork.co.uk/schoolleaverstoolkit](http://www.myworldofwork.co.uk/schoolleaverstoolkit)