

# Edinburgh Guarantee Opportunities Bulletin



Wednesday 21 June 2023

The Edinburgh Guarantee helps people of all ages and backgrounds to easily access and progress in fair work, training or further education. Each week we will be highlighting the vacancies currently available on our Opportunities and Jobs Boards:

- Visit the [Opportunities Board](#) to see the latest vacancies for young people. The bulletin also includes information on programmes, courses and training available to young people who are not in education, employment or training. If you are interested in any of these, please use the contact details provided for each opportunity.
- Visit the [Jobs Board for all ages](#) to see the latest vacancies for all job seekers.

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

The bulletin is separated into the following categories:

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

## Contact the Edinburgh Guarantee team:



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



# List of Current Vacancies

## Jobs for All Ages:

- ✓ **Employability Worker – Barnardo’s Works East**
- ✓ Passive Fire Protection Operative/Firestopper – Stopfire Ltd
- ✓ Community Support Workers (Full time and part time) – Edge Group Scotland
- ✓ After School Club Activity Leader – Highland Fling Childcare
- ✓ Community Living Assistant (Riccarton) – Capability Scotland
- ✓ Community Living Assistant (Respite) – Capability Scotland
- ✓ Domestic Cleaning Operative – Springsteen & Somerville
- ✓ Project Worker – Upmo (Upward Mobility Ltd)

## Jobs for Young People:

- ✓ Trainee Picture Framer – Edinburgh Arts and Picture Framers
- ✓ Technical Officer (Electrical and Mechanical Contractor) – CableCom Electrical
- ✓ Retail, Hospitality and Facilities - Various employers in the St James Quarter and City Centre - FUSE
- ✓ Personal Assistant - ENABLE Scotland
- ✓ Retail, Hospitality, Beauty, Care and more - Various employers and locations - Fort Kinnaird Recruitment and Skills Centre

## Modern Apprenticeships:

- ✓ **HGV Mechanic – Modern Apprenticeship – 3 posts – The City of Edinburgh Council**
- ✓ **Office Junior – Modern Apprenticeship – 2 posts – Limelight/Contractax Ltd**
- ✓ Housing Customer Service – Modern Apprenticeship – Babington/Blackwood Homes and Care
- ✓ Business Administration – Modern Apprenticeship – Babington/Springsteen & Somerville
- ✓ Customer Service and Digital Assistant – Modern Apprenticeship – 24 posts - Diligenta
- ✓ Business Administrator – Modern Apprenticeship – Limelight/Scotia Wealth Management
- ✓ Hairdressing Assistant – Modern Apprenticeship – Concrete Rose Hair
- ✓ Mechanic – Modern Apprenticeship – GTG/Farmer Autocare, Marchmont
- ✓ Mechanic – Modern Apprenticeship – GTG/Farmer Autocare, Blackhall
- ✓ Mechanic – Modern Apprenticeship – GTG/A garage based in Wester Hailes
- ✓ Member Services Officer – Modern Apprenticeship – Genius People/Capital Credit Union
- ✓ Administrative Office Assistant – Modern Apprenticeship – Microcom/Medical centre in the southside of Edinburgh
- ✓ Receptionist Administration Assistant – Modern Apprenticeship – Microcom/Solicitors and estate agents in Leith
- ✓ Administrative Office Assistant – Modern Apprenticeship – Microcom/A car dealership in east Edinburgh
- ✓ Office Administrative Assistant – Modern Apprenticeship – Microcom/GP Practice in north-east Edinburgh
- ✓ Medical Receptionist/Administrator – Modern Apprenticeship – Microcom/GP Practice in Abbeyhill
- ✓ Office Administrative Assistant - Modern Apprenticeship – Microcom/GP Practice based in Dalkeith
- ✓ Medical Personal Assistant - Modern Apprenticeship - Microcom/GP Practice in the north-east of Edinburgh
- ✓ Early Learning and Childcare - Modern Apprenticeships - Carousel Training Centre
- ✓ Trainee Childcare Practitioner – Modern Apprenticeship – North Edinburgh Childcare
- ✓ Childcare - Modern Apprenticeship - PA Training

## Graduate Apprenticeships:

- ✓ **IT Cyber Security – Graduate Apprenticeship – The People’s Postcode Lottery**
- ✓ **Software Developer – Graduate Apprenticeship – The People’s Postcode Lottery**
- ✓ **Marketing Data Analyst – Graduate Apprenticeship – Heriot-Watt University**

## Professional Qualifications:

- ✓ Trainee Mechanical Design Engineer – Blackwood Partnership
- ✓ Audit Apprenticeship Programme - KPMG
- ✓ Assurance Apprenticeship Programme – 14 posts - EY

## Programmes, Courses and Training:

- ✓ **Get Into IT Fundamentals (Online) – The Prince’s Trust**
- ✓ **Get Started in Health and Social Care (Online) – The Prince’s Trust**
- ✓ **Get Started in Health and Social Care – The Prince’s Trust**
- ✓ Get Started in Construction with West Lothian College – The Prince’s Trust
- ✓ Springboard Programme - FourSquare

- ✓ Building Brighter Futures Fund – Move On
- ✓ Get Started In Radio And Broadcasting - The Prince's Trust
- ✓ Get Into Retail with M&S – The Prince's Trust
- ✓ Youth Volunteering Summer Programme – NHS Lothian
- ✓ Pick 'n' Mix to Employment - Space Training Academy
- ✓ See Potential – Venture Trust
- ✓ Short Course Programme - The Academy Of Music and Sound
- ✓ Football Works – Street Soccer Scotland
- ✓ Refresh Training and Work Experience - Fresh Start
- ✓ Hub Pre-Apprenticeship Programme - The Grassmarket Community Project
- ✓ Transform Through Transitions - LinkLiving
- ✓ Mentoring Services for Ethnic Minorities - LINKnet Mentoring Ltd
- ✓ Vocational Training Offer - Rural & Urban Training Scheme (RUTS)
- ✓ The Journey Programme – Venture Scotland

# Jobs for All Ages

## EMPLOYABILITY WORKER

**Contract:** Permanent (fixed term funded post)  
**Salary:** £28,080 per annum  
**Employer:** Barnardo's Works East  
**Closing Date:** Friday 23 June



Barnardo's Works East of Scotland Employment Training and Skills (ETS) courses provide young people with skills and qualifications they can build on and develop throughout their working life. In partnership with employers, schools, colleges, and charities, we train and support over 300 young people every year.

Working as part of a busy team, the role will include the delivery of both group work and one-to-one sessions to support disengaged young people into employment, education or training. You will have the opportunity to learn how a busy employability service runs and how the work we do impacts on local young people.

[FIND OUT MORE](#)

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## PASSIVE FIRE PROTECTION OPERATIVE/FIRESTOPPER

**Contract:** Permanent (subject to 3 month probation period)  
**Salary:** National Minimum Wage or above, depending on experience  
**Employer:** StopFire Ltd  
**Closing Date:** This position will close when a suitable candidate is found.



StopFire Ltd is Scotland's first LPCB (Loss Prevention Certification Board) approved Specialist Passive Fire Protection Contractor. We pride ourselves in our ability to offer our clients cost effective solutions to meet their individual fire protection requirements.

Working on various construction sites within a team environment, you will learn firestopping techniques. You must have a CSCS card, and previous experience is preferred but not essential. There is potential to undertake an SVQ in Passive Fire Protection.

[FIND OUT MORE](#)

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## COMMUNITY SUPPORT WORKERS (FULL TIME AND PART TIME)

**Contract:** Permanent  
**Salary:** £20,475 per annum  
**Employer:** Edge Group Scotland  
**Closing Date:** Ongoing recruitment



Edge Group Scotland is an Edinburgh-based transitions service for young autistic and ASN adults aged 18 to 35. We are proud to be person-centred support specialists, evidence-based practitioners and mentors for all of our young people. We offer bespoke, individualised, person-centred support that focuses on transitions, wellness, change and independent living skills.

We're looking for experienced, enthusiastic, and dynamic individuals to join our growing team, supporting young ASN adults with various aspects of their life, both at home and in the community. While experience in a social care setting is beneficial, we are more interested in who you are as an individual: your values, passions and life experiences. We provide comprehensive training for all new staff members.

[FIND OUT MORE](#)

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## AFTER SCHOOL CLUB ACTIVITY LEADER

**Contract:** Permanent  
**Salary:** £9.90 per hour – Real Living Wage (rising to £10.90 by April 2023)  
**Employer:** Highland Fling Childcare  
**Closing Date:** Ongoing recruitment



Highland Fling Childcare are based in Portobello and offer Nursery, After School Care and Holiday Club experiences to many children from all over Edinburgh and the Lothians.

We are looking for a new activity leader for our After School Club, based at our premises by Duddingston Kirk. No childcare qualifications are required but we are looking for someone who loves working with children and is ready to share their hobbies and interests with us. Guaranteed 14 hours per week.

[FIND OUT MORE](#)

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## COMMUNITY LIVING ASSISTANT (RICCARTON)

**Contract:** Permanent / Full Time / Part Time / Bank/Relief  
**Salary:** £10.50 per hour (£21,351 per annum FTE)  
**Employer:** Capability Scotland  
**Closing Date:** Ongoing recruitment



Capability Scotland delivers exemplary care, support, and education for disabled children and adults across Scotland.

You will be supporting our customers on either 2-1 or group care, helping them with their personal care, dressing, medication, communication, mobility, mealtimes, and participating in their chosen activities. You will receive in-depth training, specific to the individuals who you will be caring for. We also offer paid SVQs and numerous pathways for career progression.

[FIND OUT MORE](#)

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## COMMUNITY LIVING ASSISTANT (RESPITE)

**Contract:** Permanent / Full Time / Part Time / Bank/Relief  
**Salary:** £10.50 per hour (£21,351 per annum FTE)  
**Employer:** Capability Scotland  
**Closing Date:** Ongoing recruitment



Capability Scotland delivers exemplary care, support, and education for disabled children and adults across Scotland.

We're looking for new colleagues to join our amazing #TeamEdinburgh on a relief/flexible working basis to enable us to develop our exciting new project which offers short breaks to people who already use our day services. We are looking for individuals who are caring and patient with a positive attitude and a good sense of humour. Don't worry if you haven't done this type of work before, as we offer full training and support.

[FIND OUT MORE](#)

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## DOMESTIC CLEANING OPERATIVE

**Contract:** Permanent  
**Salary:** £10 per hour  
**Employer:** Springsteen & Somerville  
**Closing Date:** Ongoing recruitment



Springsteen & Somerville Limited are an ethical business providing environmentally responsible domestic cleaning services to domestic clients. We have a wide range of clients, from “everyday” people, to well known names, to elderly/vulnerable adults. Our reputation is based upon providing a consistently high quality of service and making a difference to our clients’ lives.

Working from clients’ houses in a team of 2 to 4 colleagues, you will supply cleaning and sometimes other services (shopping/laundry etc). We welcome applicants from any background and with all levels of experience.

[FIND OUT MORE](#)

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## PROJECT WORKER

**Contract:** Permanent  
**Salary:** £10.90 per hour  
**Employer:** Upmo (Upward Mobility Ltd)  
**Closing Date:** Ongoing recruitment



Upmo (Upward Mobility Ltd) is a charity and care provider that believes in a more inclusive society for the future. Our activities help work towards this vision. We support adults and young people with learning disabilities and autism with tailored support services and learning opportunities across Edinburgh and the Lothians. We nurture creativity, build confidence and encourage independence through workshops, health and wellbeing and employability initiatives.

You will be based at one or more of our locations, where creative workshops and learning activities take place, and will also spend time out in the community and occasionally support students at home. Upmo’s mission is to enable students to learn and develop, combined with building confidence and life skills which will enable them to integrate with their communities and society as a whole.

[FIND OUT MORE](#)

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# Jobs for Young People

## TRAINEE PICTURE FRAMER

**Contract:** Permanent  
**Salary:** Under 18 £8.00 per hour / 18+ £11.00 per hour  
**Employer:** Edinburgh Arts and Picture Framers  
**Closing Date:** Friday 23 June



Edinburgh Arts and Picture Framers are Edinburgh, and Scotland's, largest picture framer. We sell made-to-measure and ready-made picture frames direct to the public, as well as supplying shops across Scotland, the UK and Ireland with our fine art prints and cards, in both framed and unframed format. We also supply framed pictures to artists, small/medium/large organisations (e.g. hotels, offices, museums), as well as to the interior design and healthcare professions.

Based in our workshop in Leith, this is a unique opportunity for a school leaver. You will work in a small team learning how to use the latest in modern technology, coupled with traditional techniques and hand-craftsmanship, and undertake industry related training in making picture frames and other picture framing related components.

[FIND OUT MORE](#)

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## TECHNICAL OFFICER (ELECTRICAL AND MECHANICAL CONTRACTOR)

**Contract:** Permanent  
**Salary:** National Living Wage  
**Employer:** CableCom Electrical  
**Closing Date:** This position will close when a suitable candidate is found



CableCom provides electrical and mechanical services to a broad selection of clients and market sectors through our two associated companies, CableCom Electrical and CableCom Technical Services. CableCom has grown to become one of the most highly respected and trusted organisations in the industry. We design, install, maintain and manage all aspects of property services within the electrical and mechanical contracting industry.

Based in our office at Abbeyhill, your duties will include preparing technical drawings, compliance with internal drawing standards and procedures, and completing various mechanical services test certification. Age 16-24 preferred. Knowledge of using AutoCAD and Relux software would be beneficial but not essential as full training will be provided.

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## RETAIL, HOSPITALITY AND FACILITIES

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



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

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

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## PERSONAL ASSISTANT

**Contract:** Full and part time opportunities available  
**Salary:** £11 per hour (Edinburgh and Midlothian)  
£12 per hour (East Lothian)  
**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, Midlothian and East Lothian 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, 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

## HGV MECHANIC - MODERN APPRENTICESHIP – 3 POSTS

**Contract:** Fixed Term - 4 years  
**Salary:** £20,382 - £24,526 per annum  
**Employer:** The City of Edinburgh Council  
**Closing Date:** Thursday 29 June



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

Based in Fleet Services, you will be supervised and trained to carry out repairs and testing to all HGV and LCV vehicles and plant, including risk assessments, problem solving and ensuring safe working practices are adopted at all times. You will work towards SVQ Level 3 in Vehicle Maintenance and Repair.

[FIND OUT MORE](#)

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## OFFICE JUNIOR - MODERN APPRENTICESHIP - 2 POSTS

**Contract:** Permanent  
**Salary:** National Minimum Wage  
**Employer:** Contractax Ltd  
**Closing Date:** Friday 30 June



Contractax Ltd is a diverse firm of Chartered Accountants and Business Advisers providing a personal and friendly service to clients across all business sectors.

Based in a friendly and helpful team in our office at Bonnington, you will undertake a variety of administrative tasks including dealing with mail, emails and phone calls. You will work towards SVQ Level 2 in Business and Administration.

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## HOUSING CUSTOMER SERVICE - MODERN APPRENTICESHIP

**Contract:** Fixed Term  
**Salary:** £19,838 per annum  
**Employer:** Blackwood Homes and Care  
**Closing Date:** Thursday 29 June



Blackwood Homes and Care provides high quality housing, care and support for disabled people of all ages, with over 1700 homes across all 29 mainland local authorities in Scotland. Our new investment in innovation aims to develop a modern standard for accessible homes, combining technology, modern construction, and engagement with people who live with a disability to design and produce beautiful, easy to use homes.

Working as part of an enthusiastic team, you will carry out a variety of customer service tasks, interacting with customers and assisting them with their housing needs through incoming and outbound calls, SMS and web chat. You will work towards Customer Service at SCQF Level 6.

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## BUSINESS ADMINISTRATION - MODERN APPRENTICESHIP

**Contract:** Fixed Term  
**Salary:** £10,400 per annum  
**Employer:** Springsteen & Somerville  
**Closing Date:** Sunday 25 June



Springsteen & Somerville provides superior and cost effective cleaning and housekeeping services to private and commercial clients throughout the Lothians. By treating our clients and staff as individuals, each with their own specific needs, we aim to provide a thoroughly focused, personal, and streamlined service at all times.

You will be dealing with clients, staff, and suppliers and also be involved in some key projects as well as general business support and administration. You will work towards Business and Administration at SCQF Level 6. This is a part time position, working 20 hours per week.

[FIND OUT MORE](#)

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## CUSTOMER SERVICE AND DIGITAL ASSISTANT - MODERN APPRENTICESHIP - 24 POSTS

**Contract:** Fixed Term - 13 months  
**Salary:** £19,838 per annum  
**Employer:** Diligenta  
**Closing Date:** Friday 28 July



Diligenta is a market leader in the Life and Pensions sector, providing administration services to many of the best known financial services companies in the UK. We provide services to one in four of the UK population, administering more than 23 million policies, providing a wide range of services including Customer Services, IT and Change Management to major life and pensions insurers.

We are looking for candidates who are passionate about life and excellent customer service, are keen to develop their career and want to earn while they learn by undertaking an apprenticeship programme, leading to a permanent role on completion. You will be based in a modern office environment with a team that is here to support you in your development, while working towards Digital Applications Support at SCQF Level 6.

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## BUSINESS ADMINISTRATOR - MODERN APPRENTICESHIP

**Contract:** Permanent  
**Salary:** £17,000 - £20,000 per annum, depending on experience  
**Employer:** Scotia Wealth Management  
**Closing Date:** Friday 30 June



Scotia Wealth Management is a small but growing independent financial adviser (IFA) firm based in Leith, offering a comprehensive financial planning service for our clients' mortgage, pension and investment needs.

Based in a small team in our busy office in Leith, you will undertake a variety of administrative and financial planning tasks including processing mail, data input and interaction with clients and insurance companies. You will work towards SVQ Level 3 in Business and Administration.

[FIND OUT MORE](#)

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## HAIRDRESSING ASSISTANT - MODERN APPRENTICESHIP

**Contract:** Permanent  
**Salary:** £5.28 per hour  
**Employer:** Concrete Rose Hair  
**Closing Date:** This position will close when a suitable candidate is found



Concrete Rose Hair are a team of passionate stylists who pride ourselves on our commitment to provide a professional service at all times to our loyal clientele and maintain the highest quality of work.

Based in our busy salon close to the city centre, you will work with a great team of stylists with high standards and professionalism. Full induction will take place prior to starting on the salon floor and practical training will take place in the salon towards obtaining SVQ qualifications. This is an ideal position for a school leaver.

[FIND OUT MORE](#)

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## MECHANIC - MODERN APPRENTICESHIP

**Contract:** Permanent  
**Salary:** £5.28 per hour  
**Employer:** Farmer Autocare, Marchmont  
**Closing Date:** Friday 30 June



Farmer Autocare, Marchmont.

Based in the garage workshop, you will be involved in learning all aspects of vehicle repair and maintenance, including vehicle servicing, MOT preparation, removal, replacement and overhaul of major components and electrical fault diagnostics. You will work towards SCQF Level 7 in Light Vehicle Maintenance and Repair.

[FIND OUT MORE](#)

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## MECHANIC - MODERN APPRENTICESHIP

**Contract:** Permanent  
**Salary:** £5.28 per hour  
**Employer:** Farmer Autocare, Blackhall  
**Closing Date:** Friday 30 June



Farmer Autocare, Blackhall.

Based in the garage workshop, you will be involved in learning all aspects of vehicle repair and maintenance, including vehicle servicing, MOT preparation, removal, replacement and overhaul of major components and electrical fault diagnostics. You will work towards SCQF Level 7 in Light Vehicle Maintenance and Repair.

[FIND OUT MORE](#)

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## MECHANIC - MODERN APPRENTICESHIP

**Contract:** Permanent  
**Salary:** £5.28 per hour  
**Employer:** A garage based in Wester Hailes  
**Closing Date:** Friday 30 June



A garage based in Wester Hailes.

Based in the garage workshop, you will be involved in learning all aspects of vehicle repair and maintenance, including vehicle servicing, MOT preparation, removal, replacement and overhaul of major components and electrical fault diagnostics. You will work towards SCQF Level 7 in Light Vehicle Maintenance and Repair.

[FIND OUT MORE](#)

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## MEMBER SERVICES OFFICER - MODERN APPRENTICESHIP

**Contract:** Fixed Term - 12 months  
**Salary:** £16,500 per annum  
**Employer:** Capital Credit Union  
**Closing Date:** Wednesday 12 July



Capital Credit Union is a member owned, community based, financial organisation. People are at the core of everything that we do. Our members are our owners. They are the reason we exist and they count on us to understand their needs and to work in their best interests.

Based in the Member Services Team, you will be on the front line providing excellent member care through a range of duties. This is a one year apprenticeship leading to a permanent contract on successful completion. You will work towards a Modern Apprenticeship in Providing Financial Services at SCQF Level 6.

[FIND OUT MORE](#)

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## ADMINISTRATIVE OFFICE ASSISTANT - MODERN APPRENTICESHIP

**Contract:** Fixed Term - 12 months  
**Salary:** £11,700 per annum  
**Employer:** A medical centre in the southside of Edinburgh.  
**Closing Date:** This position will close when a suitable candidate is found



A medical centre based in the southside area of Edinburgh.

This is a varied role that will see you offering a range of patient care activities including receiving, assisting and direct patients in accessing the most appropriate service or healthcare professional in a courteous, efficient and effective manner. You will work towards SCQF Level 6 Business and Administration.

[FIND OUT MORE](#)

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## RECEPTIONIST ADMINISTRATION ASSISTANT - MODERN APPRENTICESHIP

**Contract:** Fixed Term - 12 months  
**Salary:** £13,132 per annum  
**Employer:** Solicitors and estate agents based in Leith  
**Closing Date:** This position will close when a suitable candidate is found



Solicitors and estate agents based in Leith.

You will be responsible for undertaking a wide range of reception and administrative duties. The receptionist is often the first contact that clients have with the firm, so it is important to be able to communicate in a friendly, welcoming and professional manner. You will work towards SCQF Level 6 Business and Administration.

[FIND OUT MORE](#)

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## ADMINISTRATIVE OFFICE ASSISTANT - MODERN APPRENTICESHIP

**Contract:** Fixed Term - 12 months  
**Salary:** £10,216 per annum  
**Employer:** A car dealership in east Edinburgh  
**Closing Date:** This position will close when a suitable candidate is found



A car dealership based in the east of Edinburgh.

This is an exciting role which offers first-class training and outstanding long-term career prospects. The comprehensive programme provides you with an opportunity to achieve formal qualifications through extensive product training as well as building up confidence and gaining valuable work experience. You will work towards SCQF Level 6 Business and Administration.

[FIND OUT MORE](#)

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## OFFICE ADMINISTRATIVE ASSISTANT - MODERN APPRENTICESHIP

**Contract:** Fixed Term - 12 months  
**Salary:** £11,833 per annum  
**Employer:** GP Practice in north-east Edinburgh  
**Closing Date:** This position will close when a suitable candidate is found



GP Practice based in the north-east of Edinburgh.

This role is varied, challenging and requires the ability to work efficiently and accurately to ensure the smooth running of the practice. You will work towards SCQF Level 6 Business and Administration.

[FIND OUT MORE](#)

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## MEDICAL RECEPTIONIST/ADMINISTRATOR - MODERN APPRENTICESHIP

**Contract:** Fixed Term - 12 months  
**Salary:** £10,140 per annum  
**Employer:** GP Practice in Abbeyhill area of Edinburgh  
**Closing Date:** This position will close when a suitable candidate is found



GP Practice based in the Abbeyhill area of Edinburgh.

You will be responsible for undertaking a wide range of reception and administrative duties and the provision of general support to the multidisciplinary team. You will work towards SCQF Level 6 Business and Administration.

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## OFFICE ADMINISTRATIVE ASSISTANT - MODERN APPRENTICESHIP

**Contract:** Fixed Term - 12 months  
**Salary:** £11,757 - £12,745 per annum  
**Employer:** GP Practice based in Dalkeith  
**Closing Date:** This position will close when a suitable candidate has been found



GP Practice based in Dalkeith.

You will provide a high quality, professional reception and administrative service to patients, doctors, staff, colleagues, health service professionals and others, while learning all aspects of working in a busy medical Practice and how to use NHS online systems. You will work towards SCQF Level 6 Business and Administration.

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## ADMINISTRATION MEDICAL PERSONAL ASSISTANT - MODERN APPRENTICESHIP

**Contract:** Fixed Term – 12 months  
**Salary:** £10,868 per annum  
**Employer:** GP Practice based in the north-east of Edinburgh  
**Closing Date:** This position will close when a suitable candidate is found



GP Practice based in the north-east of Edinburgh.

You will work as part of a team carrying out a variety of Personal Assistant, reception and administrative duties including telephone calls, emails and filing. You will work towards SCQF Level 6 Business and Administration.

[FIND OUT MORE](#)

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## EARLY LEARNING AND CHILDCARE - MODERN APPRENTICESHIPS

**Contract:** Permanent  
**Salary:** National Apprenticeship Wage  
**Employer:** Carousel Training Centre  
**Closing Date:** We recruit all year round



Carousel Training Centre is a Scottish Qualifications Authority approved centre which provides quality training to the Early Years sector. We do this by providing nurseries with Modern Apprentices who we then train to a standard of excellence in this very specialised area. We are an equal opportunities employer and training provider.

You will be employed full-time in a private nursery and we have a number of vacancies available across Edinburgh, Midlothian and East Lothian. You will be involved in helping children with their learning, development and growth in a stimulating environment. You will undertake SVQ Social Services (Children & Young People) at SCQF Level 7.

[FIND OUT MORE](#)

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## TRAINEE CHILDCARE PRACTITIONER - MODERN APPRENTICESHIP

**Contract:** Permanent  
**Salary:** National Minimum Wage  
**Employer:** North Edinburgh Childcare  
**Closing Date:** We recruit on an ongoing basis throughout the year



North Edinburgh Childcare Training Services recruits Modern Apprentices for our own organisation and on behalf of various nurseries and out of school care settings in Edinburgh and Midlothian.

You will be based in either a nursery or an out of school care setting providing provide a safe, caring and stimulating environment for babies and children and undertaking a range of duties including supporting the children to learn and develop through play and assisting with snack and lunches. You will work towards SVQ Level 3 Social Services Children and Young People (SCQF Level 7).

[FIND OUT MORE](#)

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## CHILDCARE - MODERN APPRENTICESHIPS



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

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

You will work full time work in a private nursery looking after children aged 0 - 5 years. The role will involve planning stimulating activities suitable for children's development and meeting the physical, emotional and developmental needs of individual children. You will work towards SVQ Level 3/SCQF Level 7 Social Services (Children and Young People).

[FIND OUT MORE](#)

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# Graduate Apprenticeships

## IT CYBER SECURITY - GRADUATE APPRENTICESHIP

**Contract:** Fixed Term - 4 years  
**Salary:** £20,500 per annum  
**Employer:** The People's Postcode Lottery  
**Closing Date:** Wednesday 28 June



The People's Postcode Lottery raises funds for good causes. Together with our partners and everyone who participates in the lottery, our staff members all work towards creating a better, greener, and more socially inclusive world.

You will be given the chance to undertake a wide range of tasks in order to develop and demonstrate knowledge and understanding of cyber security and forensics, and to develop practical, critical and analytical skills and attributes. You will work alongside our experienced and diverse team, whilst studying towards BEng (Hons) Cyber Security on a day release basis at Edinburgh Napier University.

[FIND OUT MORE](#)

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## SOFTWARE DEVELOPER - GRADUATE APPRENTICESHIP

**Contract:** Fixed Term - 4 years  
**Salary:** £20,500 per annum  
**Employer:** The People's Postcode Lottery  
**Closing Date:** Wednesday 28 June



The People's Postcode Lottery raises funds for good causes. Together with our partners and everyone who participates in the lottery, our staff members all work towards creating a better, greener, and more socially inclusive world.

You will be given the chance to dive deep into the world of software development, automated testing, and software monitoring. Working alongside our experienced and diverse team, you will develop an understanding of the gathering, storage, retrieval and analysis of information, whilst studying towards BSc (Hons) Software Development on a day release basis at Edinburgh Napier University.

[FIND OUT MORE](#)

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## MARKETING DATA ANALYST - GRADUATE APPRENTICESHIP

**Contract:** Fixed Term - 4 years  
**Salary:** £20,578 - £21,761 per annum  
**Employer:** Heriot-Watt University  
**Closing Date:** Tuesday 27 June



Heriot-Watt University has established a reputation for world-class teaching and leading-edge, relevant research, which has made it one of the top UK universities for innovation, business, and industry. Heriot-Watt University has five campuses: three in the UK (Edinburgh, Scottish Borders, and Orkney), one in Dubai and one in Malaysia.

Working closely with a matrix team of experts in their areas, you will provide a wide variety of analytical support for the Heriot-Watt Online team, and will be responsible for collecting, organising, analysing, and reporting on data to help improve marketing and recruitment strategies and campaigns. You will undertake BSc (Hons) Data Science.

[FIND OUT MORE](#)

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# Professional Qualifications

## TRAINEE MECHANICAL DESIGN ENGINEER

**Contract:** Permanent (dependent on a successful 3 month probationary period)  
**Salary:** £10,000 - £14,000 per annum starting salary depending on age  
**Employer:** Blackwood Partnership  
**Closing Date:** This position will close when a suitable candidate is found



Blackwood Partnership is a consultancy engineering company. We offer building and engineering services primarily within the construction sector of the industry. We get involved in a wide variety of projects ranging from shopping centres to data centres, affordable to high end housing, schools, factories and museums. Our website gives a larger flavour of the range and some photographs of projects we've completed. We are an equal opportunities employer.

This is an ideal opportunity for a school leaver. You will work as part of a small team undertaking various tasks including preparing plans and details using AutoCAD and building information modelling software, assisting with contract administration, and carrying out site inspections. You will undertake a supervised programme of training and college/university day release to obtain a suitable qualification in Building Services Engineering.

[FIND OUT MORE](#)

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## AUDIT APPRENTICESHIP PROGRAMME

**Contract:** Permanent  
**Salary:** Competitive  
**Employer:** KPMG  
**Closing Date:** Places will be filled as suitable candidates are found



KPMG in the UK is part of a global network of member firms that offers Audit, Consulting, Deal Advisory, Tax & Law and Technology services. Through the talent of over 15,000 people, we turn insights into opportunities, making a positive difference for our clients and the communities we serve.

Starting in Autumn 2023, you'll work as part of a team and may spend time on site at the companies you're auditing, in virtual or hybrid forms of audit delivery. From the start, you'll be working on complex projects alongside some of the brightest minds in business and benefit from learning every day. You will complete the AAT Level 3 and 4 plus the Level 7 ACA Professional Qualification.

[FIND OUT MORE](#)

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## ASSURANCE APPRENTICESHIP PROGRAMME – 14 POSTS

**Contract:** Permanent  
**Salary:** £21,250 per annum  
**Employer:** EY  
**Closing Date:** Friday 30 June



EY are a professional services organisation that helps companies make better decisions about business, finance and technology. How? By asking better questions that help us all in building a better working world. With 300,000 extraordinary people in more than 150 countries, working across four key business areas - Assurance, Consulting, Strategy and Transactions, and Tax - we're well-equipped to drive long-term value for our clients.

Starting out in assurance requires dedication, hard work and long hours, but the knowledge and experience you'll gain will set you on a fulfilling career path. You will receive structured training to upskill in digital technology such as data visualisation or design thinking and bring that into your audit work. You will complete a fully paid for professional qualification with the Institute of Chartered Accounts of Scotland (ICAS).

[FIND OUT MORE](#)

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# Programmes, Courses and Training

## GET INTO IT FUNDAMENTALS (ONLINE) - THE PRINCE'S TRUST

This online programme is a great opportunity for young people aged 16-30 who are interested in pursuing a career in IT. Four weeks of specialist training from Primed Talent in IT fundamentals. Young people will progressively build up knowledge of IT – starting with what components make a computer, how to install different software, what problems can occur with a computer, and finally how to fix those problems. The Prince's Trust staff will help candidates with interview and CV preparation. Young people will need access to a laptop or computer, and an internet connection, for the full programme. Mobile phones are not suitable.



**Qualifications gained:** N/A  
**Client group:** Young people aged 16-30  
**What is provided:** 4 weeks of specialist training from Primed Talent in IT fundamentals  
**Start date:** 24 July – 17 August – Selection day is 19<sup>th</sup> July  
**Duration:** 4 weeks (not including Taster Day)  
**Times and days:** 10 am – 4 pm Monday – Friday  
**Location:** Online

**For more information:** Email/telephone no: [Peter.Sweeney@princes-trust.org.uk](mailto:Peter.Sweeney@princes-trust.org.uk) / 07870483381  
Web: [The Prince's Trust | Start Something \(princes-trust.org.uk\)](http://The Prince's Trust | Start Something (princes-trust.org.uk))

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## GET STARTED IN HEALTH AND SOCIAL CARE (ONLINE) – THE PRINCE'S TRUST

This is an online course that has nine interactive sessions over 3 weeks. On this course you will learn about values-based recruitment within the sector, cover topics such as Infection Control, Adult Support and Protection, and Coping and Resilience. You will be able to talk with industry professionals and employers.



**Qualifications gained:** Options include Food Hygiene, First Aid, Mental Health First Aid.  
**Client group:** Young people aged 16-30 not in full-time employment or education  
**Start date:** 4-6 July, 11-13 July and 18-20 July.  
**Duration:** 9 x 2 hour sessions over 3 weeks  
**Times and days:** 10 am – 12 pm  
**Location:** Online Course

**For more information:** Email/telephone no: [HealthandSocialCare-Scotland@Princes-Trust.org.uk](mailto:HealthandSocialCare-Scotland@Princes-Trust.org.uk)  
07773 002886 or 0800 842842.  
Web: [The Prince's Trust | Start Something \(princes-trust.org.uk\)](http://The Prince's Trust | Start Something (princes-trust.org.uk))

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## GET STARTED IN HEALTH AND SOCIAL CARE – THE PRINCE'S TRUST

This four-day course will give you experience and a taste of what it is like to work in Health and Social Care. You will learn more about the roles and responsibilities of the sector, develop soft skill such as confidence, teamwork, and communication, gain a qualification for your CV and meet new people. Lunch is provided and travel costs are covered.



**Qualifications gained:** Options include Food Hygiene, First Aid, Mental Health First Aid.  
**Client group:** Young people aged 16-30 not in full-time employment or education  
**What is provided:** Transport and lunch  
**Start date:** 15 August - 18 August.  
**Duration:** 4 days  
**Times and days:** 10 am – 3 pm Tuesday 15 Aug – Friday 18 August  
**Location:** FetLor Youth Club, EH4 2NY

**For more information:** Email/telephone no: [mel.sayers@princes-trust.org.uk](mailto:mel.sayers@princes-trust.org.uk) / 07484 554701  
Web: [The Prince's Trust | Start Something \(princes-trust.org.uk\)](http://The Prince's Trust | Start Something (princes-trust.org.uk))

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## GET STARTED IN CONSTRUCTION WITH WEST LOTHIAN COLLEGE – THE PRINCE'S TRUST

This two-week course is a great opportunity for young people aged 16-30 who are interested in pursuing a career in construction. The course will be an introduction to trades such as plumbing, joinery, and electrical wiring. The young people will visit at least one construction site and will be supported by college and Prince's Trust staff with interview and CV preparation. Lunch is provided and travel costs are covered.



**Qualifications gained:** Possibility to use our Development Award scheme towards CSCS card  
**Client group:** Young people aged 16-30  
**What is provided:** Transport and lunch  
**Start date:** 31 July - 11 August. Taster Day is 26 July  
**Duration:** 2 weeks (not including Taster Day)  
**Times and days:** 10 am – 4 pm Monday 31 July – Friday 11 August  
**Location:** West Lothian College, [Almondvale Crescent, Livingston, EH54 7EP](#)

**For more information:** Email/telephone no: [emma.robinson@princes-trust.org.uk](mailto:emma.robinson@princes-trust.org.uk) / 07484 054157  
Web: [The Prince's Trust | Start Something \(princes-trust.org.uk\)](#)

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## SPRINGBOARD PROGRAMME - FOURSQUARE

Springboard is a 5 week employability and personal development programme aimed at moving young people toward education, training, and employment or support to sustain existing engagements.



During the programme, we deliver employability workshops on CVs, interviews, job searching, applying for college, budgeting and finance. In addition to the employability sessions, we will be doing a mixture of social activities like bowling, escape rooms and local sight-seeing. The programme will also focus on mental health and wellbeing topics such as anxiety and stress management.

The programme will culminate with a 3 day residential trip, and food, accommodation and transport are covered. The residential will allow participants to step out of their comfort zone and enjoy activities like archery, rock climbing and kayaking.

**Qualifications gained:**

- Emergency First Aid at Work
- REHIS Elementary Food Hygiene

**Client group:** 16-25 year olds who are accessing homelessness services across Edinburgh  
**What is provided:** Travel costs can be reimbursed, and lunch will be provided  
**Start date:** 20 June  
**Duration:** 5 weeks (20 June - 20 July)  
**Times and days:** 11am - 3pm Tuesday, Wednesday and Thursday  
**Location:** FourSquare, 454 Gorgie Road, Edinburgh, EH11 2RN

**For more information:** Email/telephone no: [springboard@foursquare.org.uk](mailto:springboard@foursquare.org.uk) or 07474 711139 (Lizzie van der Vossen)  
Web: <https://www.foursquare.org.uk>

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## BUILDING BRIGHTER FUTURES FUND EMPLOYABILITY PROGRAMME - MOVE ON

Building Brighter Futures Fund supports young people at Stage 2 of the employability pipeline to access quality work experience in a busy wood recycling workshop while sitting a CSCS test and gaining SCQF 3 Core Skills and Employability Award.

**MOVE ON**

- Participants can gain:** Work experience in a wood recycling workshop  
Industry recognised qualifications  
Support and funding to sit CSCS test  
SQA level 3 Core Skills  
SQA level 3 Employability Award  
Confidence building through one to one support and group work opportunities.
- Client group:** Stage 2 Employability Pipeline, 16 to 21 year olds (Edinburgh City, Lothians and Borders). Able to self travel to Edinburgh centre and Granton.
- What is provided:** Support to pass CSCS test, work experience and travel and lunch reimbursed
- Start date:** Tuesday 27 June
- Duration:** 8 weeks
- Times and days:** 11 am - 3pm Tuesday and Wednesday
- Location:** Move On Office, 7 Bakehouse Close, EH8 8DD  
Move On Wood Recycling, 3 New Broompark, Granton, EH5 1RS
- For more information:** Email [rebeccatennant@moveon.org.uk](mailto:rebeccatennant@moveon.org.uk)
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## GET STARTED IN RADIO AND BROADCASTING - THE PRINCE'S TRUST

During this one week course, young people will gain a wide range of experiences within this industry including learning about podcast creation, music playlisting, and presenting on a radio station. This course is run in partnership with Gaydio, an LGBTQ+ nationwide radio station.



- Qualifications gained:** N/A
- Client group:** Young people aged 16 - 30
- What is provided:** Transport covered and lunch provided
- Start date:** 24 - 28 July. Taster day on 19 July.
- Duration:** 5 days
- Times and days:** 10am - 4pm Monday to Friday
- Location:** Waldorf Astoria - The Caledonian, Princes Street, Edinburgh, EH1 2AB
- For more information:** Email/telephone no: [blake.dowds@princes-trust.org.uk](mailto:blake.dowds@princes-trust.org.uk)  
Web: [The Prince's Trust | Start Something \(princes-trust.org.uk\)](https://www.princes-trust.org.uk)
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## GET INTO RETAIL WITH M&S - THE PRINCE'S TRUST

During this 4 week employability course, young people will gain a wide range of experiences within M&S stores as well as support from M&S staff to help them potentially secure a job in retail. After a successful Taster Day, our main programme will offer them 4 weeks of work experience and training, and the chance to gain a 12 week paid contract with M&S. There are opportunities to work in M&S stores on Princes Street in Edinburgh, the Gyle Shopping Centre, and Livingston. Young people will have 6 months post-programme support from Prince's Trust staff.



- Qualifications gained:** Interview with M&S at the end of the programme with the chance to gain a 12 week paid contract
- Client group:** Young people aged 16 - 30
- What is provided:** Transport and uniform
- Start date:** 3 - 28 July, Taster day is on 20 June
- Duration:** 4 weeks
- Times and days:** 3 - 28 July
- Location:** Opportunities at M&S stores in Princes Street in Edinburgh, The Gyle Shopping Centre, and Livingston
- For more information:** Email/telephone no: [emma.robinson@princes-trust.org.uk](mailto:emma.robinson@princes-trust.org.uk) / 07484 054157  
Web: [The Prince's Trust | Start Something \(princes-trust.org.uk\)](https://www.princes-trust.org.uk)
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## YOUTH VOLUNTEERING SUMMER PROGRAMME – NHS Lothian

Are you aged 16-25? Do you want to gain new skills, try something new and learn more about what it's like in the NHS? The programme is a fantastic introduction to volunteering alongside receiving support from our staff and experienced volunteers, and a great opportunity for anyone to learn more about the NHS and potentially explore healthcare as a career pathway, or more generally just the chance to gain experience and build confidence in a busy environment.



This programme is specifically aimed at young people who are facing potential barriers to employment, who are struggling with their next steps or would really benefit from a supportive opportunity that will build their confidence and skills. Our recruitment is values-based, and as such no experience or specific skills are needed; we care more about who you are as a person.

- Qualifications gained:** Volunteers have a chance to achieve Saltire Awards for hours spent volunteering
- Client group:** Young people aged 16-25 who would benefit from a supported volunteering programme
- What is provided:** An orientation into the NHS will be provided and you'll be assigned experienced volunteers to shadow throughout your placement. You will be given a uniform. You will have the chance to get information and guidance on pathways to employment within the NHS from our Workforce Development team on completion. You will work on reflective work logs throughout to help you develop your skills and gain as much as you can from the experience. You will have the support of the Voluntary Services team if you have any queries/need additional support throughout.
- Start date:** Monday 17 July
- Duration:** 4 weeks
- Times and days:** Commitment is two days a week. However hours in those days will vary depending on hospital demands. A bespoke timetable for each volunteer will be provided.
- Location:** Royal Infirmary Edinburgh, Royal Hospital for Children and Young People, Western General Hospital, East Lothian Community Hospital and St John's Hospital
- For more information:** Applications close at 9 am on Monday 29 May. More information and application forms can be found on our website <https://careers.nhslothian.scot/volunteer/>  
Send applications or any queries [loth.summerplacements@nhslothian.scot.nhs.uk](mailto:loth.summerplacements@nhslothian.scot.nhs.uk)
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## PICK 'N' MIX TO EMPLOYMENT – SPACE TRAINING ACADEMY

Pick 'n' Mix to Employment is a project to help young people aged 16-24 find out more about the world of work and feel confident about their future. We run 3 sessions per week on Tuesday, Thursday and Friday afternoons which make our programme suitable for young people still at school, as well as those who have already left. We also offer 1:1 support and personalised action planning to help young people create the future they want.



**Qualifications gained:** You can choose a qualification to do as part of this course, depending on your interest and focus.

**Client group:** Young people 16-24 years old

**What is provided:** You can get involved with the following Pick 'n' Mix sessions:

**Tuesday 'Wellbeing' sessions** for you to meet others, do activities and have space to relax and have fun!

**Thursday 'Job Taster' sessions** to help you learn about different jobs. So far we have sessions in: working in a café/restaurant (catering & hospitality), working in a shop (retail), working with customers (customer service), working in an office (administration & office work), working in a salon (beauty & nails), working outdoors (outdoor work & gardening), working in the community (youth work & adult support), working in a hairdresser.

\*\*\*we are creating more sessions and you can request them too\*\*\*

**Friday 'Employability' sessions** for you to learn about how to get a job or further opportunities in a fun way, covering: how to identify your personal strengths & challenges, developing confidence & feeling good about your future, how to search for an opportunity, how to apply for an opportunity, CVs, cover letters and application forms, how to smash interviews.

**1:1 Planning sessions** for you to meet with a Project Worker and work out what goals you'd like to focus on. We also support you to find a positive next step, which could be a work placement, volunteering, a job or further training or education.

**Start date:** Tuesday 2 May

**Duration:** 10 weeks

**Times and days:** Tuesday afternoon at 2pm, Thursday afternoon at 1pm and Friday afternoon at 1pm (you can choose which sessions you attend). Sessions run for approximately 2 hours.

**Location:** Space at the Broomhouse Hub, 79-89 Broomhouse Crescent, EH11 3RH

**For more information:** Email/telephone no: [joyce.juma-phiri@spacescot.org](mailto:joyce.juma-phiri@spacescot.org) / 0131 455 7731 or 07512 233466

Web: <https://www.spacescot.org/>

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## SEE POTENTIAL - VENTURE TRUST

We work with people to gain the life skills, stability and confidence needed to reach their potential. Through person-centred support in communities and experiential learning in the outdoors, we challenge individuals to reflect on beliefs, attitudes and behaviours so they can unlock skills and learn new, more positive, ways of approaching situations.

The logo for Venture Trust, featuring the word "venturetrust" in a white, lowercase, sans-serif font on a dark blue rectangular background.

At any stage in life, people can struggle. That is why we focus on the path to a positive future, without forgetting what led people to us. Many people we work with are surviving outside mainstream support, are unemployed, or they may have never been in employment. Most have faced trauma.

- COMMUNITY – Outreach support and personal development through one to one and group work.
- WILDERNESS – Intensive outdoor learning in the Scottish Highlands.
- WELLBEING – Free, confidential outdoor therapy sessions with qualified therapists for 16-25yr olds.
- EMPLOYABILITY – Coaching, training and accredited qualifications for 16-24yr olds.

**Qualifications gained:** SQA qualifications available on some programmes  
**Client group:** Various - see website for further details  
**What is provided:** Personal community-based worker and multi-day wilderness journey  
**Start date:** Ongoing  
**Duration:** Up to 9 months  
**Times and days:** Available 9 am - 5 pm Monday to Friday  
**Location:** Based in Edinburgh and the Lothians

**For more information:** Email/telephone: [louise@venturetrust.org.uk](mailto:louise@venturetrust.org.uk) / 07785 627048  
Web: [www.venturetrust.org.uk](http://www.venturetrust.org.uk)

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## SHORT COURSE PROGRAMME – THE ACADEMY OF MUSIC AND SOUND

Our free Short Course Programme, in partnership with Fife College, offers the chance to develop skills and knowledge in a Music Industry area of your choice. Our programmes are taught by Music Industry professionals and each year between 400 and 500 people study on our short courses. We currently offer courses in:



- Intro to Studio Recording
- Sound Production
- Music and Sound for Games
- Singer/Songwriting
- Hip Hop and Rap Songwriting and Beatmaking
- Instrumental Performance
- Make Your Own Digital Synthesiser
- Women in Music
- Working in the Creative Industries.

**Qualifications gained:** SQA Units or a National Progression Award (depending on course)  
**Client group:** Anyone aged 14 years or older and resident in Scotland. For those wishing to develop their skills for professional use. Some courses offer an introduction to subjects while some are more advanced.  
**What is provided:** Tuition, online or in-person (depending on course)  
**Start date:** Variable – please see our website for more information  
**Duration:** 6 weeks, one day per week or two evenings per week  
**Times and days:** Saturdays, Sundays and evenings 1800 - 2100  
**Location:** Online, Glasgow, Edinburgh

**For more information:** Email/telephone no: [shortcourses@academyofmusic.ac.uk](mailto:shortcourses@academyofmusic.ac.uk) / 0141 221 4458 | 0131 656 0600  
Web: <https://www.academyofmusic.ac.uk/short-course-information/>

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## FOOTBALL WORKS - STREET SOCCER SCOTLAND

Street Soccer provide football-themed training and personal development opportunities for socially disadvantaged groups across Scotland. 10 week football themed employability, mental health and wellbeing course now running and on throughout 2023. Free football drop in sessions for adults across Edinburgh for all abilities and including walking football / female only / ASN specific groups.



<b>Qualifications gained:</b>	SCQF and other qualifications
<b>Client group:</b>	Open to adults over 16
<b>What is provided:</b>	Free football sessions, mental health support, group work, 1-1 support, work placements, SCQF and other qualifications
<b>Start date:</b>	Ongoing
<b>Duration:</b>	Ongoing
<b>Times and days:</b>	Monday to Friday at various venues
<b>Location:</b>	Leith, Portobello, Sighthill, Muirhouse, Oxfgangs, East Lothian, Livingston
<b>For more information:</b>	Email/telephone no: <a href="mailto:robbie@streetsoccerscotland.org">robbie@streetsoccerscotland.org</a> / 07480 979919 Web: <a href="http://www.streetsoccerscotland.org">www.streetsoccerscotland.org</a>

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## REFRESH TRAINING AND WORK EXPERIENCE - FRESH START

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



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

<b>Qualifications gained:</b>	Working towards various SQA and SCQF accredited qualifications at levels 3 and 4 gaining work experience and building confidence
<b>Client group:</b>	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
<b>What is provided:</b>	All resources to complete the programme, travel expenses
<b>Start date:</b>	Rolling programme
<b>Duration:</b>	8 - 12 weeks
<b>Times and days:</b>	Varied but mostly Tuesday, Wednesday and Thursday
<b>Location:</b>	Fresh Start, 22-24 Ferry Road Drive, Edinburgh EH4 4BR
<b>For more information:</b>	Email/telephone no: <a href="mailto:duncan@freshstartweb.org.uk">duncan@freshstartweb.org.uk</a> Web: <a href="http://www.freshstartweb.org.uk/training-initiative">www.freshstartweb.org.uk/training-initiative</a>

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# HUB PRE-APPRENTICESHIP PROGRAMME - THE GRASSMARKET COMMUNITY PROJECT

## Who we are:

We believe in a world where people reach their full potential, feel positive about themselves, valued, and connected to others and the wider community.

We have created an inclusive person-centred environment where people can develop skills, build positive relationships, and enjoy an ongoing sense of belonging.

We are Edinburgh's employer of the year 2021!



## What are we looking for?

Young people considering practical training with a keen interest in catering and events.

No experience or qualifications required.

## What will be achieved?

A huge sense of achievement – a feeling of working towards your long-term goals and have a strong purpose.

Lasting connection to the Grassmarket Community Project.

Positive industry experience and a reference to support you into part or full-time work, training, college, or community volunteering depending on your individual goals.

Tangible proven skills, qualifications, and increased confidence.

Opportunity to apply for a paid Modern Apprenticeship with an employer or the Grassmarket Community Project in Catering, Events or Food & Beverage.

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

## Client group:

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 are provided every day (city-wide Edinburgh travel is free to use 7 days a week).
- Team activity at the beginning and end of your placement.
- One-to-one support from the Youth Engagement team.

## Start date:

TBC

## Duration:

Up to six months

## Times and days:

16 hours paid per week (£68.80)

## Location:

Edinburgh

## For more information:

Email: [derek@grassmarket.org](mailto:derek@grassmarket.org)

Web: [www.grassmarket.org](http://www.grassmarket.org)

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## TRANSFORM THROUGH TRANSITIONS - LINK LIVING

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



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

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

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

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

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## LINKNET MENTORING LTD

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.

<b>Qualifications gained:</b>	Certificates will be provided for some of the courses.
<b>Client group:</b>	Ethnic Minorities
<b>What is provided:</b>	All LINKnet services are free of charge and offered to minority ethnic people
<b>Start date:</b>	Ongoing
<b>Duration:</b>	3 - 6 months
<b>Times and days:</b>	Flexible
<b>Location:</b>	31 Guthrie Street, Edinburgh, EH1 1JG
<b>For more information:</b>	Email/telephone: <a href="mailto:volunteers@linknetmentoring.com">volunteers@linknetmentoring.com</a> or <a href="mailto:linknet2@linknetmentoring.com">linknet2@linknetmentoring.com</a> / 07447 228686 or 07957 989804 Web: <a href="http://www.linknetmentoring.com">www.linknetmentoring.com</a>

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

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



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

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

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

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

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

**Start date:** Ongoing/flexible

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

**Times and days:** Ongoing/flexible

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

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

**For more information:** Email/telephone: [ashert@ruts.org.uk](mailto:ashert@ruts.org.uk) / 0131 663 5736

Web: [www.ruts.org.uk](http://www.ruts.org.uk)

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## THE JOURNEY PROGRAMME – VENTURE SCOTLAND

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



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

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

<b>Qualifications gained:</b>	Optional SQA qualifications levels 3 & 4, John Muir Award, Scottish Canoe Association Awards
<b>Client group:</b>	Anyone aged 16-30 who is struggling and would like the support to make positive changes to their wellbeing.
<b>What is provided:</b>	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.
<b>Start date:</b>	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.
<b>Duration:</b>	Up to 12 months long
<b>Times and days:</b>	Varied but mostly within Monday-Friday and usually 2 days each week. Residentials might run over weekends.
<b>Location:</b>	Venture Scotland, Offices 1&2, 4 Norton Park, Edinburgh EH7 5RS
<b>For more information:</b>	Email/telephone no: <a href="mailto:admin@venturescotland.org.uk">admin@venturescotland.org.uk</a> 07535 164285 Web: <a href="https://venturescotland.org.uk">https://venturescotland.org.uk</a>

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## Useful links

- ✓ **Apprenticeships.scot - Skills Development Scotland**  
[www.apprenticeships.scot](http://www.apprenticeships.scot)
- ✓ **Edinburgh Fuse**  
[www.edinburghfuse.com/jobs](http://www.edinburghfuse.com/jobs)
- ✓ **Edinburgh Guarantee – Information for Young People**  
[www.edinburghguarantee.org/young-people](http://www.edinburghguarantee.org/young-people)
- ✓ **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)
- ✓ **New Futures provides tailored careers advice and support**  
[New Futures](#)
- ✓ **The City of Edinburgh Council – Opportunities for Young People**  
[www.edinburgh.gov.uk/opportunities-young-people](http://www.edinburgh.gov.uk/opportunities-young-people)
- ✓ **The 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 Young Person's Guarantee Opportunity Finder**  
<https://opportunities.youngpersonsguarantee.scot>
- ✓ **The Young Person's Guarantee School Leavers Toolkit**  
[www.myworldofwork.co.uk/schoolleaverstoolkit](http://www.myworldofwork.co.uk/schoolleaverstoolkit)