

# Edinburgh Guarantee Opportunities Bulletin



Wednesday 3 May 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:

- ✓ **Passive Fire Protection Operative/Firestopper – Stopfire Ltd**
- ✓ Community Support Workers (Full time and part time) – Edge Group Scotland
- ✓ Customer Service Representative (remote working) – Legal-Pythia
- ✓ 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:

- ✓ 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:

- ✓ **Early Years Practitioner – Modern Apprenticeship – 15 posts – The City of Edinburgh Council**
- ✓ **Horticulture – Modern Apprenticeship – The Royal Botanic Garden Edinburgh**
- ✓ **Business Administrator – Modern Apprenticeship – Limelight/Scotia Wealth Management**
- ✓ **Digital Business Administrator – Modern Apprenticeship – QA/The Yard**
- ✓ Trainee Administrative Officer – Modern Apprenticeship – Limelight/Prospect Community Housing
- ✓ Engineering Maintenance (Multi-skilled) – Modern Apprenticeship - ScotRail
- ✓ IT Support Engineer – Modern Apprenticeship – QA/Dunedin IT
- ✓ Business Administration – Modern Apprenticeship – QA/Icelandic
- ✓ Mechanic – Modern Apprenticeship – GTG/Farmer Autocare, Marchmont
- ✓ Mechanic – Modern Apprenticeship – GTG/Farmer Autocare, Blackhall
- ✓ Mechanic – Modern Apprenticeship – GTG/A garage based in Wester Hailes
- ✓ Customer Sales Apprenticeship Programme – 7 posts - Sky
- ✓ Providing Financial Services (Contact Centre) - Modern Apprenticeship - 24 posts - Leadership Through Sport & Business/Royal Bank of Scotland
- ✓ 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

## Professional Qualifications:

- ✓ Audit Apprenticeship Programme - KPMG
- ✓ Assurance Apprenticeship Programme – 14 posts - EY

## Programmes, Courses and Training:

- ✓ **Aiming High (Employability Programme) – Action for Children**
- ✓ Get Started in Sports Coaching – 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

## 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.

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## CUSTOMER SERVICE REPRESENTATIVE (REMOTE WORKING)

**Contract:** Fixed Term – 13 months  
**Salary:** National Minimum Wage  
**Employer:** Legal-Pythia  
**Closing Date:** This position will close when a suitable candidate is found

LEGAL PYTHIA

Legal-Pythia is an information technology solutions provider based in Glasgow. Specialising in artificial intelligence, we organise, categorise and search data for duplication and contradictions for governmental and commercial entities including legal and financial institutions.

Working in a small team on a fully remote basis, duties will include managing large amounts of incoming phone calls, generating sales leads and meeting personal/customer service team sales targets and call handling quotas. Candidates must be resident in Edinburgh in order to meet funding requirements. We welcome applications from candidates with barriers to employment.

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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.

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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

## 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.

[FIND OUT MORE](#)

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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.

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# Modern Apprenticeships

## EARLY YEARS PRACTITIONER - MODERN APPRENTICESHIP – 15 POSTS

**Contract:** Fixed term until June 2025 - Term time only  
**Salary:** £21,697 - £21,979 per annum (pro rata for 39 weeks sessional)  
**Employer:** The City of Edinburgh Council  
**Closing Date:** Sunday 14 May



The City of Edinburgh Council is committed to assisting people within the local area by providing the opportunity to gain skills and knowledge in the world of work through our Modern Apprenticeship Programme. Modern Apprenticeships (MAs) offer new entrants to the labour market the chance of paid employment combined with the opportunity to gain nationally recognised qualifications relevant to the occupational area.

You will be trained to work as an effective member of a multi-disciplinary or other team promoting a stimulating environment which balances education and care for children and young people, meeting children's individual needs and those of their families, enabling each individual to achieve their potential. You will work towards SCQF Level 7 (SVQ Level 3) in Social Services (Children and Young People).

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## HORTICULTURE - MODERN APPRENTICESHIP - 2 POSTS

**Contract:** Fixed Term - 2 years  
**Salary:** £21,052 per annum  
**Employer:** The Royal Botanic Garden Edinburgh  
**Closing Date:** Thursday 25 May



The Royal Botanic Garden Edinburgh (RBGE) is a world leading botanical institute and international visitor attraction taking positive action for plants and people; from local communities across Scotland to more than 40 countries around the world. Our four Scottish gardens - Benmore, Dawyck, Logan and 'The Botanics' in Edinburgh - attract over a million visitors every year. Together, these gardens comprise one of the richest plant collections on earth.

This is a fantastic opportunity for two enthusiastic young people with an interest in gardening, horticulture and the outdoors to join our team in Edinburgh. You will learn all aspects of horticulture, spending time in all areas of the garden including arboriculture, alpine, glasshouses, herbaceous, lawns and nursery. You will also attend college on a day release basis where you will work towards gaining a horticultural-related qualification.

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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:** Monday 22 May



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.

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## DIGITAL BUSINESS ADMINISTRATOR - MODERN APPRENTICESHIP

**Contract:** Permanent  
**Salary:** £16,302 per annum  
**Employer:** The Yard  
**Closing Date:** Wednesday 24 May



The Yard is a leading Scottish charity working with children and young people aged 0-25 with additional support needs, and their families, through adventure play sessions in Edinburgh, Dundee and Kirkcaldy. The Yard offers creative and inclusive play experiences in a well-supported environment, alongside wraparound support for the whole family. We provide a varied programme including youth clubs, respite, early years, schools and family play sessions.

Based in our head office at Canonmills, this role will provide you with the opportunity to work across the breadth of the organisation gaining invaluable experience, and learn all about digital administration in a friendly, supportive environment. You will work towards SCQF Level 6 in Digital Applications.

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## TRAINEE ADMINISTRATIVE OFFICER - MODERN APPRENTICESHIP

**Contract:** Permanent  
**Salary:** £19,891 per annum  
**Employer:** Prospect Community Housing  
**Closing Date:** Friday 5 May



Prospect Community Housing is a Registered Social Landlord providing affordable homes for rent in the Wester Hailes area of Edinburgh.

Based in our office at Wester Hailes, you will be an essential part of our Front Office team as the first point of contact for callers and visitors, and will carry out a variety of reception and administrative duties. You will work towards Business and Administration at SCQF Level 6.

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## ENGINEERING MAINTENANCE (MULTI-SKILLED) - MODERN APPRENTICESHIP - 2 POSTS

**Contract:** Fixed Term - 4 years  
**Salary:** £19,901 per annum  
**Employer:** ScotRail  
**Closing Date:** Saturday 6 May



ScotRail provides nearly 100 million passenger journeys each year, with over 2,000 intercity, regional and suburban rail services a day, more than 340 stations, and just under 800 trains serving Scotland's railway. The ScotRail network is vital to Scotland's communities and to the country's booming tourist industry. With over 5,000 employees based across Scotland, we are a large employer with a proud history.

Based at the Haymarket depot, your time will be divided between attending college and gaining real life workplace experience with ScotRail. You will progress through a Modern Apprenticeship in Engineering Maintenance (Multi-skilled) over a 4 year programme. As well as gaining a broad range of technical and professional knowledge and experience, you will also gain academic and vocational qualifications.

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## IT SUPPORT ENGINEER - MODERN APPRENTICESHIP

**Contract:** Permanent  
**Salary:** £16,000 - £18,000 per annum  
**Employer:** Dunedin IT  
**Closing Date:** Monday 29 May



Dunedin IT is one of Scotland's most trusted and experienced technology and connectivity providers providing end-to-end services. We have offices based in Edinburgh and Glasgow, supporting 150 organisations across Scotland and England. We have engineering presence in Poland, North East and South of England.

Based in our office at Canonmills, you will work with the helpdesk team across multiple locations on a varying range of IT requests, ensuring support requests are logged accurately, prioritised with Service Level Agreements. You will work towards SVQ Level 3 in IT Professional.

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## BUSINESS ADMINISTRATION - MODERN APPRENTICESHIP

**Contract:** Permanent  
**Salary:** £13,000 per annum  
**Employer:** Icelantic  
**Closing Date:** Monday 22 May



Icelantic was born in 2000 with the ambition of offering professional IT support and consultancy services to small and medium sized businesses, at a price that made small business sense, combined with a service that felt personal and relevant to small business needs.

Based in our office at Canonmills, you will undertake a variety of administration and accounts tasks including organising meetings, arranging travel, scanning and uploading documents, and data entry. You will work towards SVQ Level 3 / 4 in Business and Administration.

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## MECHANIC - MODERN APPRENTICESHIP

**Contract:** Permanent  
**Salary:** £5.28 per hour  
**Employer:** Farmer Autocare, Marchmont  
**Closing Date:** Friday 5 May



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 5 May



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 5 May



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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## CUSTOMER SALES APPRENTICESHIP PROGRAMME - 7 POSTS

**Contract:** Permanent  
**Salary:** £19,750 per annum  
**Employer:** Sky  
**Closing Date:** Sunday 28 May



Sky is one of Europe's leading media and entertainment companies and we are proud to be part of Comcast Corporation. Across six countries, our innovative products connect 23 million customers to the best apps, and all the entertainment, sports, news and arts they love, including our own award-winning original content.

Based in our Contact Centre in Livingston, you will be part of one of our Customer Sales Teams. We'll help you to develop all the skills, knowledge and confidence you need to deliver the best service in the country to new and existing customers. You will be fully supported to achieve a nationally recognised Level 2/3 Customer Service qualification by the end of your first 15 months.

[FIND OUT MORE](#)

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

**Contract:** Permanent  
**Salary:** £20,000 per annum  
**Employer:** Leadership Through Sport & Business/Royal Bank of Scotland  
**Closing Date:** Saturday 6 May



Leadership Through Sport & Business (LTSB) is a social mobility charity that prepares and supports bright young people from disadvantaged backgrounds into meaningful roles with major firms. We make sure those at risk of under-employment find careers equal to their ambition and ability, and can contribute from their first day on the job. LTSB and NatWest are looking for young people who are passionate about Financial Customer Service to join our Contact Centre programme for apprenticeship opportunities.

LTSB has partnered with NatWest Group to bring a range of apprenticeship opportunities for young people from disadvantaged backgrounds. Based at RBS Gogarburn, you'll be the first point of support for personal banking customers in the Contact Centre telephony and complaints teams. You will undertake Providing Financial Services Modern Apprenticeship at SCQF Level 6.

[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:** Friday 26 May



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.

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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.

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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.

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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.

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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.

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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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# Professional Qualifications

## 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:** Monday 12 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

## ACTION FOR CHILDREN- AIMING HIGH (EMPLOYABILITY PROGRAMME)

We are running a 6 week training programme aimed at young people who would like to explore different career sectors and gain employability skills. On completion of the programme, you will be supported to explore progression opportunities including college, employment, and further training.



<b>Qualifications gained:</b>	REHIS Health & Safety, SQA ICT Award, SQA Personal Development Award, First Aid Workshop and Employability Skills
<b>Client group:</b>	16-24 years
<b>What is provided:</b>	£11/day if eligible
<b>Start date:</b>	Tuesday 16 May
<b>Duration:</b>	6 weeks
<b>Times and days:</b>	Tuesday to Thursday, roughly 9:30am – 3pm
<b>Location:</b>	Unit 13, Castlebrae Business Centre/ Inch Community Education Centre
<b>For more information:</b>	Email/telephone no: <a href="mailto:enkhjin.tugsjargal@actionforchildren.org.uk">enkhjin.tugsjargal@actionforchildren.org.uk</a> / 07929 067122 Web: <a href="http://actionforchildren.org.uk">actionforchildren.org.uk</a>

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## GET STARTED IN SPORTS COACHING - THE PRINCE'S TRUST

An introduction into the world of sport and coaching! Where young people can take part in team building, orienteering and problem solving. Young people will also learn the role of strength and conditioning in sports, and health and fitness testing for sports.



<b>Qualifications gained:</b>	College certificate of attendance for all the scheduled activities, BCU Start Award (basic canoe safety), Go MTB level 1 (basic mountain bike skills), Introduction to basic First Aid (separate College certificate)
<b>Client group:</b>	Young people aged 16 - 30
<b>What is provided:</b>	Lunch and transportation
<b>Start date:</b>	Pre-registration day: Friday 12 May Programme start: Monday 15 May
<b>Duration:</b>	One week
<b>Times and days:</b>	10am-3.30pm, Friday 12 - Friday 19 May (not including the weekend)
<b>Location:</b>	Edinburgh College, Granton Campus, 350 West Granton Road, EH5 1QE (except paddle sport activity which will be at Edinburgh College, Sighthill Campus, Bankhead Avenue, EH11 4DE)
<b>For more information:</b>	Email/telephone no: <a href="mailto:emma.robinson@princes-trust.org.uk">emma.robinson@princes-trust.org.uk</a> / 07484 054157 Web: <a href="http://The Prince's Trust   Start Something (princes-trust.org.uk)">The Prince's Trust   Start Something (princes-trust.org.uk)</a>

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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 15 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)