

Edinburgh Guarantee Opportunities Bulletin



Tuesday 23 November 2021

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.

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

The bulletin is separated into the following categories:

- ✓ [List of Current Vacancies](#)
- ✓ [Jobs for All Ages](#)
- ✓ [Jobs for Young People](#)
- ✓ [Modern Apprenticeships](#)
- ✓ [Graduate Apprenticeships](#)
- ✓ [Professional Qualifications](#)
- ✓ [Programmes, Courses and Training](#)
- ✓ [Useful Links](#)

Contact the Edinburgh Guarantee team:



edinburghguarantee@edinburgh.gov.uk



0131 529 3525



www.edinburghguarantee.org



List of Current Vacancies

Jobs for All Ages:

- ✓ Office Administrator – Prestonfield Golf Club
- ✓ Receptionist - Courtyard by Marriott Edinburgh
- ✓ Ticketing Services Assistant - Edinburgh Trams
- ✓ Project Worker – Upmo (Upward Mobility Ltd)
- ✓ Porter – The University of Edinburgh
- ✓ Trainee or Qualified Receptionist/Administrator – City Health Clinic
- ✓ Shop Assistant/Barista – Voyager Life plc
- ✓ Community Support Workers – Edge Autism Ltd
- ✓ Commis Chef – The University of Edinburgh/Pollock Halls Campus
- ✓ Housekeeping Assistant/Room Attendant – Waldorf Astoria Edinburgh
- ✓ Housekeeping Room Attendant – YOTEL Edinburgh
- ✓ Commis Chef – The University of Edinburgh/Production Kitchen
- ✓ Branch Supervisor – Scotmid Co-operative
- ✓ Home Delivery Driver/Customer Service Assistant – Scotmid Co-operative
- ✓ Customer Service Assistant – Scotmid Co-operative

Jobs for Young People:

- ✓ Housekeeping – 2 posts – Hostelling Scotland
- ✓ Young Person's Guarantee Paid Work Placements – The City of Edinburgh Council
- ✓ Trainee or Qualified Receptionist/Administrator – City Health Clinic
- ✓ Care Worker – Monteith Personal Care Management
- ✓ Care Worker - Margarot Forrest Care Management Ltd
- ✓ COVID-19 Jobs and Support
- ✓ Retail, Hospitality and Facilities - Various employers in the St James Quarter and City Centre - FUSE
- ✓ Support Worker - Blackwood Care
- ✓ Personal Assistant - ENABLE Scotland
- ✓ Retail, Hospitality, Beauty, Care and more - Various employers and locations - Fort Kinnaird Recruitment and Skills Centre

Modern Apprenticeships:

- ✓ Contract Administrator – Modern Apprenticeship – Limelight Careers/Glendale Scotland
- ✓ Digital Administration Assistant – Modern Apprenticeship – SET Training/ Eastern Exhibition & Display
- ✓ Digital Administration Assistant – Modern Apprenticeship – SET Training/DR Newitt
- ✓ Business Administration - Modern Apprenticeships – The Scottish Government
- ✓ Business Administrator – Modern Apprenticeship – Southfield Medical Practice
- ✓ Early Learning and Childcare - Modern Apprenticeships - Carousel Training Centre
- ✓ Customer Service Advisor - Modern Apprenticeship - 3 posts – Limelight Careers/Business Stream
- ✓ Office Administrator – Modern Apprenticeship – Sixth Sense Training/The Fruitmarket Gallery
- ✓ IT Support Assistant – Modern Apprenticeship – SET Training/Pure Spa & Beauty
- ✓ Digital Marketing Assistant – Modern Apprenticeship – SET Training/Pure Spa & Beauty
- ✓ First Line Support – Modern Apprenticeship – SET Training/ECS Group
- ✓ Trainee Childcare Practitioner – Modern Apprenticeship – North Edinburgh Childcare
- ✓ Trainee Dental Nurse – Modern Apprenticeship – City Health Clinic
- ✓ Accounts and Sales Administrator - Modern Apprenticeship – Microcom/A car dealership based in the west of Edinburgh
- ✓ Chef - Modern Apprenticeship - Caledonian Heritable Ltd
- ✓ Childcare - Modern Apprenticeship - PA Training

Graduate Apprenticeships:

- ✓ Data Science - Graduate Apprenticeship - 2 posts – Heriot-Watt University/Actelligent

Professional Qualifications:

- ✓ Trainee Chartered Tax Advisor - Geoghegans Chartered Accountants

Programmes, Courses and Training:

- ✓ Coaching Academy 2022 - Edinburgh Leisure

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

Jobs for All Ages

OFFICE ADMINISTRATOR

Contract: Permanent
Salary: £21,000 - £23,000 per annum depending on experience and qualifications
Employer: Prestonfield Golf Club
Closing Date: Wednesday 15 December



Prestonfield Golf Club, 6 Priestfield Road North, Edinburgh, EH16 5HS.

Main duty is that of Member's Secretary - processing payments, renewals, new memberships and all member's correspondence. Answering phones, answering member's questions in person or via email. Hours would initially be 9 am - 1 pm Monday to Friday, then full time from March/April would be 9 am - 4 pm. However, there is some flexibility.

[FIND OUT MORE](#)

RECEPTIONIST

Contract: Permanent
Salary: £18,582 per annum plus benefits
Employer: Courtyard by Marriott Edinburgh
Closing Date: Monday 20 December



Courtyard by Marriott Edinburgh is a 240 bedroom hotel in the heart of the City Centre.

You are the first and last person our guests meets. In this busy role, you will be the face of the hotel, the problem solver, the tourist information service, the transportation specialist and of course the source of all knowledge! Shifts cover from 7 am to 11 pm including weekends, 5 days from 7.

[FIND OUT MORE](#)

TICKETING SERVICES ASSISTANT

Contract: Permanent
Salary: £19,924 to £20,841 per annum
Employer: Edinburgh Trams
Closing Date: Sunday 28 November



Edinburgh Trams is the award winning operator of the city's tramway with a vision to be an integral part of the future success of Edinburgh and the Lothians by providing world-class, environmentally-friendly and socially-inclusive transport. The addition of new services, industry-leading levels of customer service and a range of dynamic initiatives have all contributed to Edinburgh's tramway becoming one of the UK's most successful transport systems.

You will work both on and off trams delivering the highest level of customer service while protecting revenue for the business. Checking the validity of travel passes, selling tickets and providing information on travel in and around Edinburgh are the main focus of the role. You will also play a key part in our handling of large events at locations such as Murrayfield Stadium.

[FIND OUT MORE](#)

PROJECT WORKER

Contract: Permanent
Salary: £9.60 per hour
Employer: Upmo (Upward Mobility Ltd)
Closing Date: Tuesday 30 November



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](#)

PORTER

Contract: Permanent
Salary: £17,901 per annum + 5% Premium Band
Employer: The University of Edinburgh
Closing Date: Tuesday 30 November



The University of Edinburgh Accommodation, Catering and Events (formerly Accommodation Services) provides catered and self-catered residential accommodation for over 9,000 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, Edinburgh First, 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.

Based in our hotel team at Pollock Halls Campus, you will have a varied workload and will be assigned a variety of tasks to be carried out. The role involves ensuring all our properties are kept clean and well maintained, supporting all areas within the hotel and providing excellent customer service.

[FIND OUT MORE](#)

TRAINEE OR QUALIFIED RECEPTIONIST/ADMINISTRATOR

Contract: Permanent
Salary: During training: aged 16-18 - £6.75, aged 19-21 - £7.50 and aged 21+ £8.50 per hour.
National Living Wage or above once qualified
Employer: City Health Clinic
Closing Date: Friday 3 December



City Health Clinic offers dental and medical healthcare services; our ethos is to provide first-class service, care and treatments for all our patients.

Working in a friendly team, your duties will include responding to phone and email enquiries, booking and cancelling appointments, scanning documents onto patient files, providing effective communication with patients and liaising with our dental team and managers. We actively invest in our staff, mentoring new starts throughout the duration of their training courses, and post training we encourage further development of your chosen skillset and will place you on external course such as HNC Business Administration etc.

[FIND OUT MORE](#)

SHOP ASSISTANT/BARISTA

Contract: Permanent
Salary: National Living Wage
Employer: Voyager Life
Closing Date: Friday 26 November



Voyager Life plc is a Scottish health and wellness brand focusing on the benefits of CBD and hemp. We sell a whole range of products from CBD oils, to bath salts to dog collars, with our focus being on eco-friendly and high quality products and honest ingredients.

Working in our shop and cafe in Stockbridge with a small team, you will be serving customers, restocking the shop and making sure it is clean and tidy. Also making coffees and hot drinks, serving snacks and clearing tables.

[FIND OUT MORE](#)

COMMUNITY SUPPORT WORKERS

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



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

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

[FIND OUT MORE](#)

COMMIS CHEF

Contract: Permanent
Salary: £17,901 per annum plus 15% premium band
Employer: The University of Edinburgh
Closing Date: Tuesday 30 November



The University of Edinburgh Pollock Halls Campus.

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

[FIND OUT MORE](#)

HOUSEKEEPING ASSISTANT / ROOM ATTENDANT

Contract: Permanent
Salary: £10.20 per hour
Employer: Waldorf Astoria Edinburgh
Closing Date: Ongoing recruitment



Based in our West End hotel, you will work within the housekeeping team to maintain the bedrooms and public areas.

Duties will include, changing beds, cleaning bathrooms, hovering, dusting etc. Internal development programmes and training are also offered.

[FIND OUT MORE](#)

HOUSEKEEPING ROOM ATTENDANT

Contract: Permanent
Salary: £9.00 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.

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

[FIND OUT MORE](#)

COMMIS CHEF

Contract: Guaranteed Hours
Salary: £9.83 per hour
Employer: The University of Edinburgh
Closing Date: Sunday 28 November



The University of Edinburgh Catering Department (Production Kitchen).

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

[FIND OUT MORE](#)

BRANCH SUPERVISOR

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



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

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

[FIND OUT MORE](#)

HOME DELIVERY DRIVER/CUSTOMER SERVICE ASSISTANT

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



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

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

[FIND OUT MORE](#)

CUSTOMER SERVICE ASSISTANT

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



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

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

[FIND OUT MORE](#)

Jobs for Young People

HOUSEKEEPING - 2 POSTS

Contract: Fixed Term - 12 months
Salary: £8.91 per hour
Employer: Hostelling Scotland
Closing Date: This position will close when suitable candidates have been found



Hostelling Scotland is a not-for-profit charity with over 60 youth and affiliate hostels. This year we are celebrating our 90th year. Since 1931, we have welcomed millions of visitors through our doors, helping them to 'get outside', to explore what Scotland has got to offer, discovering the beautiful locations and the natural benefits of the great outdoors.

You will be part of a dedicated and friendly team at our Edinburgh Central Youth Hostel and will provide cleaning and housekeeping of guest accommodation and public areas, including bed making on upper and lower bunk beds and turning over beds, to a very high standard. This is a part-time position, working up to 25 hours per week.

[FIND OUT MORE](#)

YOUNG PERSON'S GUARANTEE PAID WORK PLACEMENTS

Contract: Temporary – 26 weeks, 16 – 30 hours per week
Salary: £9.47 per hour
Employer: The City of Edinburgh Council



The City of Edinburgh Council are offering paid work experience placements through funding from the Scottish Government under the Young Person's Guarantee commitment.

We have various opportunities across a variety of sectors – from office work, to supporting young people to take part in sporting activities, social media and communications, digital learning, working in our museums, galleries or libraries.

[FIND OUT MORE](#)

TRAINEE OR QUALIFIED RECEPTIONIST/ADMINISTRATOR

Contract: Permanent
Salary: During training: Aged 16-18 - £6.75, aged 19-21 - £7.50 and aged 21+ £8.50 per hour
Once qualified we pay at or above National Living Wage
Employer: City Health Clinic
Closing Date: Friday 3 December



City Health Clinic offers dental and medical healthcare services; our ethos is to provide first-class service, care and treatments for all our patients.

Working in a friendly team, your duties will include responding to phone and email enquiries, booking and cancelling appointments, scanning documents onto patient files, providing effective communication with patients and liaising with our dental team and managers. We actively invest in our staff, mentoring new starts throughout the duration of their training courses, and post training we encourage further development of your chosen skillset and will place you on external course such as HNC Business Administration etc.

[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](#)

COVID-19 JOBS AND SUPPORT

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

COVID-19
Jobs Support

The City Region Deal COVID-19 Job Support website is live to support employers and job seekers with recruitment needs and to fill vacancies as a result of COVID-19. The website matches live vacancies with job seekers who have registered for alerts. Information and support advice for employers, employees and job seekers is also available.

[FIND OUT MORE](#)

RETAIL, HOSPITALITY AND FACILITIES



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

FUSE is the recruitment hub for vacancies within the St James Quarter and the city centre. We also provide training and qualifications for those seeking work and progression in their careers within the Retail and Hospitality sectors.

We have a wide variety of vacancies in many sectors including Retail, Hospitality, Tourism, Operations, Facilities etc. Most of the jobs require a high level of customer interaction and you will work shifts rather than standard hours.

[FIND OUT MORE](#)

SUPPORT WORKER

Contract: Permanent / Relief
Salary: £8.75 per hour
Employer: Blackwood
Closing Date: Ongoing recruitment



Blackwood currently have four care homes across the country and also provide care to people who live in their own homes.

Our personalised care and support packages enable our customers to live independently and range from a few hours a week to several daily visits. This role involves going out into the community and working individually or alongside another Support Worker where you will visit our customers in their homes.

[FIND OUT MORE](#)

PERSONAL ASSISTANT

Contract: Full and part time opportunities available
Salary: £9 per hour (Edinburgh and Midlothian) / £10 per hour (£9 plus £1 market supplement - East Lothian only)
Employer: ENABLE Scotland
Closing Date: These positions will close when suitable applicants have been found



ENABLE Scotland is a dynamic and vibrant organisation dedicated to improving the lives of people with learning disabilities and we have full and part time opportunities for you to support people in Scotland to make the most of their lives.

We have various full and part time opportunities in Edinburgh, East Lothian and Midlothian to support people who have learning disabilities to live independently in their own homes or take part in activities we take for granted.

[FIND OUT MORE](#)

RETAIL, HOSPITALITY, BEAUTY, CARE AND MORE

Contract: Various
Salary: National Minimum Wage
Employer: Various Employers and Locations
Closing Date: We recruit all year round



We have vacancies in many sectors throughout the city. Your day will be varied and fast paced with opportunities for personal and career development. Most of the jobs require a high level of customer interaction and you will work shifts rather than standard hours.

[FIND OUT MORE](#)

Modern Apprenticeships

CONTRACT ADMINISTRATOR - MODERN APPRENTICESHIP

Contract: Fixed Term - 12 months
Salary: £12,000 per annum
Employer: Glendale Scotland
Closing Date: Wednesday 8 December



Glendale is a well-established business which delivers specialist green services including grounds maintenance, tree management, supply of plants and semi-mature trees, woodland management, estate management, vegetation control, landscaping, cleansing services and golf course management for public and private sector clients.

Working closely with the Management and Operations teams, you will undertake general administration duties including ordering of materials, filing and dealing with telephone and email enquiries. You will work towards SCQF Level 6 in Business and Administration.

[FIND OUT MORE](#)

DIGITAL ADMINISTRATION ASSISTANT - MODERN APPRENTICESHIP

Contract: Fixed Term
Salary: £20,592 per annum
Employer: Eastern Exhibition & Display
Closing Date: Monday 20 December



At Eastern Exhibition & Display, we offer creative and practical solutions for any and all types of display. We supply both graphic and exhibition build solutions for both interior and exterior projects and support branding for any type of event.

Working within a friendly, caring environment based in Musselburgh, you will learn how to send and receive digital files, produce print estimates and data for invoicing and monitor costing systems. You will work towards a Modern Apprenticeship at SCQF Level 6.

[FIND OUT MORE](#)

DIGITAL ADMINISTRATION ASSISTANT - MODERN APPRENTICESHIP

Contract: Fixed Term
Salary: £12,000 per annum
Employer: D R Newitt
Closing Date: Monday 20 December



D R Newitt provide specialist recruitment services to Food, FMCG (fast-moving consumer goods) and Supply Chain Industries throughout the UK from our Manchester and Edinburgh offices. Our consultants have expert knowledge of the industry and continually keep up to date with the latest developments in business and technology.

Working within a friendly, caring environment based in the West End, you will learn how to identify new leads and business development opportunities, build a strong network of candidates and clients and negotiate contracts and agreements. You will work towards a Modern Apprenticeship at SCQF Level 6.

[FIND OUT MORE](#)

BUSINESS ADMINISTRATION - MODERN APPRENTICESHIPS

Contract: Permanent
Salary: £20,864 - £23,032 per annum
Employer: The Scottish Government
Closing Date: Please see individual job adverts and closing dates when you click Apply Now



The Devolved Government for Scotland has a range of responsibilities which include health, education, justice, rural affairs, housing and the environment. We have five strategic objectives: making Scotland wealthier and fairer, healthier, safer and stronger, smarter and greener.

Business Administration roles vary but can include booking meetings, organising travel, using electronic filing and finance systems, dealing with internal and external stakeholders, managing diaries, ordering stationery, answering phones and responding to emails.

[FIND OUT MORE](#)

BUSINESS ADMINISTRATOR - MODERN APPRENTICESHIP

Contract: Fixed Term - 12 months
Salary: £6.75 per hour / £13,162 per annum
Employer: Southfield Medical Practice
Closing Date: Wednesday 1 December



Southfield Medical Practice is a GP practice based in Mountcastle Drive South. We are a very patient centred and cohesive practice. We are innovative and committed to training and developing talent for the future. Our premises are spacious, welcoming and allow for growth. We prioritise our quality of life and sustainability and operate in an open, supportive and non-hierarchical culture.

We are looking for an apprentice who would be keen to develop their skills within a well established team. Based in our busy GP practice, you will be working in an office based environment whilst learning more about the NHS and primary care. You will work towards SVQ Level 3 in 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](#)

CUSTOMER SERVICE ADVISOR - MODERN APPRENTICESHIP - 3 POSTS

Contract: Fixed Term - 12 months
Salary: £16,085 per annum
Employer: Business Stream
Closing Date: Friday 3 December



Business Stream are one of the leading providers of water retail services to businesses across the UK. It's been an exciting few years for us; we acquired the non-household customer base of Southern Water in April 2017, and in 2019 we announced the acquisition of Yorkshire Water's non-household customer base.

Our apprenticeship programme is centred on work-based learning, where the training is directly linked to the job. You will deliver exceptional customer service across a wide range of communication channels and will be responsible for setting the customer's expectation regarding the resolution. You will undertake an SVQ Level 3 in Customer Service.

[FIND OUT MORE](#)

OFFICE ADMINISTRATOR - MODERN APPRENTICESHIP

Contract: Permanent
Salary: £19,760 per annum
Employer: The Fruitmarket Gallery
Closing Date: Friday 26 November



The Fruitmarket Gallery provides opportunities and inspiration for artists and audiences. We programme exhibitions with the best Scottish and International artists and enrich these with a wide variety of cultural and educational events. We create a welcoming space for people to think with art in ways that are meaningful to them – for free.

Duties will include telephone enquiries, incoming and outgoing mail, booking travel and ordering supplies, typing, correspondence, photocopying, scanning and filing. You will gain a Diploma in Digital Application Support, which is a nationally recognised qualification and may be used to gain employment and further your career.

[FIND OUT MORE](#)

IT SUPPORT ASSISTANT – MODERN APPRENTICESHIP

Contract: Fixed Term
Salary: £11,000 per annum
Employer: Pure Spa & Beauty
Closing Date: Monday 20 December



Pure Spa & Beauty is a multi award winning independent company with 17 locations across the UK.

You will be responsible for IT and phone system support, documentation, IT training and website development. This will involve providing an internal 'IT Helpdesk' and being the 'go to' person to help resolve IT or communication issues. You will work towards a Modern Apprenticeship at SCQF Level 6.

[FIND OUT MORE](#)

DIGITAL MARKETING ASSISTANT – MODERN APPRENTICESHIP

Contract: Fixed Term
Salary: £11,000 per annum
Employer: Pure Spa & Beauty
Closing Date: Monday 20 December



Pure Spa & Beauty is a multi award winning independent company with 17 locations across the UK.

You will be given a full training induction into the services we use and on the company's client journey, web shop, website, live chat/email, social media and digital marketing. Duties will involve managing, creating and posting fresh, relevant and 'on brand' content. You will work towards a Modern Apprenticeship at SCQF Level 6.

[FIND OUT MORE](#)

FIRST LINE SUPPORT - MODERN APPRENTICESHIP

Contract: Fixed Term – 12 months
Salary: £11,000 per annum
Employer: ECS Group
Closing Date: Monday 20 December



ECS Group ECS is a fast-growing UK-based technology company, delivering high quality IT services to over 30 blue-chip companies. We help businesses become 'digital-first' organisations so they're free to thrive like never before.

Working in a team in a friendly, relaxed, office based environment, you will be managing a ticketing system and putting your IT knowledge to use dealing with customer requests in a timely manner. You will work towards IT and Telecommunications at SCQF Level 6.

[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](#)

TRAINEE DENTAL NURSE - MODERN APPRENTICESHIP

Contract: Permanent on completion of training course
Salary: During training: Aged 16-18 - £6.75, aged 19-21 - £7.50 and aged 21+ £8.50 per hour
Above National Living Wage once qualified
Employer: City Health Clinic
Closing Date: Friday 3 December



City Health Clinic offers dental and medical healthcare services; our ethos is to provide first-class service, care and treatments for all our patients.

You will join a friendly and supportive team who are very supportive of young people taking steps into full time employment. You will undertake in-house training alongside external courses and we will help you reach your full potential in your career.

[FIND OUT MORE](#)

ACCOUNTS AND SALES ADMINISTRATOR - MODERN APPRENTICESHIP

Contract: Permanent
Salary: £4.30 per hour
Employer: A car dealership based in the west of Edinburgh
Closing Date: This opportunity will close when a suitable candidate is found



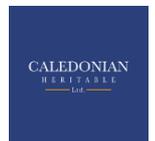
A car dealership based in the west of Edinburgh.

Based within the sales administration function, your duties will include maintaining accurate vehicle records and processing deals through the system in a timely fashion and in accordance with Group and legal requirements. You will undertake a Modern Apprenticeship in Business and Administration SCQF Level 6.

[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. We are currently recruiting apprentices for The Dome on George Street.

[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

DATA SCIENCE - GRADUATE APPRENTICESHIP - 2 POSTS

Contract: Permanent
Salary: £12,480 - £14,040 per annum
Employer: Actelligent
Closing Date: Friday 3 December



Actelligent leverages the power of machine learning and data science to enhance investment returns. It has two lines of businesses, one being a FinTech platform and one being a hedge fund that applies a Fundamental+AI strategy.

You will help to interpret financial analyses and prepare valuation analyses via data science and conduct research initiatives to support internal or external deliverables. You will study towards BSc (Hons) in Data Science on a day release basis over a 4 year period at Heriot-Watt University, whilst being a key member of the Actelligent team.

[FIND OUT MORE](#)

Professional Qualifications

TRAINEE CHARTERED TAX ADVISOR

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



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

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

[FIND OUT MORE](#)

Programmes, Courses and Training

COACHING ACADEMY 2022 - EDINBURGH LEISURE

Coaching Academy project is a fully funded opportunity that provides a combination of sports-based activities and tailored employment support for young people that are interested in becoming a sports coach, with opportunities to gain national governing body coaching qualifications, volunteer to gain coaching experience and possibility gain employment as an Edinburgh Leisure sports coach. We are currently looking to recruit motivated, enthusiastic, and reliable 16 – 24 years old who have a passion for sport and who would be able to commit to the project for up to 10 hours per week over an 8 week period.



Please click the link to the [Positive Destinations Referral Form](#) for the project. It is important that every young person who wishes to be considered for the Coaching Academy, fills in the referral form in the link by **Friday 3 December**. All who register their interest will then be invited to attend the Induction Day on Tuesday 14 December, 4pm – 6pm, at Meggetland Sports Complex, Meggetland Wynd, where they will get a full project overview, meet the Coaching Academy tutors, and take part in a discussion with the tutors on their suitability to gain a place on the project. The main aim of the project is to upskill young people to help them gain employment, with opportunities for jobs within Edinburgh Leisure available at the end of the project.

Qualifications gained: Level 1 coaching qualifications

Client group: 16 – 24

What is provided: Coaching Academy provides:

- Sports coaching experience in Football, Athletics, Badminton and multi-sports
- Sports Leaders, Young Leader Award
- National governing body coaching qualifications (SFA level 1.1/ UKCC Level 1)
- Quality, structured sports coaching sessions and the opportunity to participate in sport and physical activity
- The opportunity to volunteer and gain coaching experience
- Active Start Multi Skills training
- Emergency First Aid at work
- Advice and guidance on further education and training opportunities
- Increased confidence and self-esteem.

Start date: January to March 2022

Duration: 8 weeks

Times and days: TBC

Location: Various Edinburgh Leisure venues and online, with city-wide travel to be expected over the programme.

For more information: Email/telephone no: ryanaird@edinburghleisure.co.uk, 07717 891175 or

jackmartin@edinburghleisure.co.uk

Web: www.edinburghleisure.co.uk

STREET SOCCER SCOTLAND, FOOTBALL WORKS COURSE

- 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 / 07480 979919
Web: www.streetsoccerscotland.org

STAGE 3 TRAINING IN CHILDCARE – DIRECT PARTNERS



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

Qualifications gained:	Achieve their NQ process of play, enhance IT and practical workplace skills and aim to achieve employment / Modern Apprenticeship in the Childcare sector.
Client group:	16-24 year olds
What is provided:	<ul style="list-style-type: none">• Course delivered remotely with mixture of information sessions, groupwork and 1-1 feedback and support.• Course includes: Introduction to Childcare, intro to the benefits and skills of working in childcare. The role of the SSSC (Scottish Social Services Council).• Safeguarding & Wellbeing policy and practice.• Curriculum for excellence, principles of play and play theories.• Personal development.
Start date:	Planned start date of first course is Monday 15 November and various start dates until December
Duration:	<ul style="list-style-type: none">• 8 weeks total in training.• 4 weeks of remote training, Monday - Friday (Part-time commitment).• 4 weeks of work experience with a local childcare employer in Edinburgh.
Times and days:	Times to be confirmed as may vary on different days.
Location:	Remote
For more information:	Email/telephone no: eva@directpartners.co.uk

HUB PRE-APPRENTICESHIP PROGRAMME: THE GRASSMARKET COMMUNITY PROJECT

Who we are:

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



What are we looking for?

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

What will be achieved?

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

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

Client group:

What is provided:

16 - 25-year-olds

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

Start date:

TBC

Duration:

Up to six months

Times and days:

16 hours paid per week (£68.80)

Location:

Edinburgh

For more information:

Email: derek@grassmarket.org

Web: www.grassmarket.org

EMPLOYABILITY DROP-IN – CANONGATE YOUTH

An opportunity for 16–24-year-olds at any stage of their employability journey to get support with CV writing, job applications, and interview preparation.



Qualifications gained:

N/A

Client group:

16-24 years at any stage of their employability journey

What is provided:

Support with CV writing, job applications, interview preparation, and confidence building

Start date:

Ongoing

Duration:

Ongoing

Times and days:

Tuesdays 1pm – 3pm

Location:

Canongate Youth, 6 Infirmary St, Edinburgh, EH1 1LT

For more information:

Email/telephone no: ruth@canongateyouth.org.uk / 07883 329607

REFRESH TRAINING AND WORK EXPERIENCE - FRESH START

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



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

Qualifications gained: Working towards various SQA and SCQF accredited qualifications at levels 3 and 4 gaining work experience and building confidence

Client group: We work with anyone of working age (16+), long term unemployed, experience of homelessness or at risk of being homeless and currently experiencing a variety of barriers to employment

What is provided: All resources to complete the programme, travel expenses

Start date: Rolling programme

Duration: 8 - 12 weeks

Times and days: Varied but mostly Tuesday, Wednesday and Thursday

Location: Fresh Start, 22-24 Ferry Road Drive, Edinburgh EH4 4BR

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

MOVE ON EMPLOYABILITY PATHWAY



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

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

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

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

Qualifications gained:	SQA Level 3 Employability Award SQA Communication Core Skills Saltire Award for Volunteering
Client group:	Aged 16-19 who have left full-time education (or who are expected to within the next 6 months), lacking qualifications or positive destinations OR aged up to 26 facing multiple barriers such as: <ul style="list-style-type: none">• From employment-deprived areas of Edinburgh• Disabled person (incl. impairment or long-term health condition)• Ethnic minority groups• Carers• Person with a conviction (including CPOs)• Homeless/at risk of homelessness• Living in a jobless household• Care experienced• Low skilled• Affected by mental health issues.
What is provided:	Reimbursed travel expenses and lunch each day attended
Start date:	Tuesday 16 November
Duration:	8 weeks (with a 2 week break over Christmas and New Year)
Times and days:	Tuesdays and Thursdays 11am-1pm
Location:	Move On Edinburgh Office, 2F1 25 Greenside Place, Edinburgh, EH1 3AA Move On Wood Recycling, 3 New Broompark, Edinburgh, EH5 1RS
For more information:	Email/telephone no: marianne@moveon.org.uk 07974 724940 for more information and a referral form.

CASHBACK HUBS - IMPACT ARTS

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



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

PRINCE'S TRUST DEVELOPMENT AWARD - EDINBURGH COLLEGE



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

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

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

Qualifications gained:	Prince's Trust Development Award SCQF Level 4
Client group:	Young People aged 16-25 unemployed or at risk of unemployment
What is provided:	It is a structured 12 week programme for groups of 12-15 young people. It begins with team-building activities, including a week away at a residential activity centre (when current restrictions allow). It then continues with planning and delivering real projects in the broader community, plus two weeks on work placements that the young people choose themselves. Through building their confidence and motivation, young people are encouraged to think about and plan for their futures.
Start date:	Monday 10 January
Duration:	12 weeks
Times and days:	9.30 am - 3.30 pm Monday online tuition 9.30 am - 3.30 pm Tuesday - Friday on campus
Location:	Edinburgh College Milton Road Campus
For more information:	Email: Anita.Baggs@edinburghcollege.ac.uk Web: Prince's Trust Personal Development Award Courses at Edinburgh College

STEP INTO CHILDCARE/SOCIAL CARE - TRAINING FOR CARE

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



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

On successful completion of the programme, suitable participants will move into employment in childcare with the aim of becoming a Modern Apprentice. Other participants will be work-ready and will be supported to make informed choices for their next steps.

- Qualifications gained:** Completion of 3 SQA Certificate of Work Readiness units,
*Completion of National Progression Award Units where placement opportunities are not available
- Client group:** Age 16+ who meet the eligibility criteria for SDS Employability Fund
- What is provided:** Training Allowance of £55 per week plus travel expenses for eligible 16 - 18 year olds
- Start date:** Wednesday 24 November
- Duration:** Around 12 weeks
- Times and days:** You will attend tutorials at Training for Care 1/2 day per week and attend work placement 4 days per week.
- Location:** Various placement locations when available
- For more information:** Caroline McKay: carolinemckay@tfcscotland.org.uk / 0131 556 7773
Web: www.tfcscotland.org.uk
-

TRANSFORM THROUGH TRANSITIONS - LINK LIVING

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



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

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

Our online workshops are a great way to increase your confidence and meet new people! Each session will include links for additional resources and follow up 1-2-1 support. Each workshop will be delivered via Microsoft Teams and support to access a suitable device can be provided. We encourage people to attend as many or as few of the workshops as they wish.

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

THE JOURNEY PROGRAMME – VENTURE SCOTLAND

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



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

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

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

VOCATIONAL TRAINING OFFER - RURAL & URBAN TRAINING SCHEME (RUTS)

RUTS are a provider of vocational and employability support designed to equip young people with the confidence and skills required to achieve their highest potential and reach a positive destination.



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

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

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

Client group: Provision is suitable for a wide range of young people primarily aged between 16-25, although some provisions are suitable for young people from the age of 14.

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

Start date: Ongoing/flexible

Duration: Flexible – typically a programme is 6-8 sessions, delivered one session per week for the duration of the programme but alternative arrangements can be discussed.

Times and days: Ongoing/flexible

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

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

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

Web: www.ruts.org.uk

MAKE IT YOUR OWN – IMPACT ARTS

We will work with you on a 1:2:1 basis to explore how we can help participants turn their space into a home. Young people will be supported to explore their style and how this can be incorporated across their interiors. Young People will learn new skills and turn their pad into somewhere they can call their own.



Qualifications gained:	Support will be provided to create/update CVs, apply for college/job opportunities as well as interview advice.
Client group:	Care leavers preparing to enter into their own tenancy or have done so within the past year
What is provided:	When participants join MIYO CEYP, they will receive a welcome pack that is tailored to them and will contain creative materials or practical materials. Each week there will be virtual one-one sessions with the tutor, where they will set out tasks for the week ahead, including virtual tours of the participant's home and discussions to establish what they would like to improve while creating mood boards. Each participant is provided with a home improvement budget, based on their requirements and wishes. The tutor will work with you to establish how best it can be utilised. They will gain creative, practical and life skills to help sustain the participants tenancy. Alongside this, participants are invited to a weekly private Facebook live session to allow them to join in a creative activity, ask questions and have the opportunity to show their creative creations with other people on the project.
Start date:	Ongoing
Duration:	Ongoing
Times and days:	
Location:	Online
For more information:	Email/telephone: hello@impactarts.co.uk or 0141 575 3001 Web: www.impactarts.co.uk

LINKNET MENTORING LTD



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

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

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

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

Qualifications gained:	Certificates will be provided for some of the courses.
Client group:	Ethnic Minorities
What is provided:	All LINKnet services are free of charge and offered to minority ethnic people
Start date:	Ongoing
Duration:	3 - 6 months
Times and days:	Flexible
Location:	31 Guthrie Street, Edinburgh, EH1 1JG
For more information:	Email/telephone: volunteers@linknetmentoring.com or linknet2@linknetmentoring.com / 07447228686 or 07957989804 Web: www.linknetmentoring.com

ACTIVE LIVING, WELLBEING, EMPLOYABILITY - VENTURE TRUST

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



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

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

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

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

Useful links

- ✓ **Community Jobs Scotland vacancies**
<https://scvo.org.uk/jobs/community-jobs-scotland/vacancies>
- ✓ **Edinburgh Fuse**
www.edinburghfuse.com/jobs
- ✓ **Edinburgh Guarantee – Information for Young People**
www.edinburghguarantee.org/young-people.html
- ✓ **Employability Fund Providers**
www.skillsdevelopmentscotland.co.uk/media/45668/employability-fund-contracts-2019-20.pdf
- ✓ **Fort Kinnaird Recruitment and Skills Centre**
<http://rscfortkinnaird.co.uk>
- ✓ **Joined Up for Jobs Directory**
www.joinedupforjobs.org/directory
- ✓ **Joined Up for Jobs Noticeboard**
www.joinedupforjobs.org.uk/noticeboard
- ✓ **My World of Work**
www.myworldofwork.co.uk
- ✓ **Prince's Trust**
www.princes-trust.org.uk/help-for-young-people/programmes
- ✓ **The City of Edinburgh Council – Opportunities for Young People**
www.edinburgh.gov.uk/opportunities-young-people