

# Edinburgh Guarantee Opportunities Bulletin

Tuesday 11 August 2020



The Edinburgh Guarantee Opportunities Bulletin combines the Edinburgh Guarantee Schools Bulletin and the Activity Agreements Youth Opportunities Bulletin.

The Edinburgh Guarantee is here to help you find a job, Modern Apprenticeship, Graduate Apprenticeship or training programme when you leave school. Each week we will be highlighting the vacancies currently available on our [Jobs Board](#) where you can sign up for [job alerts](#). You can also visit our [website](#) to see a variety of options available in your Senior Phase and for School Leavers.


This bulletin also provides information on programmes, courses and training available to young people who are not in education, training or employment. If you are interested in any of these, please use the contact details provided for individual opportunities.

The Opportunities Bulletin is separated into the following categories:

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

## Contact the Edinburgh Guarantee team:

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

 0131 529 3525

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



# List of Current Vacancies

## Jobs:

- ✓ COVID-19 Jobs and Support
- ✓ Retail, Hospitality and Tourism - Various employers in Edinburgh City Centre/St James - FUSE
- ✓ Support Worker - Blackwood Care
- ✓ Personal Assistant - ENABLE Scotland
- ✓ Retail, Hospitality, Security, Baggage Handling, Ramp Operators and many more - Various Employers - Edinburgh Airport Recruitment Centre
- ✓ Retail, Hospitality, Beauty, Care and more - Various Employers and Locations - Fort Kinnaird Recruitment and Skills Centre

## Modern Apprenticeships:

- ✓ Life Sciences - Modern Apprenticeship - 3 posts - RoslinCT
- ✓ Medical Receptionist/Primary Care Advisor - Modern Apprenticeship – Microcom/GP Practice in the north east of Edinburgh
- ✓ Medical Receptionist - Modern Apprenticeship – Microcom/GP Practice in Dalkeith
- ✓ Administrator/Receptionist - Modern Apprenticeship – Microcom/A leading accountant, tax consultant and business advice company
- ✓ Manufacturing/Workshop Technician - Modern Apprenticeship – The University of Edinburgh
- ✓ Chef – Modern Apprenticeship – Caledonian Heritable Ltd
- ✓ Patient Administrator - Modern Apprenticeship – Limelight/Orchard Medical Practice, Haddington
- ✓ E-Commerce Operations Assistant - Modern Apprenticeship - ZHU Ltd/Salon Ninety Nine
- ✓ Sales Adviser - Modern Apprenticeship – PeoplePlus/Schuh
- ✓ Administrator – Modern Apprenticeship (R108) – Rewards/General Medical Practice
- ✓ Business Administrator - Modern Apprenticeship – PeoplePlus/Sophie's Sparkle Cleaning Services
- ✓ Software Developer - Modern Apprenticeship - 7 posts - Leadership Through Sport & Business/Royal Bank of Scotland
- ✓ Childcare/Early Years - Modern Apprenticeship - Carousel Training Centre

## Graduate Apprenticeships:

- ✓ Construction and the Built Environment - Graduate Apprenticeship - 2 posts – The City of Edinburgh Council
- ✓ IT Helpdesk - Graduate Apprenticeship - The University of Edinburgh
- ✓ Test and Verification Technician - Graduate Apprenticeship – Heriot-Watt University/Celestia UK
- ✓ IT Management for Business - Graduate Apprenticeship - 2 posts - Leadership Through Sport & Business/Royal Bank of Scotland

## Programmes, Courses and Training:

- ✓ Make Space - Impact Arts
- ✓ Cashback to The Future - Impact Arts
- ✓ Make It Your Own - Impact Arts
- ✓ Just Do It – Edinburgh College
- ✓ Mentoring Services for Ethnic Minorities - LINKnet Mentoring Ltd
- ✓ Active Living, Wellbeing, Employability - Venture Trust
- ✓ Personal Development Award - Rural & Urban Training Scheme (RUTS)
- ✓ Journey to Change Programme – Venture Scotland
- ✓ Building Brighter Futures Employability Programme – Move On

# Jobs

## COVID-19 JOBS AND SUPPORT

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

**COVID-19**  
Jobs Support

The new 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](#)

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## RETAIL, HOSPITALITY AND TOURISM

**Contract:** All types of contracts available  
**Salary:** Dependent on employer  
**Employer:** Various employers within Edinburgh city centre  
**Closing Date:** We recruit all year round



FUSE is the recruitment hub for vacancies within the city centre and the upcoming Edinburgh St James which opens its doors in 2020. 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](#)

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## SUPPORT WORKER

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

**Blackwood**  
homes | care | support

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](#)

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## 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](#)

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## RETAIL, HOSPITALITY, SECURITY, BAGGAGE HANDLING, RAMP OPERATORS AND MANY MORE

**Contract:** All types of contracts available  
**Salary:** National Minimum Wage or above  
**Employer:** Various Employers  
**Closing Date:** We recruit all year round



Edinburgh Airport is a happy, positive, busy work place with a real family feel and great developmental opportunities. We offer excellent staff benefits and a variety of shift patterns to suit different personal needs. Most of the jobs require a high level of customer interaction and you will work shifts rather than standard hours.

[FIND OUT MORE](#)

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## 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](#)

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# Modern Apprenticeships

## LIFE SCIENCES - MODERN APPRENTICESHIP - 3 POSTS

**Contract:** Fixed Term - 3 years  
**Salary:** Competitive (meets Apprenticeship NMW)  
**Employer:** RoslinCT  
**Closing Date:** Friday 14 August



RoslinCT is a leading Contract Manufacturing and Development organisation within the cellular therapies/ATMPs field, performing cutting edge investigational medicinal product manufacture for clinical trials across Europe and the US. Our next few years will be our biggest yet, so these roles offer an exciting insight into the life of a growing company at the forefront of its field.

Based at the Edinburgh BioQuarter, you will have the opportunity to learn from a highly collaborative team working on pioneering technologies, developing valuable skills in the manufacturing of Cell and Gene Therapy products. You will learn how to work safely in a cleanroom environment, and how to accurately follow relevant quality and regulatory procedures. One day per week will be spent at college undertaking your HNC/HND.

[FIND OUT MORE](#)

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## MEDICAL RECEPTIONIST/PRIMARY CARE ADVISOR - MODERN APPRENTICESHIP

**Contract:** Fixed Term – 12 months, with potential to become permanent  
**Salary:** £5+ per hour  
**Employer:** GP Practice based in the north east of Edinburgh  
**Closing Date:** This opportunity will close when a suitable candidate has been found



The employer is GP Practice based in the north east of Edinburgh.

You will learn all aspects of working in a busy medical Practice and how to use NHS online systems. Your duties will include personal assistance to the Practice Manager and GPs, answering/transferring telephone calls and following up of emails, post, reports and data entry. The successful candidate will be enrolled onto a Business and Administration Modern Apprenticeship SCQF level 6.

[FIND OUT MORE](#)

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## MEDICAL RECEPTIONIST - MODERN APPRENTICESHIP

**Contract:** Fixed Term – 12 months, with potential to become permanent  
**Salary:** £8,000 - £10,000 per annum  
**Employer:** GP Practice based in Dalkeith  
**Closing Date:** This opportunity will close when a suitable candidate has been found



The employer is GP Practice based in Dalkeith.

You will learn all aspects of working in a busy medical Practice and how to use NHS online systems. Your duties will include greeting patients and visitors to the Practice, receiving and accurately recording requests for home visits, ensuring computerised appointment system is up-to-date and set up of new patients on to the computer system. The successful candidate will be enrolled onto a Business and Administration Modern Apprenticeship SCQF level 6.

[FIND OUT MORE](#)

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## ADMINISTRATOR/RECEPTIONIST - MODERN APPRENTICESHIP

**Contract:** Fixed Term - 12 months, with potential to become permanent  
**Salary:** £10,000 - £12,000 per annum  
**Employer:** A leading accountant, tax consultant and business advice company  
**Closing Date:** This opportunity will close when a suitable candidate has been found



The employer is a leading accountant, tax consultant and business advice company.

You will learn all aspects of administration and customer service. Your duties will include welcoming visitors, managing email boxes, incoming and outgoing post management and lodging self-assessment tax returns. The successful candidate will be enrolled onto a Business and Administration Modern Apprenticeship SCQF level 6.

[FIND OUT MORE](#)

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## MANUFACTURING/WORKSHOP TECHNICIAN - MODERN APPRENTICESHIP

**Contract:** Fixed Term - 4 years  
**Salary:** £17,361 - £18,342 per annum  
**Employer:** The University of Edinburgh  
**Closing Date:** Friday 21 August



To maintain our reputation as one of the world's leading universities, the University of Edinburgh recruits the best people to a variety of support, professional and academic roles each year. We offer an exciting, positive, creative, challenging and rewarding place to work. We give you support, nurture your talent, develop and reward success and integrate professional and personal career goals, as well as give your career the benefit of a great and distinguished reputation. In addition, our employees benefit from a competitive reward package and a wide range of staff benefits.

The successful candidate will be based in the Sanderson workshop, which incorporates some of the latest CNC (Computer Numerical Controlled) machines, software and 3D printing facilities, providing manufacturing and technical support to the School of Engineering's many research and teaching needs. You will complete relevant SVQs and work towards an HNC in an engineering discipline.

[FIND OUT MORE](#)

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## CHEF - MODERN APPRENTICESHIP

**Contract:** Permanent  
**Salary:** £7.70 per hour starting salary  
**Employer:** Caledonian Heritable Ltd  
**Closing Date:** Ongoing



Caledonian Heritable Ltd operates 50 venues throughout Scotland.

Starting with menial tasks such as washing dishes, cleaning, fruit and vegetable preparation, you will work your way through our apprenticeship scheme to become a fully qualified chef. You will learn about food preparation, presentation and safety and will undertake SVQ Level 2 / 3 / 4 in Hospitality Services.

[FIND OUT MORE](#)

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## PATIENT ADMINISTRATOR - MODERN APPRENTICESHIP

**Contract:** Fixed Term - 2 years  
**Salary:** £9,385 - £10,950 per annum (£6.00 - £7.00 per hour) starting salary  
**Employer:** Orchard Medical Practice, Haddington  
**Closing Date:** Monday 24 August



Orchard Medical Practice is a busy NHS GP practice offering general medical services to patients in Haddington and the surrounding areas.

You will provide a full reception/administrative service to patients, doctors and other health service professionals. Duties will include answering general enquiries from patients, making new and follow up appointments, collating and inputting patient information onto computer systems and registering new and temporary patients. You will undertake SVQ Level 2 / 3 in Business and Administration.

[FIND OUT MORE](#)

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## E-COMMERCE OPERATIONS ASSISTANT - MODERN APPRENTICESHIP

**Contract:** Permanent after successful trial period  
**Salary:** £6.10 per hour  
**Employer:** ZHU Ltd/Salon Ninety Nine  
**Closing Date:** Monday 17 August



ZHU Ltd/Salon Ninety Nine is an online retailer of hair and beauty supplies.

Based in our warehouse and office at West Telferton, your duties will include processing, picking and packing orders, updating selling platforms and social media and online customer service. You will work towards an SVQ in either Supply Chain Management or Digital Marketing.

[FIND OUT MORE](#)

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## SALES ADVISER - MODERN APPRENTICESHIP

**Contract:** Permanent  
**Salary:** £8,710 per annum  
**Employer:** Schuh  
**Closing Date:** This opportunity will close when a suitable candidate has been found



Schuh is a footwear retailer, with 132 stores in the UK and Ireland. The company is predominantly a branded shoe stockist, selling brands including Converse, Vans, UGG, Nike and Adidas as well as its own label.

You will be based in our Frederick Street branch, working as part of a team who will support you through your apprenticeship. You will undertake SVQ Level 2 in Retail Skills. This is a part time position, working 25 hours per week.

[FIND OUT MORE](#)

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## ADMINISTRATOR - MODERN APPRENTICESHIP (R108)

**Contract:** Fixed Term - 12 months, with opportunity to go permanent  
**Salary:** £17,004 per annum  
**Employer:** A General Medical Practice in the EH5 area  
**Closing Date:** This position will close when a suitable candidate is found



The employer is a General Medical Practice in the EH5 area.

Working in a busy Medical Practice, you will have the opportunity to learn the key administrative roles including reception, secretarial work and management of medical records. You will work towards SVQ Level 3 in Business and Administration.

[FIND OUT MORE](#)

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## BUSINESS ADMINISTRATOR - MODERN APPRENTICESHIP

**Contract:** Permanent  
**Salary:** £12,000 per annum  
**Employer:** Sophie's Sparkle Cleaning Services  
**Closing Date:** Friday 14 August



Sophie's Sparkle Cleaning Services is a fresh and friendly company that is growing steadily. As part of their continued growth, they now have an opportunity for an enthusiastic and confident Apprentice Administrator to join their team and support the day-to-day running of their busy office.

Working in a small office based team in Musselburgh, your duties will include meeting and greeting clients, handling incoming calls, updating client information on database and providing excellent customer service. You will work towards SVQ Level 3 in Business and Administration.

[FIND OUT MORE](#)

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## SOFTWARE DEVELOPER - MODERN APPRENTICESHIP - 7 POSTS

**Contract:** Permanent  
**Salary:** £18,765 per annum  
**Employer:** Royal Bank of Scotland  
**Closing Date:** Friday 14 August



Working with social mobility charity, Leadership Through Sport & Business (LTSB), Royal Bank of Scotland is expanding a successful pilot it launched in 2019. The bank is seeking diverse young people to help make sure it represents the communities it serves. LTSB prepares and supports bright young people from disadvantaged backgrounds into meaningful work with major firms. This programme is about making sure young people who wouldn't normally get the chance to work in such a large firm are clear, capable and motivated about the opportunities Royal Bank of Scotland offers.

Royal Bank of Scotland is offering 7 Software Developer apprenticeship roles in Edinburgh to young people who successfully complete a three week pre-employment bootcamp of personal and professional development with LTSB.

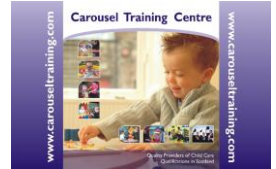
[FIND OUT MORE](#)

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## CHILDCARE/EARLY YEARS - MODERN APPRENTICESHIPS

**Contract:** Permanent  
**Salary:** National Apprenticeship Wage  
**Employer:** Carousel Training Centre recruits on behalf of various employers  
**Closing Date:** We recruit all year round



Carousel Training Centre recruits on behalf of various employers / locations across the city.

You will be employed full-time in a Private Nursery and there are various locations available across Edinburgh. You will be involved in planning and setting up activities to help 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](#)

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# Graduate Apprenticeships

## CONSTRUCTION AND THE BUILT ENVIRONMENT - GRADUATE APPRENTICESHIP - 2 POSTS

**Contract:** Fixed Term - 4 years  
**Salary:** £18,860 - £21,828 per annum  
**Employer:** The City of Edinburgh Council  
**Closing Date:** Tuesday 25 August



The City of Edinburgh Council's Development and Regeneration team are responsible for delivery of the Council house building programme, including acquisition of sites, designing new homes and communities, procurement of contractors and developers and taking handover of new homes. The team work with a number of Council services including Planning, Transport and Building Standards to design and deliver new homes to the highest quality to meet housing need across the city.

You will work alongside our experienced Development and Regeneration team, undertaking work based learning whilst studying towards BSc (Hons) Construction and the Built Environment on a day release basis at Heriot-Watt University.

[FIND OUT MORE](#)

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## IT HELPDESK - GRADUATE APPRENTICESHIP

**Contract:** Fixed Term - 4 years  
**Salary:** £20,130 to £22,417 per annum  
**Employer:** The University of Edinburgh  
**Closing Date:** Wednesday 19 August



To maintain our reputation as one of the world's leading universities, the University of Edinburgh recruits the best people to a variety of support, professional and academic roles each year. We offer an exciting, positive, creative, challenging and rewarding place to work. We give you support, nurture your talent, develop and reward success and integrate professional and personal career goals, as well as give your career the benefit of a great and distinguished reputation. In addition, our employees benefit from a competitive reward package and a wide range of staff benefits.

The primary role is running the IT Helpdesk which provides users with advice and guidance, diagnosing and resolving routine technical problems. You will plan and prioritise the daily tasking of the IT Helpdesk, resulting in the delivery of a highly efficient service, and communicate effectively with other members of the team. You will work towards BEng (Hons) Cyber Security on a day release basis at Edinburgh Napier University.

[FIND OUT MORE](#)

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## TEST AND VERIFICATION TECHNICIAN - GRADUATE APPRENTICESHIP

**Contract:** Permanent  
**Salary:** £16,000 - £19,000 per annum  
**Employer:** Celestia Technologies Group (UK) Ltd  
**Closing Date:** Monday 24 August



Celestia Technologies Group (UK) Ltd is part of an international technology group developing solutions for Aerospace, Defence, Telecommunications and Scientific markets. There is a rich pedigree of Product Development in Antenna, RF and Modem design for different Satcom and Terrestrial Systems. The team here at the newly established Edinburgh site have embarked on a challenging programme to design innovative technologies for a broad range of technical domains including Antenna, RF, Signal Processing, Beamforming, Digital design and Real-time Software.

With increasing size and anticipated growth, we are seeking a Test and Verification Technician to undertake a range of duties in the remit of validation and test of both prototypes and products. It is a fast-paced work environment that requires someone with the positive 'can-do' and self-driven attitude. You will work towards BEng (Hons) in Engineering: Instrumentation, Measurement and Control.

[FIND OUT MORE](#)

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## IT MANAGEMENT FOR BUSINESS - GRADUATE APPRENTICESHIP - 2 POSTS

**Contract:** Permanent  
**Salary:** £18,765 per annum  
**Employer:** Royal Bank of Scotland  
**Closing Date:** Friday 14 August



Working with social mobility charity, Leadership Through Sport & Business (LTSB), Royal Bank of Scotland is expanding a successful pilot it launched in 2019. The bank is seeking diverse young people to help make sure it represents the communities it serves. LTSB prepares and supports bright young people from disadvantaged backgrounds into meaningful work with major firms. This programme is about making sure young people who wouldn't normally get the chance to work in such a large firm are clear, capable and motivated about the opportunities Royal Bank of Scotland offers.

Royal Bank of Scotland is offering 2 IT Management for Business Graduate Apprenticeship roles in Edinburgh to young people who successfully complete a three week pre-employment bootcamp of personal and professional development with LTSB.

[FIND OUT MORE](#)

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# Programmes, Courses and Training

## MAKE SPACE - IMPACT ARTS

Drop-in, virtual, creative sessions led by experienced artists for anyone aged 14-26 living in Scotland's Central Belt. Sessions are fun, varied and will help young people protect their mental well-being as well as bringing joy and structure to their day. No creative experience necessary.



Ideal as an introduction to our work, or for those looking for something as and when they like.

<b>Qualifications gained:</b>	Progress on to another Impact Arts Programme
<b>Client group:</b>	Anyone aged 16-21 not in employment or training. Participants can be in education as long as they have a flexible timetable.
<b>What is provided:</b>	Activities are varied, with both visual and digital art workshops there is something to suit everyone. We will be trying out doodling for relaxation and posting challenges such as recreating famous paintings with things around your house. There will be the option of meeting on zoom to do activities together or trying out our Facebook live videos in your own time. Our youth workers will also be holding workshops on themes such as routine and breathing exercises to support general wellbeing. Whether you're looking for a challenge, a way to connect with others, a new skill or a new way of feeling calm, there is something for you at Make Space.
<b>Start date:</b>	Ongoing
<b>Duration:</b>	Ongoing
<b>Times and days:</b>	Tuesdays - Fridays
<b>Location:</b>	Online
<b>For more information:</b>	Email/telephone: <a href="mailto:hello@impactarts.co.uk">hello@impactarts.co.uk</a> // 0141 575 3001 Web: <a href="http://www.impactarts.co.uk">www.impactarts.co.uk</a>

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## CASHBACK TO THE FUTURE – IMPACT ARTS

Ideal for YP who are at risk of or have already disengaged from school. Variety of artists will be leading thematic courses so young people can choose whether to get involved in the visual arts, music, creative writing, performance etc. YP do not need to be creatively talented to get involved - they just need to be interested enough to get involved. No skills or experience needed



<b>Qualifications gained:</b>	Dynamic Youth Award
<b>Client group:</b>	Aimed at 14-19 year olds, the workshops offer free, safe and creative spaces for participants to be inventive and imaginative. No previous knowledge or skills are required, and we will ensure that everyone has all that they need to get involved.
<b>What is provided:</b>	Workshops, tutorials and support will be delivered on a 1:2:1 and group basis and will focus on well-being as well as creative fun. Participants will be able to choose from a number of creative workshops including Visual Art, Music, Creative Writing, Digital Arts and more.
<b>Start date:</b>	Tuesday 7 July
<b>Duration:</b>	4 weeks
<b>Times and days:</b>	Tuesdays - Fridays
<b>Location:</b>	Online
<b>For more information:</b>	Email/telephone: <a href="mailto:hello@impactarts.co.uk">hello@impactarts.co.uk</a> // 0141 575 3001 Web: <a href="http://www.impactarts.co.uk">www.impactarts.co.uk</a>

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## 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.



<b>Qualifications gained:</b>	Support will be provided to create/update CV's, apply for college/job opportunities as well as interview advice.
<b>Client group:</b>	Care leaver preparing to enter into their own tenancy or have done so within the past year
<b>What is provided:</b>	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 participants 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.
<b>Start date:</b>	Ongoing
<b>Duration:</b>	Ongoing
<b>Times and days:</b>	
<b>Location:</b>	Online
<b>For more information:</b>	Email/telephone: <a href="mailto:hello@impactarts.co.uk">hello@impactarts.co.uk</a> or 0141 575 3001 Web: <a href="http://www.impactarts.co.uk">www.impactarts.co.uk</a>

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## JUST DO IT - EDINBURGH COLLEGE

Just Do It is a 15 week course (2 days a week) which will give you a great set of new skills to help you decide on your future steps and what you would like to do next.

You can:

- Get started on a new career path or college course
- Gain skills and confidence to handle new situations
- Find out what employers are looking for
- Learn how to job search and gain confidence in interviews
- Find out what your interests are
- Take part in the John Muir Discovery Award in partnership with Dunedin Canmore.

It's an informal and fun way to improve your chances of moving into something positive and gain employment, training or further qualifications.

<b>Qualifications gained:</b>	College course
<b>Client group:</b>	Young people
<b>What is provided:</b>	Employability training
<b>Start date:</b>	Various
<b>Duration:</b>	15 weeks
<b>Times and days:</b>	Monday and Friday at Midlothian campus/ Tuesday and Thursday at Tynecastle Community wing

**For more information:** Email/telephone: [sarah.mcgillivray@edinburghcollege.ac.uk](mailto:sarah.mcgillivray@edinburghcollege.ac.uk) / 07825 925194  
Web: [www.edinburghcollege.ac.uk](http://www.edinburghcollege.ac.uk)



For the future you want

## 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](mailto:volunteers@linknetmentoring.com) or [linknet2@linknetmentoring.com](mailto:linknet2@linknetmentoring.com) / 07447228686 or 07957989804  
Web: [www.linknetmentoring.com](http://www.linknetmentoring.com)

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## ACTIVE LIVING, WELLBEING, EMPLOYABILITY - VENTURE TRUST

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



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

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

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

**For more information:** Email/telephone: [zoeg@venturetrust.org.uk](mailto:zoeg@venturetrust.org.uk) / 07772 484041  
Web: [www.venturetrust.org.uk](http://www.venturetrust.org.uk)

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## PERSONAL DEVELOPMENT AWARD - 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.



RUTS are committed to providing a service to young people aged 16-25 despite the challenges presented by COVID-19. To achieve this, we have explored different ways we can provide support whilst working remotely.

During this time there is great opportunity for personal development. Completing the SQA qualification, Personal Development Award (PDA), will help you develop your skills and also boost your future employment chances.

- Qualifications gained:** Work towards the SQA accredited qualification, Personal Development Award.
- 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 can allocate you a youth worker to support you through a project of personal development via phone, online chat and video calling. On successful completion of the award and after lockdown, you will be invited to RUTS to take part on an off-road motorbike session or an outdoor mountain bike ride - if you want.
- 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 you are free to work through this at your own pace.
- Times and days:** Flexible start times – Start whenever you like. A youth worker will talk you through this.
- Location:** This programme will be delivered online, using digital platforms and phone calls.
- For more information:** Email/telephone: [iainb@ruts.org.uk](mailto:iainb@ruts.org.uk) / 07577 293853  
Web: [www.ruts.org.uk](http://www.ruts.org.uk)
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## JOURNEY TO CHANGE PROGRAMME - VENTURE SCOTLAND

Venture Scotland provides a structured, 4 stage progressive programme based outdoors.

Through weekly outdoor activities and development days along with residential trips to remote bothies, we create a safe space to allow you to discover who you really are and what you want in your life, to understand your own and other peoples physical, mental and emotional wellbeing and to learn how to maintain and improve your physical, emotional and mental health.



- Qualifications gained:** The Etive Award - SQA Level 3, 4, 5 and 6 qualifications
- Client group:** Anyone aged 16-30 who wants to improve their lives
- What is provided:** All safety kit, outdoor clothing, food, transport and instructors
- Start date:** Rolling programme
- Duration:** Up to 12 months
- Times and days:** 2 days a week with 5 day residential every 8 weeks
- Location:** Based out our centre near the top of Easter Road, Edinburgh
- For more information:** Email/telephone: [admin@venturescotland.org.uk](mailto:admin@venturescotland.org.uk) / 0131 661 6786  
Web: [www.venturescotland.org.uk](http://www.venturescotland.org.uk)
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## BUILDING BRIGHTER FUTURES FUND EMPLOYABILITY PROGRAMME - MOVE ON

Move On are running an employability programme for young people aged 16-21 who are interested in gaining skills and qualifications in a wood workshop. The course is suitable for participants at stages 1 and 2 of the Strategic Skills Pipeline.



- Qualifications gained:** SCQF Level 3 Employability, SCQF Level 4 Health & Safety in a construction environment and CSCS Green labourers' card
- Client group:** Stage 1/2 employability Pipeline, 16 to 21 year olds (Edinburgh city, Lothians and Borders)
- What is provided:** Travel expenses
- Start date:** Rolling programme
- Duration:** 8 weeks and ongoing support
- Times and days:** Tuesday, Wednesday and Friday
- Location:** Move On office (25 Greenside Place, Edinburgh, EH1 3AA) x 2 days  
Move On Wood Recycling (New Broompark, Granton, EH5 1RS x 1 day)
- For more information:** Email/telephone: [Abby@moveon.org.uk](mailto:Abby@moveon.org.uk) / 0131 558 3740 Abby Jackson/Stephen Wilson  
Web: [www.moveon.org.uk](http://www.moveon.org.uk)
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## Useful Links

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