

# Edinburgh Guarantee Opportunities Bulletin

Tuesday 24 March 2020



This new 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:

- ✓ Supermarket, Warehouse, Call Centre Staff Urgently Required
- ✓ 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:

- ✓ Software Tester - Modern Apprenticeship – M&G plc
- ✓ Software Developer (Salesforce) - Modern Apprenticeship – 2 posts – M&G plc
- ✓ Sales Support Executive - Modern Apprenticeship – 2 posts – M&G plc
- ✓ Change Analyst – Modern Apprenticeship – M&G plc
- ✓ Trainee Analyst - Finance - Modern Apprenticeship – Limelight/Baillie Gifford
- ✓ Trainee HR Administrator - Modern Apprenticeship – Limelight/Baillie Gifford
- ✓ Trainee Travel Team Administrator - Modern Apprenticeship – Limelight/Baillie Gifford
- ✓ Administrative Assistant – Modern Apprenticeship – Limelight/R3 Repairs
- ✓ Nursery Assistant - Modern Apprenticeship – Azilo Training
- ✓ Accounts Assistant - Modern Apprenticeship – Microcom/Macklin Motors
- ✓ Medical Administrator - Modern Apprenticeship (R104) – Rewards/Medical Practice, North West Edinburgh
- ✓ Childcare/Early Years – Modern Apprenticeship – Carousel Training Centre

## Graduate Apprenticeships:

- ✓ Software Development – Graduate Apprenticeship – Napier University/Infographics UK Ltd
- ✓ Software Development – Graduate Apprenticeship – 2 posts – Napier University/SolarWinds

## Professional Qualifications:

- ✓ Transactions Business Apprenticeship Programme – EY
- ✓ Tax Business Apprenticeship Programme - EY
- ✓ Assurance Business Apprenticeship Programme – EY

## Programmes, Courses and Training:

- ✓ Acting Out – Access to Industry and Impact Arts
- ✓ Jump Start – Fresh Start
- ✓ Edinburgh Project SEARCH – Employability Programme
- ✓ Rural and Urban Training Scheme (RUTS)
- ✓ Employment Safety Net – Community Renewal
- ✓ Journey to Change Programme – Venture Scotland
- ✓ Just Do It – Edinburgh College
- ✓ Building Brighter Futures Employability Programme – Move On
- ✓ Leavers Group – Throughcare and Aftercare
- ✓ LINKnet Mentoring Ltd
- ✓ Barnardo's Best – Barnardo's
- ✓ Barnardo's Employability Fund – Barnardo's
- ✓ Fit for Work – Barnardo's

# Jobs

## SUPERMARKET, WAREHOUSE, CALL CENTRE STAFF URGENTLY REQUIRED

**Contract:** All types of temporary contracts available immediately  
**Salary:** Dependent on employer  
**Employer:** Various employers across Edinburgh and the Lothians

As a result of the effects of Coronavirus, there is an increase in job vacancies for supermarket and warehouse workers and call centre staff to start immediately. This advert will be updated with new vacancies as they become 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 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

## SOFTWARE TESTER - MODERN APPRENTICESHIP

**Contract:** Fixed Term - 18 months  
**Salary:** £9.30 per hour / £325.50 per week  
**Employer:** M&G plc  
**Closing Date:** Sunday 19 April



M&G plc is a savings and investment business which was formed in 2017 through the merger of Prudential plc's UK and Europe savings and insurance operation and M&G, its wholly owned international investment manager.

We are seeking a highly motivated and conscientious Apprentice who is interested in working in the Quality Assurance team in our Edinburgh Technology Hub. You will undertake the IT Professional SCQF 6 framework and progress with the Software Development SCQF 8.

[FIND OUT MORE](#)

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## SOFTWARE DEVELOPER (SALESFORCE) - 2 POSTS - MODERN APPRENTICESHIP

**Contract:** Fixed Term - 18 months  
**Salary:** £9.30 per hour / £325.50 per week  
**Employer:** M&G plc  
**Closing Date:** Sunday 19 April



M&G plc is a savings and investment business which was formed in 2017 through the merger of Prudential plc's UK and Europe savings and insurance operation and M&G, its wholly owned international investment manager.

We are seeking a highly motivated and conscientious Apprentice who is interested in working in the development team in our Edinburgh Technology Hub. You will undertake the Software Development SCQF 6 and SCQF 8 apprenticeship framework.

[FIND OUT MORE](#)

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## SALES SUPPORT EXECUTIVE - 2 POSTS - MODERN APPRENTICESHIP

**Contract:** Fixed Term - 13 months  
**Salary:** £9.30 per hour / £325.50 per week  
**Employer:** M&G plc  
**Closing Date:** Sunday 19 April



M&G plc is a savings and investment business which was formed in 2017 through the merger of Prudential plc's UK and Europe savings and insurance operation and M&G, its wholly owned international investment manager.

We have an exciting opportunity within our business for a Sales Support Executive Apprentice. There is a high focus on customer service and building and maintaining relationships with current and potential clients. You will undertake SVQ Level 3 Business and Administration.

[FIND OUT MORE](#)

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## CHANGE ANALYST - MODERN APPRENTICESHIP

**Contract:** Fixed Term - 13 months  
**Salary:** £9.30 per hour / £325.50 per week  
**Employer:** M&G plc  
**Closing Date:** Sunday 19 April



M&G plc is a savings and investment business which was formed in 2017 through the merger of Prudential plc's UK and Europe savings and insurance operation and M&G, its wholly owned international investment manager.

We are seeking a motivated and conscientious Apprentice who is interested in working in Financial Services and wishes to pursue a career in Operational Change. You will undertake SVQ Level 3 Business and Administration.

[FIND OUT MORE](#)

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## TRAINEE ANALYST - FINANCE - MODERN APPRENTICESHIP

**Contract:** Permanent  
**Salary:** £18,000 per annum plus £500 sign on bonus  
**Employer:** Baillie Gifford  
**Closing Date:** Friday 15 May



Baillie Gifford is an investment management company founded in 1908. Since that time, we have grown into a leading global company and we invest in some of the world's most exciting businesses. We work hard for our clients and employ over 1000 people, most of whom work in Edinburgh, but we also have offices across the globe.

You will undertake a range of financial and accounting duties, ensuring invoices, journals and expense claims are inputted onto the firm's accounting systems, accurately and on time, and also ensuring key reconciliations are completed and reconciling items investigated and resolved.

[FIND OUT MORE](#)

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## TRAINEE HR ADMINISTRATOR - MODERN APPRENTICESHIP

**Contract:** Permanent  
**Salary:** £18,000 per annum plus £500 sign on bonus  
**Employer:** Baillie Gifford  
**Closing Date:** Friday 15 May



Baillie Gifford is an investment management company founded in 1908. Since that time, we have grown into a leading global company and we invest in some of the world's most exciting businesses. We work hard for our clients and employ over 1000 people, most of whom work in Edinburgh, but we also have offices across the globe.

You will undertake a range of administration duties including support on key HR processes such as recruitment, onboarding, job changes, absence and leavers, and also assist in providing support including room booking and ensuring catering requirements are met, producing trainer packs and delegate lists.

[FIND OUT MORE](#)

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## TRAINEE TRAVEL TEAM ADMINISTRATOR - MODERN APPRENTICESHIP

**Contract:** Permanent  
**Salary:** £18,000 per annum plus £500 sign on bonus  
**Employer:** Baillie Gifford  
**Closing Date:** Friday 15 May



Baillie Gifford is an investment management company founded in 1908. Since that time, we have grown into a leading global company and we invest in some of the world's most exciting businesses. We work hard for our clients and employ over 1000 people, most of whom work in Edinburgh, but we also have offices across the globe.

You will undertake a range of administration duties including keeping our travellers' information up to date, checking travel bookings are complete and accurate as well as working on projects that will improve the performance of the team as a whole.

[FIND OUT MORE](#)

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## ADMINISTRATIVE ASSISTANT - MODERN APPRENTICESHIP

**Contract:** Fixed Term - 18 months  
**Salary:** National Minimum Wage, ranging from £8,482 - £15,015 per annum  
**Employer:** R3 Repairs  
**Closing Date:** This position will close when a suitable candidate has been found



R3 Repairs is a repairs and maintenance company based in Haddington, East Lothian. We aim to provide a first class maintenance, repairs and improvement service that offers value for money to our customers in the public and private housing sector and to companies/organisations.

This post provides a quality, customer orientated repairs service to our customers with a high level of clerical and administrative support.

[FIND OUT MORE](#)

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## NURSERY ASSISTANT - MODERN APPRENTICESHIP

**Contract:** Permanent  
**Salary:** £3.90 per hour  
**Employer:** Azilo Training  
**Closing Date:** We have ongoing recruitment throughout the year



Azilo Training are a leading training provider in Childcare, Health & Social Care and Education sectors in the UK. We are focused on delivering innovative, high quality training programmes and apprenticeships to ensure that every learner has a unique experience. We tailor our learners' training to their individual requirements, propelling them to achieve their chosen career aspirations.

Based in a private nursery, you will be involved in planning and setting up activities to help children with their learning, development and growth in a stimulating environment.

[FIND OUT MORE](#)

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## ACCOUNTS ASSISTANT - MODERN APPRENTICESHIP

**Contract:** Permanent  
**Salary:** £8,170 per annum  
**Employer:** Macklin Motors  
**Closing Date:** This opportunity will close when a suitable candidate has been found



Macklin Motors offers the highest standards in sales and servicing for new cars, used cars and commercial vehicles, operating throughout our local dealerships across Scotland. Within our new car range, we offer electric cars and hybrid cars, whilst our used car range includes nearly new cars, used electric cars and used hybrid cars.

Based at our dealership on Calder Road, you will be involved in Accounts Team Support and Communication, Data Management and Document Management. You will work towards SVQ Level 3 in Business and Administration.

[FIND OUT MORE](#)

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## MEDICAL ADMINISTRATOR - MODERN APPRENTICESHIP (R104)

**Contract:** Fixed Term - 12 months (with the possibility of extension after the apprenticeship)  
**Salary:** £8.21 per hour  
**Employer:** Medical practice located in North West Edinburgh  
**Closing Date:** This position will close when a suitable applicant is found



Our client is a large and busy medical practice located in North West Edinburgh. It comprises of around 25 members of staff and a patient list of around 9000. They would like to give a school leaver the opportunity to work with them, learning a range of duties within administration.

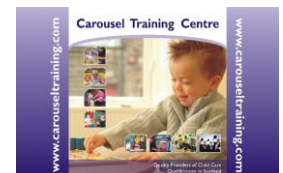
This is a great opportunity for a school leaver to learn a range of duties within administration which will give an introduction to working within a medical environment, developing your skills along the way.

[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.

[FIND OUT MORE](#)

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# Graduate Apprenticeships

## SOFTWARE DEVELOPMENT – GRADUATE APPRENTICESHIP

**Contract:** 4 years  
**Salary:** £15,000 - £17,000 per annum  
**Employer:** Infographics UK Ltd  
**Closing Date:** Tuesday 31 March

infographics

Infographics UK Ltd are a Microsoft Gold Partner and leading independent software manufacturer with an established client base that includes some of the world's largest law firms, regulatory bodies and emergency services. We develop own-brand business software solutions to help organisations manage risk and increase efficiency.

Based in our office in South Queensferry, you will spend 4 days a week undertaking workplace learning in the office and one day a week at Napier University studying towards BSc (Hons) Degree in IT Software Development.

[FIND OUT MORE](#)

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## SOFTWARE DEVELOPMENT – GRADUATE APPRENTICESHIP – 2 POSTS

**Contract:** 4 years  
**Salary:** £15,000 per annum  
**Employer:** SolarWinds MSP  
**Closing Date:** Friday 24 April

solarwinds

SolarWinds MSP is a fast growing, global software company that provides a market leading SaaS platform allowing thousands of Managed Service Providers (MSPs) to remotely monitor, protect, upgrade and restore millions of systems worldwide.

Based in our Edinburgh office, your role will be varied, and our apprenticeships offer a great opportunity for candidates looking to build a successful and rewarding career in software development. You will study towards BSc (Hons) Software Development at Napier University.

[FIND OUT MORE](#)

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# Professional Qualifications

## EY TRANSACTIONS BUSINESS APPRENTICESHIP PROGRAMME

**Contract:** Permanent  
**Salary:** Up to £22,000 per annum starting salary  
**Employer:** EY  
**Closing Date:** Rolling recruitment throughout the year



At EY, we help all sorts of organisations make better decisions about business, finance and technology. In a fast-changing world, it's an exciting place to be.

Economies are fuelled by competitive organisations who buy, sell, merge or restructure parts of their business with others. Transactions help organisations do all that while making more informed decisions and building better strategies. You'll study to become a qualified chartered accountant through ICAS.

[FIND OUT MORE](#)

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## EY TAX BUSINESS APPRENTICESHIP PROGRAMME

**Contract:** Permanent  
**Salary:** Up to £22,000 per annum starting salary  
**Employer:** EY  
**Closing Date:** Rolling recruitment throughout the year



At EY, we help all sorts of organisations make better decisions about business, finance and technology. In a fast-changing world, it's an exciting place to be.

Tax affects every aspect of our lives and laws are always changing. You'll develop your understanding of local and international tax laws and build invaluable business skills and knowledge that will ready you for a brilliant career, wherever you set your sights.

[FIND OUT MORE](#)

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## EY ASSURANCE BUSINESS APPRENTICESHIP PROGRAMME

**Contract:** Permanent  
**Salary:** Up to £22,000 per annum starting salary  
**Employer:** EY  
**Closing Date:** Rolling recruitment throughout the year



At EY, we help all sorts of organisations make better decisions about business, finance and technology. In a fast-changing world, it's an exciting place to be.

Our Assurance teams analyse the data behind our clients' businesses. You'll be working closely with your team auditing a variety of clients across different sectors. An apprenticeship in assurance gives you a solid grounding, and sets you up, for a career in finance.

[FIND OUT MORE](#)

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# Programmes, Courses and Training

## EDINBURGH PROJECT SEARCH

Project SEARCH is an international employability programme. It aims to prepare young people with additional support needs (aged between 16 and 29 years old) for full time, competitive employment. Edinburgh Project SEARCH is delivered in partnership with the City of Edinburgh Council, NHS Lothian, Edinburgh College and Into Work.



Edinburgh Project SEARCH is a business-led programme, which means the young people learn relevant, marketable skills while immersed in the business environment. The young people take part in 3 internships with the host employer (Edinburgh Council or NHS Lothian) over 40 weeks, resulting in improved skills and confidence, with 800 hours of work practice. A lecturer and job coaches are based on site at all times, working closely with the business to provide classroom learning, internships and ongoing support. On completion of the programme, young people would be expected to move into full time employment.

Closing date for applications: 12pm on Friday 1 May.

<b>Qualifications gained:</b>	Over 800 hours of work experience and SQA Employability Award
<b>Client group:</b>	16 – 29-year olds with a disability
<b>What is provided:</b>	3 ten-week work placements, 800 hours of work experience, a recognised qualification
<b>Start date:</b>	Monday 24 August
<b>Duration:</b>	One academic year (9 months)
<b>Times and days:</b>	Monday – Friday, 09:00 – 16:00
<b>Location:</b>	The City of Edinburgh Council, Waverley Court OR NHS Lothian, Western General Hospital

**For more information:** Email/telephone: 0131 529 3157  
Web: [Edinburgh Guarantee Jobs Board](http://Edinburgh Guarantee Jobs Board)

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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.



<b>Qualifications gained:</b>	The Etive Award - SQA Level 3, 4, 5 and 6 qualifications
<b>Client group:</b>	Anyone aged 16-30 who wants to improve their lives
<b>What is provided:</b>	All safety kit, outdoor clothing, food, transport and instructors
<b>Start date:</b>	Rolling programme
<b>Duration:</b>	Up to 12 months
<b>Times and days:</b>	2 days a week with 5 day residential every 8 weeks
<b>Location:</b>	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)