

Edinburgh Guarantee Opportunities Bulletin



Wednesday 10 June 2026

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](#) to see the latest vacancies for young people.
- Visit the [Jobs Board for all ages](#) to see the latest vacancies for all job seekers.
- The bulletin also includes information on programmes, courses and training available to 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.

You can also visit the [Edinburgh Guarantee 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
- ✓ Modern Apprenticeships
- ✓ Graduate Apprenticeships
- ✓ Professional Qualifications
- ✓ Programmes, Courses and Training
- ✓ Useful Links

Contact the Edinburgh Guarantee team:



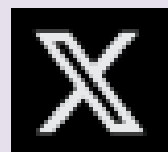
edinburghguarantee@edinburgh.gov.uk



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www.edinburghguarantee.org



List of Current Vacancies

Jobs for All Ages:

- ✓ **Trainee Project Controller – Planex Controls**
- ✓ **Paid Film & TV Taster Programme - Dept. Q**
- ✓ Duty Officer – Part time – North Edinburgh Arts
- ✓ Paid Work Placements – The City of Edinburgh Council
- ✓ Business Support Worker – Part time – Pilton Youth & Children's Project
- ✓ Central Support Administrator - Changeworks
- ✓ Creche Manager and Founding Early Years Lead – Work+Play Hub
- ✓ Edinburgh Festival Fringe – Build and Break/Site Crew – Assembly Festival
- ✓ Retail Associate – Royal Mile Silver
- ✓ Events Customer Care Steward – Royal Highland Centre – G4S
- ✓ Events SIA Security Officer – Royal Highland Centre – G4S
- ✓ Live Entertainment and Sports Events Safety Steward – G4S
- ✓ Live Entertainment and Sports Events SIA Security Officer - G4S
- ✓ Care Professional – Home Instead
- ✓ Senior Summer Domestic Assistant/Cleaner - The University of Edinburgh
- ✓ Trainee Bus Driver – Lothian Buses
- ✓ Personal Assistant - Enable

Modern Apprenticeships:

- ✓ Plasterer – Modern Apprenticeship – The City of Edinburgh Council
- ✓ Electrician – Modern Apprenticeship – The City of Edinburgh Council
- ✓ Painter and Decorator – Modern Apprenticeship – The City of Edinburgh Council
- ✓ Plumber – Modern Apprenticeship – The City of Edinburgh Council
- ✓ Joiner – Modern Apprenticeship – The City of Edinburgh Council
- ✓ HGV Mechanic – Modern Apprenticeship – The City of Edinburgh Council
- ✓ Childcare - Modern Apprenticeship - PA Training
- ✓ Early Learning and Childcare - Modern Apprenticeships - Carousel Training Centre

Professional Qualifications:

- ✓ Tax Apprenticeship Programme - KPMG
- ✓ Audit Apprenticeship Programme - KPMG

Programmes, Courses and Training:

- ✓ **JobFit Workplace Skills in Banking – Direct Partners**
- ✓ Street Soccer Scotland
- ✓ Advance – Enable, Forth Sector and the Action Group
- ✓ Ruby Boots Project – Forces Children Scotland
- ✓ Foundations for Change – Apex Scotland
- ✓ Strides – Apex Scotland
- ✓ PHEW (People's Health & Emotional Wellbeing – Space@Broomhouse Hub
- ✓ CashBack Hubs – Impact Arts
- ✓ Vocational & Employability Training Offer - Rural & Urban Training Scheme (RUTS)
- ✓ All Services for Ethnic Minorities - LINKnet Mentoring
- ✓ See Potential – Venture Trust
- ✓ The Journey Programme – Venture Scotland

Jobs for All Ages

TRAINEE PROJECT CONTROLLER

Contract: Permanent
Salary: £24,500 - £28,000 per annum
Employer: Planex Controls
Closing Date: Friday 3 July



Planex Controls is a UK-based Project Management & Controls consultancy supporting complex engineering and construction projects. We provide project controls, planning, construction management and commissioning support to enable clients to improve delivery certainty across cost, schedule, HSE and quality. We work across regulated and capital-intensive sectors, supporting project teams with practical delivery expertise and scalable resourcing solutions.

We are looking for a bright, organised and motivated individual to join our growing business. The role would suit a school leaver, college leaver, graduate, career changer or someone already working in admin who wants to move into project support.

[READ FULL JOB ADVERT](#)

PAID FILM & TV TASTER PROGRAMME

Contract: Fixed Term - 4 weeks (up to 10 hours per day Monday to Friday)
Salary: £750 per week
Employer: Dept. Q
Closing Date: 10am on Wednesday 17 June

The Dept. Q Training Programme, with support from Screen Scotland, Sony Pictures Television and Netflix is looking for 20 participants for Green Light. Green Light is a new paid film and TV taster programme aimed at people with passion and enthusiasm for working in film and TV but no paid experience to date. This is a four-week paid programme which will give participants an introduction into the film and TV industry in Scotland, and then provide 3 x one-week placements, in three departments of your choice.

All participants must be available for one or both of the sets of dates below, weekdays only. Participants will be in either group 1 or group 2:

Group 1: Thursday 2 July - Tuesday 28 July (10 participants)
Group 2: Thursday 13 August - Tuesday 8 September (10 participants).

There are Zoom information sessions for anyone who would like to find out more before applying:

Wednesday 10 June at 18:00 (60 mins max)
Topic: Green Light Info Session 1

<https://us02web.zoom.us/j/89459876734?pwd=TiwNQPqgNLeWA79QrL2ydvoELKLyLC.1>

Friday 12 June at 14:00 (60 mins max)
Topic: Green Light Info Session 2

<https://us02web.zoom.us/j/81137023572?pwd=mmLHteEbSRPKgw3fDbDaJag9xCfWhe.1>

Please add Edinburgh Guarantee in your response to Question 8: How did you hear about this opportunity.

[PROGRAMME DETAILS, ELIGIBILITY AND APPLICATION](#)

DUTY OFFICER – PART TIME

Contract: Permanent / Part time
Salary: £27,250 per annum (pro-rata)
Employer: North Edinburgh Arts
Closing Date: Tuesday 23 June



Rooted at the heart of our community, North Edinburgh Arts (NEA) runs a community owned, purpose-built, creative space delivering dynamic and sustainable programmes which build confidence, strengthen connections, and challenge perceptions. NEA opens doors and minds.

You will contribute to the smooth day to day running of all NEA's public facing operations including Front of House, Housekeeping, Community Café and Maintenance. Acting as the first point for all in-person, telephone and email enquiries, you will ensure visitors receive a warm welcome and an excellent, enjoyable, safe, and supported experience. This is a part time position working 24 hours per week.

[READ FULL JOB ADVERT](#)

PAID WORK PLACEMENTS

Contract: Fixed Term – 26 weeks
Salary: £13.66 per hour
Employer: The City of Edinburgh Council
Closing Date: 5pm on Wednesday 10 June



The City of Edinburgh Council is committed to assisting people within the local area by providing the opportunity to gain skills and knowledge in the world of work through our Job Creation Scheme. This programme offers unemployed people, with barriers to employment, an opportunity to gain paid work experience with the chance of progressing to further employment.

We are offering a range of 26-week paid work placements in various departments and schools. You must be unemployed, live in Edinburgh, have the right to work in the UK (at least until 31 March 2027) and facing other barriers to employment. We will work with you to match you to an appropriate role. Placements will start in August and are subject to suitability and availability.

[READ FULL JOB ADVERT](#)

BUSINESS SUPPORT WORKER – PART TIME

Contract: Permanent (subject to continued funding)
Salary: £14,742 per annum (FTE £28,665 per annum)
Employer: Pilton Youth & Children's Project
Closing Date: Friday 19 June



Pilton Youth & Children's Project (PYCP) is a well-established charity based in north Edinburgh working with children, young people and families across Pilton, Muirhouse, Granton and Royston. As a trusted, long-standing local charity, PYCP plays a key role in supporting families and creating opportunities for local people.

You will undertake a range of administrative and finance tasks that are key to the effective operation of PYCP. This is a part-time post of 18 hours per week, which can be worked over either 3 days (6 hours per day) or 4 days (4.5 hours per day), Monday to Friday between the hours of 9am and 6pm.

[READ FULL JOB ADVERT](#)

CENTRAL SUPPORT ADMINISTRATOR

Contract: Permanent
Salary: £24,479 - £25,793 per annum
Employer: Changeworks
Closing Date: 5 pm on Sunday 14 June

CHANGEWORKS.

At Changeworks, we provide energy advice, manage home energy efficiency improvement projects, and deliver practical solutions to make homes warmer and more comfortable to live in. We also work with organisations to drive positive change through our consultancy services.

You will be part of our friendly Facilities team, helping keep our organisation running smoothly day-to-day, undertaking a range of tasks including welcoming visitors and dealing with phone and online enquiries. This role is a fantastic opportunity to build skills and gain recognised qualifications. Full training will be provided.

[READ FULL JOB ADVERT](#)

CRECHE MANAGER AND FOUNDING EARLY YEARS LEAD

Contract: Permanent / 30 hours per week
Salary: £18–£20 per hour (£28,080–£31,200 per annum - FTE £35,100–£39,000) depending on experience and qualifications
Employer: Work+Play Hub
Closing Date: This position will close when a suitable candidate is found



Work+Play Hub is a charity dedicated to removing barriers to employment for parents, especially mothers, by integrating flexible coworking space, high quality childcare, and mental health support - all under one roof. Rooted in equality of opportunity, our mission is to create an inclusive, family-friendly work environment that supports career progression, financial stability, and children's holistic development.

Your role is to embed an approach inspired by Friedrich Froebel, where play, creativity, respectful relationships, and holistic learning are central. You will lead practice within our play environment, ensuring that children experience high-quality early learning and childcare. You will work directly with children while guiding and supporting Practitioners, Volunteers and students with varied experience.

[READ FULL JOB ADVERT](#)

EDINBURGH FESTIVAL FRINGE – BUILD AND BREAK/SITE CREW

Contract: Temporary
Salary: From £13.45 per hour
Employer: Assembly Festival
Closing Date: Sunday 14 June



Assembly Festival is one of the longest-running and most prestigious of the multi-space venues operating as part of the Edinburgh Festival Fringe. For more than four decades we have welcomed thousands of artists onto the Assembly stages. Last year we presented around 250 shows across August, and this year Assembly Festival once again brings back the magic to the city and be a part of the 79th Edinburgh Festival Fringe.

We're looking for enthusiastic and experienced team members to join our site carpenters and Site Managers to help build and break the Festival as well as experienced site crew for the run. There are additional site crew roles based on a full-time rota across the Festival.

[READ FULL JOB ADVERT](#)

RETAIL ASSOCIATE

Contract: Permanent
Salary: £13.50 per hour
Employer: Royal Mile Silver
Closing Date: This position will close when a suitable candidate is found



Royal Mile Silver is an independent jewellery business based in the heart of Edinburgh's Old Town. We design and sell silver, gold vermeil and tungsten carbide jewellery through our physical store on Jeffrey Street, pop ups during peak retail seasons and our growing e-commerce platform.

You will be responsible for customer interactions, experiences and sales transactions in the day-to-day management of our retail shop on Jeffrey Street. The role combines hands-on retail with operational responsibility, ensuring excellent customer service and strong sales performance. Working hours are 40 hours per week over 7 days.

[READ FULL JOB ADVERT](#)

EVENTS CUSTOMER CARE STEWARD – ROYAL HIGHLAND CENTRE

Contract: Flexible
Salary: £13.45 per hour
Employer: G4S
Closing Date: Ongoing recruitment



G4S is part of Allied Universal®, a leading security and facility services company that provides proactive security services and cutting-edge smart technology to deliver tailored, integrated security solutions that allow clients to focus on their core business. Our global workforce of more than 760,000 people provides integrated security services that combine security personnel, technology, and a variety of professional services.

We are recruiting Customer Care Stewards to support our current Events Team working at Royal Highland Centre, Edinburgh. If you hold are confident, professional, eager to engage with customers, and ready to work in a fast-paced environment, we want to hear from you.

[READ FULL JOB ADVERT](#)

EVENTS SIA SECURITY OFFICER – ROYAL HIGHLAND CENTRE

Contract: Flexible
Salary: £14.40 per hour
Employer: G4S
Closing Date: Ongoing recruitment



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We are recruiting SIA Security Officers to support our current Events Team working at Royal Highland Centre, Edinburgh. If you hold a valid SIA Door Supervisor Licence, are confident, professional, eager to engage with customers, and ready to work in a fast-paced environment, we want to hear from you.

[READ FULL JOB ADVERT](#)

LIVE ENTERTAINMENT AND SPORTS EVENTS SAFETY STEWARD

Contract: Flexible
Salary: £13.45 per hour
Employer: G4S
Closing Date: Ongoing recruitment



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We are recruiting Safety Stewards to support our current Events Team working at Scottish Gas Murrayfield Stadium, Hive Stadium, Edinburgh Corn Exchange and Royal Highland Centre. If you are confident, professional, eager to engage with customers, and ready to work in a fast-paced environment, we want to hear from you.

[READ FULL JOB ADVERT](#)

LIVE ENTERTAINMENT AND SPORTS EVENTS SIA SECURITY OFFICER

Contract: Flexible
Salary: £14.40 per hour
Employer: G4S
Closing Date: Ongoing recruitment



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We are recruiting SIA Security Officers to support our current Events Team working at Scottish Gas Murrayfield Stadium, Hive Stadium, Edinburgh Corn Exchange and Royal Highland Centre. If you hold a valid SIA Door Supervisor Licence, are confident, professional, eager to engage with customers, and ready to work in a fast-paced environment, we want to hear from you.

[READ FULL JOB ADVERT](#)

CARE PROFESSIONAL

Contract: Permanent / Part time
Salary: £14-£15 per hour
Employer: Home Instead
Closing Date: Saturday 1 August



Home Instead is the world's leading provider of care and companionship services, which help our clients remain independent in their own homes. We are committed to changing the face of ageing by delivering quality care to our clients.

We are looking to grow our team of Care Professionals. We have a variety of hours and different contracts available. You do not need experience to become a Care Professional, just a caring and compassionate outlook. Full training will be provided. The role is subject to references and a PVG Disclosure Scotland check.

[READ FULL JOB ADVERT](#)

SENIOR SUMMER DOMESTIC ASSISTANT/CLEANER

Contract: Fixed Term 18 May to 13 September 2026
Salary: £24,547 per annum + 5% premium band for flexible working
Employer: The University of Edinburgh
Closing Date: Wednesday 10 June



Accommodation, Catering and Events (ACE) provides catered and self-catered residential accommodation for over 10,000 students, including community and welfare support through its Residence Life service. We also operate 17 cafes and a range of other catering products to students and staff across the University estate. Under our commercial brand, the University of Edinburgh Hospitality and Events Collection, we deliver hotel accommodation options to around 200,000 guests each year plus an extensive selection of conference, catering and event services to over 2,000 events.

This is a fantastic opportunity to join our busy Housekeeping Team. We are looking for positive, enthusiastic, and dedicated people with a strong customer focus to help maintain high cleaning and housekeeping standards across our accommodation. Working hours are 35 hours per week, on a 5 over 7 basis.

[READ FULL JOB ADVERT](#)

TRAINEE BUS DRIVER

Contract: Permanent
Salary: £32,792 per annum (after training)
Employer: Lothian Buses
Closing Date: Ongoing recruitment



Lothian is the UK's largest municipal bus company and proudly owned by the City of Edinburgh, East Lothian, Midlothian and West Lothian Councils. Lothian connects the region with over 70 services and more than 700 buses which run day and night throughout the year. Our easy-access fleet is among the most modern and environmentally friendly in the UK and now includes the city's first zero-emission electric buses.

As a Trainee Bus Driver, you'll ensure our passengers enjoy safe, reliable, and friendly journeys every day. Whether you're helping commuters get to work, or families explore the city, you'll play a vital role in keeping Edinburgh moving. Annual paid training to help maintain your driver qualification.

[READ FULL JOB ADVERT](#)

PERSONAL ASSISTANT

Contract: Permanent/Sessional
Salary: £13.45 per hour
Employer: Enable
Closing Date: Ongoing recruitment



Enable is a modern, vibrant charity which strives to deliver an equal society for every citizen. We believe in equal rights for everyone through self-directed social care, employment, training, and empowering communities.

We have various full time and part time opportunities in Edinburgh and the Lothians to support people with additional support needs to live independently in their own homes and to achieve their goals and outcomes. We provide an extensive learning programme together with in-house career development opportunities.

[READ FULL JOB ADVERT](#)

Modern Apprenticeships

PLASTERER - MODERN APPRENTICESHIP

Contract: Fixed Term – 4 years
Salary: £24,533 - £24,796 per annum
Employer: The City of Edinburgh Council
Closing Date: Tuesday 16 June



The City of Edinburgh Council Apprenticeship Programme offers new entrants to the labour market the chance of paid employment combined with the opportunity to do training relevant to the occupational area. They include the opportunity to gain nationally recognised qualifications that help kick-start a career without having to study full-time. New entrants include school and college leavers, those with no previous work experience and/or vocational qualifications.

Based in Edinburgh Housing Services, you will be supervised and trained to work in properties across the city and will support a qualified trades person with preparing work areas, carrying out tasks which may involve manual handling, and cleaning the work area on job completion. You will work towards SVQ Level 3/SCQF Level 6 in Plastering.

[READ FULL JOB ADVERT](#)

ELECTRICIAN - MODERN APPRENTICESHIP

Contract: Fixed Term – 4 years
Salary: £24,533 - £28,294 per annum
Employer: The City of Edinburgh Council
Closing Date: Tuesday 16 June



The City of Edinburgh Council Apprenticeship Programme offers new entrants to the labour market the chance of paid employment combined with the opportunity to do training relevant to the occupational area. They include the opportunity to gain nationally recognised qualifications that help kick-start a career without having to study full-time. New entrants include school and college leavers, those with no previous work experience and/or vocational qualifications.

Based in Edinburgh Housing Services, you will be supervised and trained to work in properties across the city and will support a qualified trades person with preparing work areas, carrying out tasks which may involve manual handling, and cleaning the work area on job completion. You will work towards SVQ Level 3/SCQF Level 6 in Electrical Installation.

[READ FULL JOB ADVERT](#)

PAINTER AND DECORATOR - MODERN APPRENTICESHIP

Contract: Fixed Term – 4 years
Salary: £24,533 - £24,796 per annum
Employer: The City of Edinburgh Council
Closing Date: Tuesday 16 June



The City of Edinburgh Council Apprenticeship Programme offers new entrants to the labour market the chance of paid employment combined with the opportunity to do training relevant to the occupational area. They include the opportunity to gain nationally recognised qualifications that help kick-start a career without having to study full-time. New entrants include school and college leavers, those with no previous work experience and/or vocational qualifications.

Based in Edinburgh Housing Services, you will be supervised and trained to work in properties across the city and will support a qualified trades person with preparing work areas, carrying out tasks which may involve manual handling, and cleaning the work area on job completion. You will work towards SVQ Level 3/SCQF Level 6 in Painting and Decorating.

[READ FULL JOB ADVERT](#)

PLUMBER - MODERN APPRENTICESHIP

Contract: Fixed Term – 4 years
Salary: £24,533 - £28,294 per annum
Employer: The City of Edinburgh Council
Closing Date: Tuesday 16 June



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Based in Edinburgh Housing Services, you will be supervised and trained to work in properties across the city and will support a qualified trades person with preparing work areas, carrying out tasks which may involve manual handling, and cleaning the work area on job completion. You will work towards SVQ Level 3/SCQF Level 6 in Plumbing and Heating.

[READ FULL JOB ADVERT](#)

JOINER - MODERN APPRENTICESHIP

Contract: Fixed Term – 4 years
Salary: £24,533 - £28,294 per annum
Employer: The City of Edinburgh Council
Closing Date: Tuesday 16 June



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Based in Edinburgh Housing Services, you will be supervised and trained to work in properties across the city and will support a qualified trades person with preparing work areas, carrying out tasks which may involve manual handling, and cleaning the work area on job completion. You will work towards SVQ Level 3/SCQF Level 6 in Joinery.

[READ FULL JOB ADVERT](#)

HGV MECHANIC - MODERN APPRENTICESHIP

Contract: Fixed Term – 4 years
Salary: £24,533 - £28,294 per annum
Employer: The City of Edinburgh Council
Closing Date: Tuesday 16 June



The City of Edinburgh Council Apprenticeship Programme offers new entrants to the labour market the chance of paid employment combined with the opportunity to do training relevant to the occupational area. They include the opportunity to gain nationally recognised qualifications that help kick-start a career without having to study full-time. New entrants include school and college leavers, those with no previous work experience and/or vocational qualifications.

Based at Bankhead Depot, you will be supervised and trained to carry out repairs and testing to all HGV and LCV vehicles and plant, cleaning and preparing vehicles and parts for maintenance purposes, risk assessments and problem solving. You will work towards SVQ Level 3 in Vehicle Maintenance and Repair.

[READ FULL JOB ADVERT](#)

CHILDCARE - MODERN APPRENTICESHIP

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

PA TRAINING

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).

[READ FULL JOB ADVERT](#)

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

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.

[READ FULL JOB ADVERT](#)

Professional Qualifications

TAX APPRENTICESHIP PROGRAMME

Contract: 5 years
Salary: £25,500 - £28,000 per annum dependent on programme and location
Employer: KPMG
Closing Date: We recruit on a rolling basis



KPMG in the UK is part of a global network of member firms. Through the talent of our c.16,000 people in the UK we make a meaningful and positive difference for clients, people and the communities we serve. We've been doing this for more than 150 years.

Throughout the programme, you'll have the opportunity to be involved in a wide variety of high-profile projects. As part of our team of tax specialists you'll work alongside clients to help them understand the details of tax across the globe - from energy sector companies to online food businesses, banks, and high-net worth individuals.

[READ FULL JOB ADVERT](#)

AUDIT APPRENTICESHIP PROGRAMME

Contract: 5 years
Salary: £25,500 - £28,000 per annum dependent on programme and location
Employer: KPMG
Closing Date: We recruit on a rolling basis



KPMG in the UK is part of a global network of member firms. Through the talent of our c.16,000 people in the UK we make a meaningful and positive difference for clients, people and the communities we serve. We've been doing this for more than 150 years.

Throughout the programme, you'll learn how to audit businesses in one or more sectors, which could include big retailers, UK banks and multinational organisations - putting you at the heart of the world of business. You'll also play a key part in our continuous improvement of audit quality. We strive to deliver robust outcomes by working to the highest standards.

[READ FULL JOB ADVERT](#)

Programmes, Courses and Training

JOBFIT WORKPLACE SKILLS IN BANKING – DIRECT PARTNERS LTD

JobFit is open for referrals to Workplace Skills for Banking Academy including, accredited certificates and an opportunity of the short work-placement after the course with interviews for Modern Apprenticeship with NatWest (Business Admin and Finance Service roles) as well as other live jobs with selected employers within Business/Admin Sector. Other progression options to volunteering, further education or other industry specific training are also possible following the training. The training is delivered by Direct Partners.



- Qualifications gained:** Accredited certificates and learning:
- Effective Communication Core Skills (SCQF5) including presentation skills using excel/word/PowerPoint
 - Problem Solving Core Skill (SCQF5)
 - Skills in Customer Service: Effective complaint handling
 - GDPR regulation and practices - Data Protection & Handling Information.
- Client group:** Candidates must answer yes to the age band question and live in Edinburgh, and then answer yes to at least one other criteria from this list to be eligible for the LTSB pipeline to NatWest MAs:
- Are they 16-24yrs? (mandatory)
 - Does the young person live in Edinburgh? (EH1-17 or EH28-30)
 - Do they live in one of the top 40% deprived areas (SIMD)?
 - Did they receive free school meals?
 - Did they receive EMA - Education Maintenance Allowance?
- What is provided:** The course will involve:
- 2 weeks training delivered as a blended mix of face to face at Edinburgh based premises and remote sessions 9:30-3pm each day. Both group & 1-1.
 - Sessions will include Employer expectations - Job roles & environments; Teambuilding & developing new professional relationships; Personal development, psychometric testing; Meta-skills development; Communication (including over the phone); Working with others; Customer care; GDPR practice and regulations; Introduction to PPT, Excel and Microsoft Teams.
 - CV development & support with online applications.
- Start date:** Monday 22 June
- Duration:** There are 2 stages to this programme:
1. Monday 22 June - Direct Partners Workplace Skills in Banking Course. Two weeks Monday to Thursday from 9.30am - 1.30pm at Dewar Place Lane. A mix of learning and certificates in GDPR, Microsoft, complaint handling, effective communication, CV workshop and prep to do well in LTSB interview and "bootcamp". Please apply through this online link in the first instance <https://jobfit.careers/live-courses/workplace-skills-for-banking-course/>. Following successful completion of our pre-employment course, candidates will interview with LTSB (NatWest partner training provider) to see if they are invited to attend their induction and bootcamp.
 2. Wednesday 22 July - LTSB induction will take place in person on Wednesday 22 July with the course itself kicking off on 27 July. The course will be held online over Zoom, running Monday to Friday from 10am - 4pm, and will be a mixture of confidence building, critical thinking and targeted employability support designed to help the young people succeed at their interview and in their positions thereafter. If successful, apprenticeship offers will be made.
- Times and days:** 9:30 am - 1.30 pm Monday to Thursday
- Location:** 6-8 Dewar Place Lane, Edinburgh EH3 8EF
- For more information:** Email: Penny@directpartners.co.uk or phone: 0131 600 0820
Website: www.directpartners.co.uk

STREET SOCCER SCOTLAND

Street Soccer provide free and inclusive adult football drop-in sessions that are mixed and open to all abilities with many players having experience of poor mental health, isolation, trauma, homelessness, refugees and asylum seekers. Players can also access regular events and other activities and access to volunteering, employability support, qualifications and other opportunities.



Qualifications gained:	SCQF and other qualifications
Client group:	Open to adults over 16
What is provided:	Free football sessions, mental health support, group work, one to one support, work placements, SCQF and other qualifications
Start date:	Ongoing
Duration:	Ongoing
Times and days:	Monday & Wednesday: 12:30 - 3pm, Portobello Powerleague, EH15 1DR Thursday: 11:30am - 2pm, Sighthill Powerleague, EH11 4EQ Thursday: 12:00 - 2pm, Leith Community Centre, EH6 6AD Thursday: Street45 (Women's Only) 10:45am – 12:00, Leith Community Centre, EH6 6AD Friday: Various sessions, contact Robbie for details ASN sessions: contact Robbie for details
Location:	Portobello, Sighthill, Leith
For more information:	Email/telephone no: robbie@streetsoccerscotland.org / 07480 979919 Web: www.streetsoccerscotland.org

ADVANCE – ENABLE, FORTH SECTOR AND THE ACTION GROUP

Advance is a partnership between Enable, Forth Sector, and The Action Group, focusing on supporting people who are already in employment.



We work with individuals who are:

- looking to progress in their current role or move to a new one
- hoping to make changes at work, such as adjusting hours or requesting reasonable adjustments
- experiencing challenges at work that are affecting their wellbeing.

We help people explore what they really want and need from a role, prepare their CV and interviews, and, where appropriate, engage with their employer to find the right solutions.

The only eligibility criteria are that they live in Edinburgh and are currently employed.

We're open to referrals and happy to discuss any individual cases if you're unsure whether someone would be eligible.

Qualifications gained:	N/A
Client group:	Employed
What is provided:	Tailored training (including LinkedIn training, resilience, customer service and introduction to leadership). Other training courses are available if a need is identified.
Start date:	Ongoing
Duration:	No time limit
Times and days:	As required
Location:	Engagement is within the community, at local libraries, coffee shops and community hubs. Private meeting spaces are available at our office on Rose Street.
For more information:	Email/telephone no: info@edin-advance.co.uk Web: www.enable.org.uk/enable-works

RUBY BOOTS PROJECT - FORCES CHILDREN SCOTLAND

When a serviceperson leaves the Armed Forces, it is a big change, affecting the whole family. This is where Ruby Boots comes in. The project is co-produced by young people themselves, aiming to deliver peer support to children and young people whose parent/carer is leaving the Armed Forces. We run peer support groups across Edinburgh and Fife, encouraging a sense of community, positive wellbeing, as well as having fun activities and maybe even some Capri-suns! We train up Buddies as volunteers (Veterans' children) to use their first-hand experience to help their peers (children whose parent is soon leaving/just left). The groups run for 6 sessions, with opportunity to extend and/or participate in other events and projects with Forces Children Scotland.



Qualifications gained:	Opportunity to gain the Saltire Award
Client group:	5-18 year olds in Veteran/soon-to-be-leaving Armed Forces families
What is provided:	Socio-emotional learning on friendships and community building, psycho-education around wellbeing, interesting discussions, co-producing various resources such as infographics and storybooks, and more!
Start date:	This is a rolling programme, and you can refer to us at any time using the email address below.
Duration:	Flexible
Times and days:	Flexible
Location:	Various locations around Edinburgh and Fife – we will match locations with individuals.
For more information:	Email/telephone no: rubyboots@forceschildrenscotland.org.uk / 07587 024841 Web: https://forceschildrenscotland.org.uk

FOUNDATIONS FOR CHANGE – APEX SCOTLAND

Foundations for Change is a transformative new service from Apex Scotland, designed to empower individuals to move beyond their past towards a brighter future. Rooted in respect, belief, and strong support, the programme helps participants build autonomy, expand their window of tolerance, and develop the trust needed to thrive. Through a person-centred approach, we create opportunities for growth, resilience, and improved wellbeing, ensuring that everyone has the chance to redefine their future on their own terms.



Qualifications gained:	N/A
Client group:	Over 16s and involved in the Criminal Justice System
What is provided:	Time to chat, signposting for any kind of need (housing, drug & alcohol, access to GP, financial support etc), introducing structure and connecting to the community, action planning and advocacy.
Start date:	This is a rolling programme and you can refer into us at any time from 1 April 2025. Please refer using email/number below or the website form.
Duration:	Flexible
Times and days:	Flexible
Location:	Community outreach, we are open to meeting where the referral prefers
For more information:	Email/telephone no: hello@apexscotland.org.uk 0131 220 0130 Web: Urgent help Zero Judgement Apex Scotland

STRIDES - APEX SCOTLAND

Employability programme exclusively for over 16+'s with convictions. Can support referrals through any stage of pipeline including in-work support.



Qualifications gained:	CSCS Green Card, SIA Security In house: SQA Employability Award, First Aid, PAT Testing, Food Safety in Catering, Fire Warden, Health and Safety in the Workplace, COSHH, Safeguarding, Manual Handling principles All courses are at SQA level 4, 5 and 6.
Client group:	Over 16s Must have a conviction/s Any conviction eligible regardless of how long has passed/nature Can be unemployed or employed.
What is provided:	Trauma informed 1-1 meetings with allocated practitioner to support individual build on their employability skills. This may be CV building, interview practice and confidence building. We also offer bespoke disclosure advice/training based on the individual's own criminal record. Allocated budget to support individuals access training such as CSCS construction health and safety green cards, SIA Licences. May also be able to help individuals obtain an ID for training/employment purposes on case-by-case basis.
Start date:	This is a rolling programme.
Duration:	Not set, can offer in-work support once individual secures employment/ volunteering.
Times and days:	Flexible, usually once a week for however long individual needs. We are open Monday – Friday 9am - 5pm.
Location:	City of Edinburgh
For more information:	Email/telephone no: strides.edinburgh@apexscotland.org.uk / 0131 220 0130 Web: Get in Touch Here to Help Apex Scotland

PHEW (PEOPLE'S HEALTH & EMOTIONAL WELLBEING) – SPACE@BROOMHOUSE HUB

This is a mental health service that offers 16 – 26 year olds a safe and friendly space to make connections with others and develop a better understanding of mental health and wellbeing. Our group support gives you a chance to connect with people the same age doing the kind of activities you're looking for and enjoy.



Qualifications gained:	N/A
Client group:	Young people 16 – 26 years old
What is provided:	We offer two forms of support: <ul style="list-style-type: none">• A group session on a Thursday evening (the length of session can vary depending on activity). We offer a wide variety of indoor and outdoor activities with regular input from the group.• Individual 1-1 support sessions are also available.
Start date:	On all year round
Duration:	Ongoing
Times and days:	6pm – 8pm Thursday
Location:	Space at the Broomhouse Hub, 79-89 Broomhouse Crescent, EH11 3RH
For more information:	Email/telephone no: barry.craig@spacescot.org / 0131 455 7731 or 07566 796270 Web: https://www.spacescot.org/

CASHBACK HUBS – IMPACT ARTS

Our Cashback Hubs programme is a fun way for young people to grow their skills and confidence in a non-traditional environment, beyond the classroom or the local Youth Club. Over 12 weeks, using the arts as a tool, we will support young people to feel more confident, overcome some of the hurdles they might be facing and gain qualifications.



Participants will be supported by an artist, a youth worker and an opportunities coordinator. We will provide participants with everything they need to get involved.

Qualifications gained:	Where it suits the young person's needs, we will support them to gain qualifications or a dynamic youth award.
Client group:	Young people aged 16-24 not in work, education or training
What is provided:	We will provide participants with everything they need to get involved.
Start date:	Rolling
Duration:	12 weeks
Times and days:	2pm - 6pm Thursday, 2.30pm - 4.30pm Friday
Location:	5-7 Montgomery Street Lane, Edinburgh, EH7 5JT

For more information: Email/telephone no: hello@impactarts.co.uk / 0141 575 3001
Web: www.impactarts.co.uk

VOCATIONAL & EMPLOYABILITY 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: <ul style="list-style-type: none">• 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. <p>RUTS also have the capacity to deliver a range of SQA/SCQF accredited qualifications at Level 4 or 5 centred on:</p> <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• from our workshop in Penicuik (58 Queensway)• from accessible community spaces using our mobile equipment• online, using digital platforms such as Zoom and MS Teams.
For more information:	Email/telephone: info@ruts.org.uk / 0131 663 5736 Web: www.ruts.org.uk

ALL SERVICES FOR ETHNIC MINORITIES - LINKNET MENTORING

Mentoring:

LINKnet provide one-to-one mentoring for education, employment and personal development. There is a drop-in service every day from 10 am - 4 pm that provides short-term support on employability and education (e.g., CV building, job application, interview, etc.). Booking for a session in advance is recommended to avoid disappointment.



Volunteering:

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 2 – 3 days per week.

English Classes:

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 December there will be online teaching.

Befriending:

Befriending programme is offered for people who need language, social, and emotional support, for example, English learners and newcomers to UK who would like to further develop English skills, make connections in the community, and/or feel less isolated and lonely.

Qualifications gained:	Certificates will be provided for some of the courses
Client group:	Ethnic Minorities aged 18+
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. In person and/or online

For more information: Email/telephone no: linknet2@linknetmentoring.com / 0131 261 4463
Web: www.linknetmentoring.com

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

THE JOURNEY PROGRAMME – VENTURE SCOTLAND



Venture Scotland offer young people aged 16-30 a group-based personal development programme set in the outdoors. It is completely free and is focused on helping to improve young people's physical, mental and emotional wellbeing. The programme is group-based (up to 12 participants per group) 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.

- Qualifications gained:** Scottish Canoe Association *Paddle Start* Award
- Client group:** Anyone living in Edinburgh 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 seasonally and will take referrals for our waiting list at any time.
- Duration:** Up to 6 months long. Our programme runs for 12 weeks and then we offer 'Next Steps' support for participants when they have engaged with the programme and are wanting a bit more support with figuring out what to do next.
- Times and days:** Usually Mondays and Tuesdays with residential running over multiple days throughout the week (programme dates will be communicated to participants in advance of joining the programme).
- Location:** Venture Scotland, Offices 1&2, 4 Norton Park, Edinburgh EH7 5RS
- For more information:** Email/telephone no: louisa.selwood@venturescotland.org.uk / 07535 164285
Web: <https://venturescotland.org.uk>
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Useful links

- ✓ **Apprenticeships.scot - Skills Development Scotland**
www.apprenticeships.scot
- ✓ **Community Renewal: Next Step Programme – free support and advice for job seekers**
www.communityrenewal.org.uk/projects/next-step
- ✓ **Edinburgh FUSE – Retail, customer service and hospitality jobs, training and career support within the St James Quarter and Edinburgh City Centre**
www.edinburghfuse.com
- ✓ **Fort Kinnaird Recruitment and Skills Centre - Retail, customer service and hospitality jobs at Fort Kinnaird**
<http://rscfortkinnaird.co.uk>
- ✓ **Jobs at Straiton Retail Park**
<https://jobsatstraiton.scot>
- ✓ **My World of Work**
www.myworldofwork.co.uk
- ✓ **My World of Work School Leavers Toolkit**
www.myworldofwork.co.uk/schoolleaverstoolkit
- ✓ **The City of Edinburgh Council - Job Vacancies**
<https://myjobscotland.gov.uk/councils/city-edinburgh-council/jobs>
- ✓ **The City of Edinburgh Council - Opportunities for Young People**
www.edinburgh.gov.uk/opportunities-young-people
- ✓ **The King's Trust**
<https://www.kingstrust.org.uk/how-we-can-help/programmes>
- ✓ **The Young Person's Guarantee Opportunity Finder**
<https://opportunities.youngpersonsguarantee.scot>