

Edinburgh Guarantee Opportunities Bulletin

Tuesday 6 July 2021



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 range of support available to young people.


This bulletin also provides 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 individual opportunities.

The bulletin is separated into the following categories:

- ✓ [List of Current Vacancies](#)
- ✓ [Jobs](#)
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- ✓ [Graduate Apprenticeships](#)
- ✓ [Professional Qualifications](#)
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- ✓ [Useful Links](#)

Contact the Edinburgh Guarantee team:

 edinburghguarantee@edinburgh.gov.uk

 0131 529 3525

 www.edinburghguarantee.org



List of Current Vacancies

Jobs:

- ✓ Education Partnerships Officer - Uptree
- ✓ Care Worker – Monteith Personal Care Management
- ✓ Support Officer – Positive Help
- ✓ Traineeship Programme 2021 – Standard Life Aberdeen
- ✓ Care Worker - Margarot Forrest Care Management Ltd
- ✓ Local Decontamination Unit Operative – Integrated Dentalcare
- ✓ Receptionist/Business Administrator – City Chiropractic Ltd
- ✓ Office Administrator – Resolve Services
- ✓ 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, Beauty, Care and more - Various Employers and Locations - Fort Kinnaird Recruitment and Skills Centre

Modern Apprenticeships:

- ✓ Commercial Assistant – Modern Apprenticeship – 2 posts - Skanska
- ✓ Business and Administration – Modern Apprenticeships – The Scottish Government
- ✓ Healthcare Support Worker - Physio@Home - Modern Apprenticeship – NHS Lothian
- ✓ Care & Repair / Asset Management Administrator - Modern Apprenticeship – Microcom Training/An organisation that builds and manages a wide range of properties
- ✓ Chef - Modern Apprenticeship - Caledonian Heritable Ltd
- ✓ Providing Financial Services (Contact Centre) - Modern Apprenticeship - 24 posts - Royal Bank of Scotland
- ✓ Providing Financial Services - Modern Apprenticeship - 6 posts - Royal Bank of Scotland
- ✓ Signmaker - Modern Apprenticeship – 2 posts - Forrest Hepburn and McDonald Signs
- ✓ Childcare - Modern Apprenticeship - PA Training recruits on behalf of private nurseries in Edinburgh, Midlothian and East Lothian
- ✓ Early Learning and Childcare - Modern Apprenticeships - Carousel Training Centre recruits for private nurseries in Edinburgh

Graduate Apprenticeships:

- ✓ Software Developer – Graduate Apprenticeship – 4 posts – Napier University/N-able

Professional Qualifications:

- ✓ Payroll Trainee – Chiene + Tait
- ✓ Trainee Chartered Tax Advisor - Geoghegans Chartered Accountants

Programmes, Courses and Training:

- ✓ Hub Pre-Apprenticeship Programme - The Grassmarket Community Project
- ✓ Step into Childcare – Training for Care
- ✓ Refresh Training and Work Experience - Fresh Start
- ✓ WorkSpace - Employability Support for Parents - Space & Broomhouse Hub
- ✓ Employability Fund Stage 2 Training Programme – Street League
- ✓ Cashback to the Future – Impact Arts
- ✓ Confident You – Canongate Youth
- ✓ Building Brighter Futures Employability Programme - Move On
- ✓ The Journey Programme – Venture Scotland
- ✓ Strachan Football Personal Development Course – The Spartans Community Football Academy
- ✓ 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

EDUCATION PARTNERSHIPS OFFICER

Contract: Fixed Term - 6 months
Salary: £18,000 - £22,000 per annum
Employer: Uptree
Closing Date: Sunday 18 July



Uptree was born out of an urgent need to enable students to gain exposure to potential employers and level the playing field so that every young person has access and opportunity to progress their career based on their talent and potential (not their connection or background). We are on a mission to be the leading careers education and work experience platform, championing diversity, inclusion and equality for all.

You will be part of the Uptree Education Team, improving engagement in Uptree opportunities, and supporting our continued growth to reach 1 million young people with careers education by 2026. We are keen to invest in a school leaver or young person (no degree necessary) as this role can be learned easily as long as you have the basic skills and personality.

[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](#)

SUPPORT OFFICER

Contract: Fixed Term - 12 months
Salary: £19,245 - £20,850 per annum
Employer: Positive Help
Closing Date: 12 noon on Friday 9 July



Positive Help is a charity with 32 years' experience of supporting people living with HIV and Hepatitis C throughout the Lothians to keep well by providing practical support delivered by volunteers. Our small staff team supports our volunteers and enables our service users to access the treatment and support they need.

Working in a small and supportive team, you will be welcoming people into the service and finding out how we can help them, communicating with service users regarding their transport and/or food parcels and keeping accurate records of all requests for services and their outcomes. You should be aged 18 minimum. Full training will be provided.

[FIND OUT MORE](#)

TRAINEESHIP PROGRAMME 2021



Contract: Fixed Term - 12 months
Salary: Above the Living Wage and competitive benefits
Employer: Standard Life Aberdeen
Closing Date: Saturday 10 July

Standard Life Aberdeen is a leading global investment company – and we're driven to be world class in everything we do. Headquartered in Scotland, we have over 6,000 employees in 52 locations worldwide. Our purpose is to invest for a better future. We do it to make a difference – to the lives of our clients and customers, our people and our shareholders.

Our Traineeship programme will help you to grow your knowledge of the world of work, gain work experience within a professional environment and gain a better understanding of our industry. You may not have any work experience or investments experience. You don't need it for this programme. Our focus is on finding those with the right attitude and values who are willing to learn. This programme is a great opportunity for school and college leavers to kick start their career in the industry.

[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: Margarat 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](#)

LOCAL DECONTAMINATION UNIT OPERATIVE

Contract: Permanent
Salary: National Minimum Wage
Employer: Integrated Dentalcare
Closing Date: Sunday 18 July



Integrated Dentalcare is a premium private practice at the heart of Edinburgh City Centre. Our mission is to provide an exceptional and personalised experience, delivering a superior level of dentistry in a caring manner that leaves our clients informed, confident and smiling with a healthier mouth.

Based in our City Centre practice, you will be working amongst friendly colleagues with established team values. Duties will include disinfection and sterilisation of reusable dental instruments and carrying out and recording daily, weekly and monthly equipment tests. There is an opportunity to progress into a Modern Apprenticeship in Dental Nursing.

[FIND OUT MORE](#)

RECEPTIONIST / BUSINESS ADMINISTRATOR

Contract: Initial 6 month contract looking to permanent for the right candidate
Salary: £8.91 per hour (National Living Wage)
Employer: City Chiropractic Ltd
Closing Date: This position will close when a suitable candidate is found



City Chiropractic Ltd is a well-established chiropractic clinic in the Canonmills area of Edinburgh.

Working in a small friendly team, you will be providing high quality administrative support in the daily running of the clinic including provision of reception duties. This is a part time position of approximately 20.5 hours per week.

[FIND OUT MORE](#)

OFFICE ADMINISTRATOR

Contract: Permanent
Salary: £8.36 per hour
Employer: Resolve Services
Closing Date: This position will close when a suitable candidate is found



Resolve Services is a leading provider of heating, plumbing and gas services in Edinburgh and the surrounding areas. With over 20 years' experience, we have the expertise to confidently deliver a personal and professional service for domestic, public and private clients.

This is a part-time role, working 16 hours per week. Duties will include dealing with customer queries over the phone/email, assisting with raising quotes and sending to customers and updating social media content. You should be aged 21 minimum with good communication skills.

[FIND OUT MORE](#)

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](#)

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](#)

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](#)

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

COMMERCIAL ASSISTANT – MODERN APPRENTICESHIP - 2 POSTS

Contract: Permanent
Salary: Exceeds Real Living Wage
Employer: Skanska
Closing Date: Friday 16 July



Skanska, a leading construction company and developer, is an inclusive and responsible business that is helping to build a better society. Drawing on our Scandinavian heritage, we are green, innovative and progressive, bringing people and technology together to build, upgrade and maintain the country's buildings and infrastructure.

Based in our Building Services team, you will be responsible for the administration of accounting and financial reporting and providing general commercial support to the team, including raising monthly client invoices. You will work towards SVQ Level 3 in Procurement or SVQ Level 3 in Business and Administration.

[FIND OUT MORE](#)

BUSINESS AND 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](#)

HEALTHCARE SUPPORT WORKER - PHYSIO@HOME - MODERN APPRENTICESHIP

Contract: Permanent
Salary: £21,709 per annum
Employer: NHS Lothian
Closing Date: Monday 12 July



NHS Lothian is responsible for meeting the health needs of circa 800,000 people living in and around Edinburgh. We employ approximately 24,000 staff and provide a comprehensive range of primary, community and acute care services for the populations of Edinburgh, Midlothian, East Lothian and West Lothian. Across all areas of care, we seek to provide specialist and general services fairly and efficiently and to the highest standards.

Based in the Physio@Home team in south Edinburgh, you will provide support to qualified team members by taking an active clinical and administrative role. You will work towards SVQ Level 3 Healthcare (Clinical). You should have a passion for working in a healthcare environment with a keen interest in Physiotherapy.

[FIND OUT MORE](#)

CARE & REPAIR / ASSET MANAGEMENT ADMINISTRATOR - MODERN APPRENTICESHIP

Contract: Fixed Term - 18 months
Salary: National Minimum Wage
Employer: An organisation that builds and manages a wide range of properties
Closing Date: This position will close when a suitable candidate has been found



We are a growing organisation that builds and manages a wide range of properties to meet a variety of needs within East Lothian. From our office in Haddington, we currently manage around 1,400 properties for rent and shared ownership throughout the area. Our subsidiary company provides a repair and maintenance service for our properties and other customers.

The role involves liaising with tenants, owners and all other service users in a helpful and friendly manner ensuring a high level of customer satisfaction, as well as providing administrative support. You will work towards achieving a Modern Apprenticeship in Business and Administration at Level 3 (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.

[FIND OUT MORE](#)

PROVIDING FINANCIAL SERVICES (CONTACT CENTRE) - MODERN APPRENTICESHIP - 24 POSTS

Contract: Permanent
Salary: £18,765 per annum
Employer: Royal Bank of Scotland
Closing Date: Friday 30 July



Royal Bank of Scotland is building a purpose-led bank. Its purpose will create longer-term, deeper relationships with its customers – when its customers succeed, its communities succeed, its economy thrives – and the bank succeeds as a result. RBS is putting purpose at the core of everything it does – doing so will create a sustainable and resilient long-term future.

Royal Bank of Scotland is working with Social Mobility Charity, Leadership Through Sport & Business (LTSB), to bring a range of apprenticeship opportunities for young people from disadvantaged backgrounds. You'll be the first point of support for NatWest Group's personal banking customers in one of the bank's telephony banking teams. The bank will look to you to deliver excellent service to its customers, keeping their needs and financial goals in mind at all times. You will undertake Providing Financial Services Modern Apprenticeship (SCQF Level 6).

[FIND OUT MORE](#)

PROVIDING FINANCIAL SERVICES - MODERN APPRENTICESHIP - 6 POSTS

Contract: Permanent
Salary: £19,125 per annum
Employer: Royal Bank of Scotland
Closing Date: Tuesday 20 July



Royal Bank of Scotland is building a purpose-led bank. Its purpose will create longer-term, deeper relationships with its customers – when its customers succeed, its communities succeed, its economy thrives – and the bank succeeds as a result. RBS is putting purpose at the core of everything it does – doing so will create a sustainable and resilient long-term future.

Royal Bank of Scotland is working with Social Mobility Charity, Leadership Through Sport & Business (LTSB), to bring a range of apprenticeship opportunities for young people from disadvantaged backgrounds. RBS customers will look to you to support them in their decisions as to how they bank. You'll act as a trusted expert, providing them with the knowledge they need to make the most of their money and making sure they're fully informed when it comes to the products and services RBS offers. You will undertake Providing Financial Services Modern Apprenticeship (SCQF Level 6).

[FIND OUT MORE](#)

SIGNMAKER - MODERN APPRENTICESHIP – 2 POSTS

Contract: Permanent
Salary: £4.50 per hour for the first year with annual increases thereafter
Employer: Forrest Hepburn and McDonald Signs
Closing Date: This opportunity will close when a suitable candidate has been found



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

You will learn all aspects of the business and will undertake SVQ Level 2 and 3 in Signmaking. Duties will include liaising with clients, designing using CAD programmes, fabricating and preparing signs, producing cut and printed vinyl, screen printing and on-site installations. You must have an interest in design and manufacture and be creative, practical and pay attention to detail.

[FIND OUT MORE](#)

CHILDCARE - MODERN APPRENTICESHIP

Contract: Full time
Salary: National Apprenticeship Wage or above
Employer: Various private nurseries in Edinburgh, Midlothian and East Lothian
Closing Date: We have ongoing recruitment throughout the year



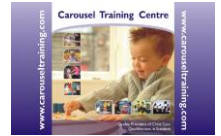
PA Training is an SQA approved centre specialising in SVQs in the care sector. We recruit on behalf of various private nurseries in Edinburgh, Midlothian and East Lothian.

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](#)

EARLY LEARNING AND CHILDCARE - MODERN APPRENTICESHIPS

Contract: Permanent
Salary: National Apprenticeship Wage
Employer: Carousel Training Centre recruits for private nurseries in Edinburgh
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 there are various vacancies available across Edinburgh. You will be involved in helping children with their learning, development and growth in a stimulating environment and you will work towards an SVQ in Social Services (Children and Young People) at SCQF Level 7.

[FIND OUT MORE](#)

Graduate Apprenticeships

SOFTWARE DEVELOPER - GRADUATE APPRENTICESHIP - 4 POSTS

Contract: Permanent
Salary: £16,000 - £16,500 per annum
Employer: N-able
Closing Date: Friday 16 July



N-able is the leading global provider of complete IT management and Automation solutions for Managed Service Providers (MSPs). Our award-winning product suite has a proven track record of helping MSPs standardize and automate the setup and delivery of IT services to achieve true scalability. We are passionate that the MSPs who use our products everyday should be excited about them. That's why we put our users first in everything we do and strive to deliver powerful functionality while making their jobs easier.

Based in our Edinburgh office, you will be involved in developing, delivering and supporting features from start to finish within a team of experienced software engineers. You will study on a 4 year degree programme towards a BSc (Hons) Software Development at Edinburgh Napier University on a day release basis.

[FIND OUT MORE](#)

Professional Qualifications

PAYROLL TRAINEE

Contract: Permanent
Salary: Competitive
Employer: Chiene + Tait
Closing Date: This position will close when a suitable candidate is found



At Chiene + Tait (C+T), the success of our business is founded on being able to recruit the best people, who share our values and are driven to make a positive impact. As a result, we are recognised as a market leader and a firm that creates real and lasting value for our clients. We provide you with opportunities to drive change and make a difference.

We have an exciting opportunity for a Trainee to join our team of eight payroll specialists who are based in the Edinburgh office. We provide an outsourced payroll service for approximately 250 clients ranging in size from one employee to 350 with varying pay frequencies.

[FIND OUT MORE](#)

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

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 feel empowered to 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 or with a keen interest in a catering/events apprenticeship or woodwork apprenticeship.
- 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
- 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 Woodwork.

Qualifications gained: At least First Aid, Food Safety and Health & Safety. Depending on whether you apply for Catering or woodwork pre-apprenticeship you have the option 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 – National 2 Diploma - Practical Craft Skills – Level 2 Diploma Food and Beverage Service

Client group: 16 – 25-year-olds

What is provided:

- Undertaking training in essential life skills: - Working in groups - Self-care and self-management - Communication - Confidence building and self-esteem
- Travel and lunch 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: July 2021

Duration: Up to six months

Times and days: 16 hours paid per week (£68.80)

Location: 86 Candlemaker Row, Edinburgh, EH1 2QA

For more information: education@grassmarket.org

Web: www.grassmarket.org

STEP INTO CHILDCARE - TRAINING FOR CARE

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



Whilst on the programme you will be given support to develop your employability skills and will start to build your knowledge of working in childcare.

The programme is currently delivered on Zoom and we will aim to secure placement experience when this becomes available. During the virtual sessions you will complete Certificate of Work Readiness Units and, if placement opportunities are not available, National Progression Award Units in Childcare.

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 30 June
Duration:	Around 12 weeks
Times and days:	Wednesday 10.00am – 12.30pm on Zoom, 1:1 support at agreed times
Location:	Zoom, various placement locations when available

For more information: Caroline McKay: carolinemckay@tfscotland.org.uk / 0131 556 7773
Web: www.tfscotland.org.uk

REFRESH TRAINING AND WORK EXPERIENCE - FRESH START

ReFresh is an 8-week course for individuals aged 16+ who are ready to address and remove barriers to employment. The course offers the opportunity to gain a number of qualifications - SQA Personal Development Award, SQA Communications (Speaking and Listening) and an Adult Achievement Award.



The course 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 course, travel expenses and £30 voucher on completion of the course
Start date:	20th July
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 or lorrane.borwick@ea.edin.sch.uk
Web: <https://www.freshstartweb.org.uk/training-initiative>

WORKSPACE - EMPLOYABILITY SUPPORT FOR PARENTS - SPACE & BROOMHOUSE HUB

Space & Broomhouse Hub are excited to launch a new project called WorkSpace, funded by Edinburgh City Council, to help parents or those with parental responsibility to either get into employment, or advance their career to secure better conditions and pay.



We have an exciting programme of training and support for parents at any stage of their career journey, and we're now looking for referrals for a training opportunity that begins soon. The programme offers:

- 1:1 support sessions to identify your strengths, challenges and dreams
- Employability training – help with job search, applications, CVs and interview preparation
- Knowledge and skills development – digital skills, sector-based skills and self-employment and home working
- Benefits and welfare advice – maximising your income, accessing childcare, and more.

At Space & Broomhouse Hub, we know that being a parent is challenging, and when you add in the pandemic plus job hunting/career development, it is a daunting prospect.

Qualifications gained:

Client group:	Parents or those with parental responsibility
What is provided:	Training and support
Start date:	Mid June
Duration:	Up to one year
Times and days:	1:1 support and training at different times in the week and throughout the year
Location:	Broomhouse Hub, or online

For more information: Email/telephone no: kerry@spacescot.org / 07566 796227
Web: www.spacescot.org

EF STAGE 2 TRAINING PROGRAMME - STREET LEAGUE

Our Employability Fund Stage 2 programme is ideal for school leavers or anyone aged 16/17 and not in education, training, or employment. The aim of the programme is to have fun, build confidence, make new friends, and gain support in employability-related tasks, such as CV writing, job applications and interview preparation.



Qualifications gained:	SCQF Level 3 Employability award or Personal Development award
Client group:	Aged 16 or 17
What is provided:	Training allowance (£55pw), Bus pass, Free Nike kit
Start date:	Monday 7 June
Duration:	10 weeks
Times and days:	Mon – Thursday – 10am – 1pm
Location:	Lochend Community Hub/Elevate 98 Gym

For more information: Email/telephone no: Alistair.davidson@streetleague.co.uk - 07887414262
Web: www.streetleague.co.uk

CASHBACK TO THE FUTURE - IMPACT ARTS

Cashback to the Future, our creative summer celebration of young people's talents and imagination, is running throughout July 2021! Referrals are now open for the programme, which will be running face-face in Edinburgh, Glasgow, and Ayrshire, as well as a virtual group



Qualifications gained:

Client group:

Young People aged 14-19

- 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:

Offering a completely free four-week summer programme, giving young people the chance to work with professional artists, musicians, filmmakers and actors on youth-led creative projects, culminating in a one-off showcase event at the end of the month.

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 make the most of your summer by working with enthusiastic, friendly and skilled tutors who will help you reach artistic heights!

Start date:

Tuesday 6 July

Duration:

4 weeks

Times and days:

Tuesday - Friday

Location:

Glasgow, Edinburgh, Ayrshire (face-face, venue tbc) + 1 virtual group (zoom) available to young people from across Scotland

For more information:

Email/telephone: hello@impactarts.co.uk or 0141 575 3001

Web: www.impactarts.co.uk

CONFIDENT YOU - CANONGATE YOUTH



This is a 6-8 week groupwork programme for young people who are ready to work but lack confidence with the practical element of completing application forms and preparing for interview. One-to-one support will be offered alongside a weekly group session. Confidence building will be at the core of the programme.

Qualifications gained:

Option to complete Core Skills qualifications at Level 3 and Employability Award at Level 4 – SQA Accredited.

Client group:

16 – 24 year olds – ideally job seekers but can be tailored to all young people

What is provided:

One-to-one support online or in person – centered around the individual's needs

Start date:

22nd April

Duration:

6-8 weeks

Times and days:

Thursdays 10-12

Location:

Via Zoom (initially)

In person location tbc

For more information:

E-mail/telephone Catherine@canongateyouth.org.uk 07776292632

Web: www.canongateyouth.org.uk

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 employability skills, qualifications and practical work experience in a wood workshop. The course is suitable for participants at stages 1 and 2 of the Strategic Skills Pipeline. As well as gaining qualifications, participants will receive ongoing employability support, one-to-one person-centred planning and practical learning and training in a wood workshop environment.



- Qualifications gained:**
- SQA Employability Award
 - SQA Level 3 Communication Core Skills
- Client group:** Stage 1/2 Employability Pipeline, 16 to 21 year olds (Edinburgh city, Lothians and Borders)
- What is provided:** Travel expenses
- Start date:** 3 May
- Duration:** 6 weeks
- Times and days:** 2 days a week
- Location:** Move On office (25 Greenside Place, Edinburgh, EH1 3AA)
Move On Wood Recycling (New Broompark, Granton, EH5 1RS)
- For more information:** Email/telephone: rebeccatennant@moveon.org.uk or 07395 788 691
Web: www.moveon.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 coastering and loads more in between.

The programme is currently being delivered outdoors, with safety measure such as social distancing, hand sanitising, and mask wearing in place. Remote residentials and a few activities are not currently being delivered, but this is expected to change in the coming months.

- Qualifications gained:** Optional SQA qualifications up to level 6, John Muir Award, Scottish Canoe Association Awards
- Client group:** Anyone aged 16-30 who is struggling with their lives and wants to learn how to understand, maintain and improve their mental health.
- 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. Residentials (when coronavirus restrictions allow) 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>
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STRACHAN FOOTBALL PERSONAL DEVELOPMENT COURSE

The perfect course if you are age 16-19, enthusiastic about improving your skill and have a passion for football.



Through the Strachan Football Personal Development course you will:

- develop well-rounded footballing skills
- improve your personal fitness
- increase your qualifications and improve your employment prospects in areas such as coaching, youth work and sports facility management and maintenance.

This new course is delivered in partnership by the Spartans Community Football Academy and Edinburgh College. Football development based activities play a key part of the curriculum and will help your personal development and football skills.

Qualifications gained:	National Certificate in Sport and Fitness with 5 months study at SVQ level 4 and the opportunity to progress to SVQ level 5 at the end of the year.
Client group:	Age 16-19
What is provided:	
Start date:	30 August 2021
Duration:	One year
Times and days:	To be confirmed
Location:	Spartans Community Football Academy and Edinburgh College
For more information:	Email/telephone no: EddieMalone@spartanscfa.com or 07930530131 Web: https://www.spartanscfa.com/what-we-do/education

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.



RUTS are committed to providing a service to young people aged 16-25 despite the challenges presented by COVID-19. To achieve this, amendments to programme delivery have been made to our current service offer.

Qualifications gained:	Work towards a range of SQA/SCQF accredited qualifications at Level 4 or 5 centred on <ul style="list-style-type: none">- Motorbike & Bicycle mechanics and riding- Boxing / Health and Wellbeing through physical activity
Client group:	Provision is suitable for a wide range of young people primarily aged between 16-25, although some provisions are suitable for young people from the age of 14.
What is provided:	RUTS will provide all the resources required to complete each programme which includes use of motorbikes, bicycles or boxing equipment. Each participant will be allocated a youth worker to support you through the 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 alternate arrangements can be discussed.
Times and days:	Ongoing/flexible
Location:	Amendments have been made to allow programmes to be delivered: <ul style="list-style-type: none">- From our workshop in 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 CV's, 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 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.
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