

Guide to Employability Services in Edinburgh



Edinburgh **Health and Social Care** Partnership



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Keeping the guide up to date:

Services have been included within this guide to provide comprehensive, useful and accurate Community Service listings available within the Capital and online. Please email (with hyperlink) any additions or entry update changes for consideration.

Email: ConnectHereUpdates@nhslothian.scot.nhs.uk

Disclaimer:

The inclusion of services or projects in this guide is in no way a commercial endorsement on the part of Edinburgh Health and Social Care Partnership or NHS Lothian. We are unable to guarantee the quality of service provided by the organisation listed. If you have concerns about a service listed here, please contact the service provider in the first instance and their professional body, if one exists. Please email an experience update to us and it will be taken into consideration whilst updating the next guide. Whilst every effort has been made to ensure the accuracy and reliability of the information in this guide, neither Edinburgh Health and Social Care or NHS Lothian will accept liability for errors or omissions in any resulting harm.

Email: ConnectHereUpdates@nhslothian.scot.nhs.uk



Next Step Edinburgh

Next Step Edinburgh is a service offering free support for unemployed people who are looking for work.

The Next Step Project is delivered by Community Renewal Trust who have offices in Muirhouse in north Edinburgh and Bingham in east Edinburgh.

The service does not believe in a one size fits all approach. We know that everyone is different, and we listen to the needs of each client and together we come up with a plan. Some people just need a job right away and we can link them with employers we have relationships with. For everyone else, we work with them, so they are ready for when the job market recovers.

Help can come in the form of writing or refreshing a CV, helping with applications, interview training or directing people to vocational training if they are thinking of a specific career. If we cannot support all a person's needs, then we can link people with specialist organisations who can help out.

Appointments can be made online or by phone or you can drop in Monday – Friday 10am – 4pm at one of the two neighbourhood offices in east and north Edinburgh

The friendly team invite you for a cup of tea and a chat; they will get to know YOU and what YOU want. Then, they will support you whatever your employment related requirements – feel free to give them a call.

Contact Details:

Next Step Edinburgh (Part of Community Renewal)

T: 0300 365 0025 - Employment Support

E: admin@communityrenewal.org.uk

W: www.nextstepedinburgh.org/

In person: Community Renewal: Pennywell, 31 Pennywell Rd, Edinburgh, EH4 4PJ

In Person: Community Renewal, 31 Bingham Avenue, Bingham EH15 3HZ

FB: www.facebook.com/nextstepedinburgh

Tw: twitter.com/NextStepEdin

I: www.instagram.com/nextstepedinburgh/



All in Edinburgh

All in Edinburgh offers free employment support to people who have a disability or long-term health condition in Edinburgh. AIE help match people with the organisation – and the job – that is right for them.

All in Edinburgh is run by five organisations working together. These are: The Action Group, ENABLE, Works, Forth Sector and IntoWork and is an established, high profile, and well-respected programme within Edinburgh. It represents an ambitious, and in many ways innovative, approach to comprehensive city-based delivery of a high quality supported employment service. The five main approaches of support which AIE offer are:

‘Stage 1: Client Engagement, Stage 2: Vocational Programming, Stage 3: Job Finding, Stage 4: Employer Engagement, Stage 5: On and Off The Job Support’

All in Edinburgh also work with organisations that are looking to recruit people they may not have considered before. Find out more about what they can do for somebody looking for supported employment or for an employer looking to recruit someone.

All in Edinburgh is still operating during the pandemic and can offer support remotely to any person with a disability or long-term health condition seeking employment.

All in Edinburgh can offer support to those currently facing redundancy and would like support through this process and to find a new job, please contact them for support.

Contact Details:

All in Edinburgh

Telephone: 0300 020 0101

E: info@allinedinburgh.org.uk

W: allinedinburgh.org.uk/

FB: www.facebook.com/AllinEdinburgh/

Tw: twitter.com/allinedinburgh?lang=en

I: www.instagram.com/allinedinburgh/?hl=en



Writing a CV

CV stands for curriculum vitae, it is a document used when applying for jobs. It allows you to summarise your education, skills and experience enabling you to successfully sell your abilities to potential employers. Writing a good CV does take a bit of effort and time. It takes thought, preparation and constant tweaking for each job that you apply for to ensure that it reflects the qualities and values that your prospective employer may be looking for.

There are three types of approach to CV formatting: Chronological; Functional and a combination of both.

Chronological:

This kind of CV is used by a lot of job seekers. In this kind of format the work experience section receives the most emphasis, with items listed in order of most recent to oldest. Sections in this kind of format:

- Contact Information – Your email should be professional and concise!
- Personal profile or career objectives – Do not go over 5 lines in length.
- Work Experience – Most recent to oldest. Under each job, set out a number of bullet points that describe your achievements.
- Education
- Professional memberships.
- Hobbies and personal interests.

Advantages <ul style="list-style-type: none">• Useful for those applying within the same industry as it will show your career progression.• It is a favourite format for most employers, who simply want to get a feel for your career to date.• If you do not have many achievements across your career, taking a job by job approach will save you having a separate “Achievements” section which may look small.
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Disadvantages <ul style="list-style-type: none">• If you have gaps in your employment which you would rather not discuss, a chronological CV will make them more obvious.• If your changing career direction, this kind of format will add little information to your new employer, who will be more interested about your transferable skills.

Functional

This layout focuses more on skills that are relevant to the role being applied for.

- Contact Information.
- CV Summary.
- Skills Summary: Employers are looking for a mix of hard and soft skills that fit the requirements of the job. Hard skills are the technical knowledge or training you have obtained through experience. Soft skills are attributes and habits that describe how you work individually or with others.
- Additional Skills.
- Work Experience.
- Education.

Advantages

- If you have changed job frequently or if you have several career gaps, a functional CV will help to place the emphasis on what you have to offer as a whole rather than on the chronology.
- If you are changing industry, a functional CV will help the recruiter focus on your transferable skills.

Disadvantages

- If you do not have much work experience, you may struggle to highlight achievements in a separate section.
- This kind of format CV will not allow you to highlight a consistent career progression.

Combined CV Format:

This type of format combines the chronological and functional approaches. This format places equal emphasis on skills and work experience. You will have less space for other sections e.g. volunteer work, interests, etc. because you want to give plenty of attention to both your skills and work experience.

- Contact Information
- Skills Summary*
- Additional Skills*
- Work Experience*
- Education

*The layout for this type of resume is flexible, so you can choose the order of the skills and work experience section. But 'Additional Skills' should always follow 'Skills Summary.'

Advantages

- Perfect format if you have a strong career progression and many achievements.
- Enables you to sell your strengths as well as your experience.
- Longer than a functional or chronological CV.

Disadvantages

- Failing to get the reader's attention with the right profile at the start of the CV may result in the whole CV remaining unread.
- Not suitable for those with little experience or achievements.
- Not suitable for those with employment gaps.

Which type of CV should I use?

A CV format should be suited to your personal profile and the level of job that you are applying for.

CV type	Focus	Suitable for
Chronological	Work Experience	Almost anyone
Functional	Skills and Expertise	Job seekers with no work experience or career changers
Combined format	Mix between work experience and skills	Career changers and senior professionals with lots of work experience

And Finally.....

It is a sobering thought that your CV may never see a human eye because of the increasing use of Applicant Tracking Systems. This is the software used by many companies to automate the hiring process. The system removes the need for any new involvement in the early stages of the recruitment process. Applicants provide their CV and covering letter and the ATS reads it looking for important keywords and qualifications. It sorts each application and compares it to the posted job requirement, selecting the applications that best suit the job description.

How to beat the Applicant Tracking System

Key Words: The ATS is looking for keywords in your CV. It compares the contents of your CV to the relevant job description, looking for the best match. This is why your CV needs to be tailored to for each job application that you submit. Read the job advert and use the same language to describe your skills and experience.

Do not stuff your CV full of the same keywords, instead be subtle and spread them out throughout the CV. Focus on the skills section, where you list your core competencies or abilities, try to use the right keywords in a way that fits in the CV organically and is easy for the ATS software to read.

Use standard section headings: ATS use headings to navigate your CV so that the information in each section can be correctly parsed and understood. For this reason, take care to use simple headings that the ATS will recognize.

Keep it simple: The ATS must be able to navigate your CV easily, without getting lost in complex formatting, so keep the format simple.

Check your spelling and grammar: The system is looking for matching keyword and relevant headings, so a misspelled word will not register as a match, even if you are the ideal candidate for the job.

Useful Resources:

CV Library: www.cv-library.co.uk/career-advice/cv/

Jobs.ac.uk: career-advice.jobs.ac.uk/academic/how-to-write-a-good-cv/

Marcus Webb Associates: www.marcus-webb.co.uk/useful-resources/cv-writing-tips/



Dressing for a Job Interview

Online job interviews are likely to be the norm for some time. The old rules about job interview dress codes in this new environment still apply. Preparation should be your guiding principle.

Plan Ahead

Think about what you are going to wear on the day, plan your outfit. Do not leave this until the morning of the day of the interview when you find that you have a problem.

Dress with confidence

How we dress can affect how we feel about ourselves and how we interact with other people. Whatever you choose to wear, it should help you to feel comfortable and confident. This will help your attitude and responses during the interview.

You only have limited chances to impress at a job interview so dressing correctly is an opportunity that should not be missed.

What should I wear?

Whatever the job is that you have applied for do not, in this age of online job interviews, make the mistake of only dressing the top half of your body in business attire. Wearing pyjamas or jogging pants to an online job interview may make you feel comfortable but it will impact upon how you come across.

Scope out the office dress code

If you're unsure about whether or not you should wear a suit, look at what employees are wearing in their LinkedIn profile photos or have a look at what people are wearing on the company's 'About us' page. Sometimes even asking about the dress code can still leave you confused. For instance, you might hear that a company is "business professional." But what's the difference between that and business casual?

Professional / Business Interview Attire

Generally, a job interview calls for you to wear professional, or business, attire. For men, this might mean a suit jacket and trousers with a shirt and tie or a sweater and button-down shirt. For women, a blouse and dress pants or a statement dress is appropriate.

Non-Professional / Business Casual Interview Attire

If you have a job interview in a more informal work environment, you might wear a business casual outfit. Business casual outfits are less formal than a suit, but they are also more professional and polished than, say, a T-shirt and chinos

For women, a blouse in a block colour or a white shirt, dress pants and covered toe shoes are a good choice.

Casual Interview Attire

If you have an interview at a start-up company, head-to-toe formal business attire might be inappropriate. Rather than showing up in a black suit and dress shoes, opt for something that is relaxed but still presentable: relaxed-fit khakis, dark-wash chinos, and a nice top, for example.

Don't wear a brand-new outfit

Above all, interview clothes should make you feel confident and comfortable. Which means you shouldn't wear anything you've never worn before.

It is not a good idea to buy a brand new suit and wear it for the first time to your interview because you won't feel like yourself. You also won't yet know how the suit behaves on you: Does it crease? Is there an itchy label? Are your arms restricted? Is it hot?

If you are going to buy a suit purchase it a few days in advance of the interview and wear it around the house for a day to get used to it.

Alternative approaches

Dressing to impress at a job interview can cost money, this is a very hard cost to bare if you are financially hard up. Covid-19 has hit many people's finances and their jobs. Trying to get back on your feet and get another job is difficult. Fortunately, Edinburgh has two services which may be of help to those preparing for an interview.

Grassroots Clothing Project

Grassroots Clothing Project supplies free to keep interview clothing to men in need. Been out of employment for a while? Confidence taken a bit of a knock? Can't afford the proper interview clothes? There are a lot of men like you who want to get back into work. But everything just seems too difficult with so many hurdles and barriers to overcome. And that's why Grassroots Clothing Edinburgh was formed to help men just like you get their life back on track and back into employment.

To refer yourself or a client for assistance with free to keep interview clothing email: grassrootsclothingedinburgh@gmail.com with your exact size requirements. All stock is stored in numerical order, so please do not use small, medium, large etc. Proof of interview/placement may be required.

T: 07887 492 411

E: grassrootsclothingedinburgh@gmail.com

W: grassrootsclothingedinburgh.co.uk/

FB: www.facebook.com/grassrootsclothingservice/

Tw: twitter.com/GRclothingEdin

Smart Works

Since its opening in 2014, Smart Works Edinburgh has assisted more than 1000 women, providing work outfits from their stock of high-quality clothes donated by the public, local businesses and retailers. With styling advice and interview training offered too, the support helps women feel more confident and increases their chances of securing jobs.

This service is open to any women in the Edinburgh region, who have a confirmed job interview for a paid position or a year-long apprenticeship.

Appointments to Smart Works Edinburgh are made by referral only. They work with many referral agencies, including Jobcentre Plus, work programme providers and charities working to support women back into employment. They refer women, who need help with interview clothes and confidence building in the run-up to their interview. Referring a woman to Smart Works Edinburgh is done over the phone and only takes a few minutes.

T: 0131 516 7787

E: edinburgh@smartworks.org.uk

W: smartworks.org.uk/edinburgh-smart-works/

FB: www.facebook.com/smartworksedinburgh/

Tw: twitter.com/smartworksedi

I: www.instagram.com/smartworksedinburgh/



Online Job Interviews

A job interview can be a stressful experience. When you get an interview it is very likely in this Covid-19 era to be an online interview. Trying to project your best in an online setting requires thought and preparation for the event.

There are good ways in which you can prepare for this kind of interview and indeed ways in which you can use the format to your advantage.

1. Download the Software

Employers tend to use one of these software packages for job interviews:

Skype: It has all of the common features e.g. cloud call recording, background blur, group chat and is a strong competitor to Zoom but because of limited participant support its use is limited to small office meetings.

Microsoft Teams: This is the company's replacement for business. It provides advanced and feature-rich workspace with integrated video conference functionality. You will need a Microsoft Business or Educational account if you want to practice with the package prior to an interview.

Zoom: This is the most popular video call service in the market, Zoom features: screen-sharing, chat, call recording and virtual backgrounds.

If you have not used the software that will be used at the meeting, download it and practise using it well before the actual interview. Do not assume that because you may be familiar with Skype that everything in Zoom is the same.

These systems send out personal meeting links with access codes, did their email just go to your spam folder?

2. Professional Sounding Account Names

When you applied for the job did you give your prospective employer an official sounding email address or if you stated that you already had a Zoom account what did it sound like? Make sure that these both sound professional.

3. Practice, Practice, Practice

Once you are familiar with the software, you need to try it out with a friend and run a trial job interview. This is where online interview software can help you to prepare for the big event, the software will let you record the trial interviews that you carry out with your friend. This is a chance to look at things like lighting, sound quality, whether you fidget or smile too much (or not enough). These practice runs will also help to gauge your reactions to difficult or awkward questions.

4. Location, Location, Location

Where you hold your end of the interview is important. Prospective employers are willing to be understanding up to a point but constant interruptions from children or pets running about in the back ground can be distracting. What appears on the screen immediately behind you can also have an impact. The internet is full of stories about people who built bookcase, filled with nice leather bound books to serve as a visual back drop during job interviews. You do not have to go as far as this in your preparations, Zoom and Teams come with Virtual Backgrounds built in but practice your choices before the meeting to avoid anything that might visually distract. Alternatively both systems allow you to just blur the back ground.

5. Record your interview

Seriously think about recording your actual job interview and you will be able to compare what you said at the interview with what you practiced in your trial sessions. Recording the interview also helps you to build up an understanding of the kinds of questions that come up at a job interview. You might fluff the response to a particular type of question but the next time you are asked the same type of question you will nail the response.

6. Cheat Sheets and Visual aids

Remember that the camera can only see so much of you and your surroundings, so cheat sheets and visual aids that can help your to respond to questions during an interview can be place just out of sight. But remember an interviewer will be looking at your body language and sight lines so continual furtive eye glances to the left or right will be noticed by the interviewer.

7. Dress to impress

Conducting the job interview in the comfort of your own home can lull you into a false sense of security. You need to treat an online interview with the same sense of seriousness as you would an in person interview. Dress to impress wearing an appropriate interview outfit, so no pyjama bottoms or track suit bottoms. And yes some people advice that you even wear proper interview shoes!

8. Choose a Small Chair

Slouching on a couch or in a big armchair will make you look less professional. Don't sit in a large chair with a back that takes up as much screen space as your face, select a low-backed chair that doesn't creak when you move.

9. Focus on the camera not the screen

During your interview look at the camera as much as possible, not the picture of the other person on the screen. Looking at the camera is as close as you can get to making eye contact with the interviewer, while looking at the screen will appear to the other side like you're staring off into space.

Try raising your laptop to eye level by stacking books or boxes underneath it. This way, you can stare directly into the camera without slouching or craning.

10. Wear a head set

You may have a good computer but if you cannot hear the question properly and they cannot hear your answer, you have a problem. The quality of sound from built in speakers on a computer can be poor, so wear ear buds rather than your gaming headset.

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Skills Development Scotland

79 Shandwick Place
Edinburgh EH2 4SD

T: 0131 718 2040

W: <https://www.skillsdevelopmentscotland.co.uk/what-we-do/apprenticeships/>

Summary: This foundation is committed to developing and growing a world-class and inclusive work-based learning system in Scotland. Apprenticeships demonstrate and promote the benefits work-based learning brings to businesses, individuals and the Scottish economy. The Edinburgh careers centre is open for appointments only.

Contact the local centre for more information on how to access career information, advice and guidance.

Training: Work Place Skills (WPS)

Skills Development Scotland - Introduction to Work Place Skills (IWPS)

79 Shandwick Place
Edinburgh EH2 4SD

T: 0131 718 2040

W: <https://www.skillsdevelopmentscotland.co.uk/what-we-do/employability-skills/introduction-to-work-place-skills/>

Summary: The Introduction to Work Place Skills (IWPS) qualification is tailored to individual needs, which enables people to develop their core skills and begin to improve their competence in a workplace environment. Our Edinburgh careers centre is open for appointments only. Contact the local centre on 0131 718 2040 for more information on how to access career information, advice and guidance.

Space Kitchen Training Academy

T: 0131 455 7731

E: admin@spacescot.org

W: <http://www.spacescot.org/>

FB: <https://www.facebook.com/SpaceScotBroomhouseHub/>

Tw: <https://twitter.com/SpaceBroomhouse>

Inst: https://www.instagram.com/space_broomhousehub/

Summary: There will be two training courses, one for those people who want to work in professional catering and also another programme for people who'd like to develop food skills with a view to independent living.

Training: Childcare

Early Learning and Child Care Academy

City of Edinburgh Council Edinburgh

W: <https://www.edinburgh.gov.uk/information-professionals/early-years-staff-training?documentId=12018&categoryId=20075>

FB: <https://www.facebook.com/edinburghcouncil>

Tw: https://twitter.com/Edinburgh_CC

YT: <https://www.youtube.com/user/EdinburghCouncil>

Summary: City of Edinburgh Council funds qualifications to meet Scottish Social Service Council requirements through the Edinburgh Early Learning and Childcare Academy. Funding available for all City of Edinburgh Council early years staff and for staff at partner provider nurseries who:

- Work in Care Inspectorate registered childcare.
- Registered as a manager with Scottish Social Services Council.
- Hold an SVQ 4 or HNC and PDA.
- Some courses are for city of Edinburgh council staff only.

Fort Kinnaird Recruitment and Skills Centre

32 Fleming House
Newcraighall
Edinburgh EH15 3RD

T: 0131 657 2029

W: <https://rscfortkinnaird.co.uk/>

FB: <https://www.facebook.com/RecruitmentSkillsCentreFortKinnaird>

Tw: <https://twitter.com/RSCFortKinnaird>

Summary: The RSC at Fort Kinnaird Shopping Centre supports Employers' current recruitment and staff development needs and also Jobseekers to gain and retain employment in the area. The RSC is a partnership with British Land.

Training: Retail

Fuse Retail and Hospitality Academy

45 Leith Street
Edinburgh EH1 3AT

T: 0131 370 3850

E: hello@edinburghfuse.com

W: <https://www.edinburghfuse.com/>

FB: <https://www.facebook.com/EdinFUSE/>

Tw: <https://twitter.com/fuseedin>

Summary: A retail and hospitality academy setting standards for skills, training, recruitment and career support in Edinburgh. FUSE has been established to work across Edinburgh, connecting people to training courses, accredited qualifications, employers and jobs in both retail and hospitality within St James Quarter but also the rest of the city.

Health and Social Care SVQ Training Edinburgh College

W: <https://www.edinburghcollege.ac.uk/employers/professional-training/health-and-social-care-svq-training>

Summary: Edinburgh College serves professionals looking for qualifications to progress within their chosen career, an available range of SVQ, PDA and NPA courses in areas such as:

- Counselling
- Social Services
- Leadership
- Management
- Supervision
- Practical skills

Training: Hospitality

Hospitality Training Edinburgh College Edinburgh

W: <https://www.edinburghcollege.ac.uk/employers/professional-training/hospitality-training>

Summary: Their hospitality courses include Food Hygiene and HACCP (Hazard Analysis and Critical Control Point), accredited by REHIS (Royal Environmental Health Institute Scotland).

Engineering and Construction Training

Edinburgh College

W: <https://www.edinburghcollege.ac.uk/employers/professional-training/engineering-and-construction-training>

Summary: Their Engineering and Construction Training are useful in maintaining qualifications through renewal, attainment of licenses or career progression.

Courses are accredited by professional bodies such as the British Plumbing Employers Council (BPEC), City and Guilds and the Institute of Motor Industry (IMI). See website for details.

Training: Social Care

Training for Care - Edinburgh Council

City of Edinburgh Council

W: <https://www.edinburgh.gov.uk/information-professionals/communities-families-training>

Summary: City of Edinburgh Council (Children and Families) offer a range of learning and development courses to: Council staff working with children and families; charities and voluntary organisations; partner nurseries; independent schools and other authority staff.

Coronavirus update

Please note that most face-to-face training is temporarily suspended but online training is being offered in some areas.

Grassroots Clothing Project

Forth Sector
Duddingston Park South
Edinburgh EH15 3NT

T: 07887 492 411

E: grassrootsclothingedinburgh@gmail.com

W: <https://grassrootsclothingedinburgh.co.uk/>

Tw: <https://twitter.com/GRclothingEdin>

Summary: Men looking for work! Need interview clothes? Grassroots Clothing Company may be able to help you. Currently on benefits or a low wage? Email or call us for more details.

Employment Services: Clothing

Smart Works

32 Annandale Street Lanes
2 Anderson Place
Edinburgh EH7 4L

T: 0131 516 7787

E: edinburgh@smartworks.org.uk

W: <https://smartworks.org.uk/edinburgh-smart-works/>

FB: <https://www.facebook.com/smartworksedinburgh/>

Tw: <https://twitter.com/smartworksedi>

Inst: <https://www.instagram.com/smartworksedinburgh/>

Summary: To help women in the Edinburgh area who need help with interview clothing and confidence building on the run up to their interview.

Access to Industry

156 Cowgate
Edinburgh EH1 1RP

T: 0131 260 9721

E: mail@accesstoindustry.co.uk

W: <https://accesstoindustry.co.uk/>

FB: <https://en-gb.facebook.com/accesstoindustry/>

Summary: Access to Industry works with individuals by supporting them into education and employment. The Edinburgh College courses are through blended learning with some in-person and some online classes. If a caseworker is available, still contact them directly by mobile or email during office hours. Email, call or text for more information using the contact details noted above.

Employment Services: Disability or Health Issues

All in Edinburgh

T: 0300 020 0101

E: info@allinedinburgh.org.uk

W: <http://allinedinburgh.org.uk/>

Summary: If you have a disability or long term health condition and are interested in finding a job and keeping it, access support here. This service also works with organisations who are looking to recruit people they may not have considered before and matches people with organisations and the job that is right for them.

Method of face-to-face communication:

- Skype.
- Zoom.
- Phone call.
- Email.
- Text.

Apex Scotland

9 Great Stuart Street
Edinburgh EH3 7TP

T: 07894 386 430

E: admin@apexscotland.org.uk

W: <https://www.apexscotland.org.uk/>

Tw: <https://twitter.com/apexscotland>

Summary: Apex Scotland's new Steps service is support offered to participants who have multiple barriers to employment or are long term unemployed.

Employment Services: Disability or Health Issues

Cyrenians - Learning and Work Training Project

Norton Park
57 Albion Road
Edinburgh EH7 5QY

T: 0131 475 2435

E: admin@cyrenians.scot

W: <https://cyrenians.scot/work-and-skills/>

FB: <https://www.facebook.com/cyrenians>

Tw: <https://twitter.com/Cyrenians1968>

Inst: <https://www.instagram.com/cyrenians/>

Summary: This service helps jobseekers to move into work across Scotland by tackling barriers to employment and offering skills and training. Not only is help available for people to find work, but assistance is available to help them stay in employment and away from benefits.

Disability Employment Adviser - Karen Robertson

Wester Hailes Job Centre
50 Murrayburn Road
Edinburgh EH14 2SN

T: 0131 456 4379

E: karen.roberstson1@dwp.gov.uk

Summary: Disability Employment Advisers (DEAs) can give you help and support regardless of your situation. - Wester Hailes

Disability Employment Adviser - Sarah Murie

Livingstone Job Centre
The Centre
50 Almondvale Blvd
Edinburgh EH54 6QP

T: 0150 677 2671

E: sarah.murie@dwp.gov.uk

Summary: Disability Employment Advisers (DEAs) can give you help and support regardless of your situation. - Livingstone

Disability Employment Adviser - Selena Hutton

Leith Jobcentre Lyndean House
199 Commercial Street
Edinburgh EH6 7QP

T: 0131 555 8182

E: selena.hutton@dwp.gov.uk

Summary: Disability Employment Advisers (DEAs) can give you help and support regardless of your situation. - Leith

Disability Employment Adviser - Timothy Byrd

High Riggs Job Centre Plus
20 High Riggs
Edinburgh EH3 9HU

T: 0131 528 6864

E: Timothy.byrd@dwp.gov.uk

Summary: Disability Employment Advisers (DEAs) can give you help and support regardless of your situation. - Edinburgh City and High Riggs

Enable Scotland

Birch House
Bankhead Crossway South
Edinburgh EH11 4EP

T: 0300 0200 101

Opening Hours: Mon to Fri: 9.00am to 5.00pm

E: <https://www.enable.org.uk/contact/>

W: <https://www.enable.org.uk/area/edinburgh/>

FB: <https://www.facebook.com/enablescotland>

Tw: <https://twitter.com/ENABLEScotland>

YT: <https://www.youtube.com/channel/UCiarnmwpatTAnu8YYI3F6wQ>

Summary: They provide a wide range of support services for people who have a learning disability in Edinburgh, offering a wide range of support for adults who have a learning disability. Their approach is to help you plan and achieve the things you want to do in your life.

Employment Services: Disability or Health Issues

ENABLE Scotland - All in Edinburgh

T: 0131 220 8255

E: lucy.pearson@enable.org.uk

W: <http://allinedinburgh.org.uk/>

Tw: <https://twitter.com/AllinEdinburgh>

Summary: This service partners with All in Edinburgh, a 5 stage Supported Employment programme for people with a disability or long term health conditions amongst their identified barriers to employment.

Click on the links above to refer someone or for more information.

Enable Works - Parents of People with a Disability

ENABLE Scotland
INSPIRE House
3 Renshaw Place, Eurocentral,
North Lanarkshire, ML1 4UF

T: 07889 456 234

E: enable.works@enable.org.uk

E: JKE@enable.org.uk

W: <https://www.enableworks.org.uk/>

Tw: https://twitter.com/search?q=%23enableworks&src=typed_query

Summary: This service offers an Employability Support Project for parents and guardians of people with a disability living in Edinburgh. Progress for Parents is free and can provide support and guidance for parents to:

- Gain meaningful employment through one-to-one job search sessions.
- Negotiate reasonable adjustments and flexible working with employers.
- Explore income maximization options – such as access to funding and grants.
- Access our Welfare Rights service for benefits support.
- Gain certified education and training.

Employment Services: Disability or Health Issues

Forth Sector

Duddingston Yards
Duddingston Park South
Edinburgh EH15 3NT

T: 0131 201 2450

E: info@forthsector.org.uk

W: <http://www.forthsector.org.uk/>

Tw: <https://twitter.com/forthsector>

Summary: Their primary focus as a charity is to provide employability support to those experiencing disadvantage through unemployment and who live in Edinburgh.

Into Work

High Riggs Job Centre Plus
57 Albion Road
Edinburgh EH7 5QY

T: 0131 474 2600

E: enquiries@intowork.org.uk

W: <http://www.intowork.org.uk/>

FB: <https://www.facebook.com/IntoWork2/>

Tw: <https://twitter.com/IntoWork57>

Summary: A non-profit organisation for people with disabilities or long-term health conditions who would like a job but need support to get one or keep one. Support is provided for people who live in Edinburgh, East Lothian, Midlothian or West Lothian.

Employment Services: Disability or Health Issues

Link Living

Link House
2c New Mart Road
Edinburgh EH14 1RL

T: 0330 303 0302

E: enquiries@linkliving.org.uk

W: <http://www.linkliving.org.uk/>

FB: <https://en-gb.facebook.com/LinkLiving/>

Tw: https://twitter.com/Link_Living/

Summary: They run a number of employability services, volunteer programmes, and SQA courses, all of which can help give you a kick start onto the career ladder.

Next Step

Stafford Centre
103 Broughton Street
Edinburgh EH1 3RZ

T: 0131 557 0718

E: nextstep@supportinmindscotland.org.uk

W: <https://www.supportinmindscotland.org.uk/edinburgh-services>

FB: <https://www.facebook.com/TheStaffordCentre>

Tw: <https://twitter.com/NextStepEdin>

Inst: <https://www.instagram.com/nextstepedinburgh/>

Summary: The services in Edinburgh are based in the Stafford Centre which is a community resource for people experiencing mental ill health, who live in the Edinburgh area. The aim of this service is to help people to manage their mental health, gain greater self-confidence and become more integrated within the community.

Employment Services: Disability or Health Issues

Real Jobs (The Action Group)

Norton Park
57 Albion Road
Edinburgh EH7 5QY

T: 0131 475 2315

E: info@actiongroup.org.uk

W: <https://actiongroup.org.uk/real-jobs/>

FB: <https://www.facebook.com/theactiongroup1/>

Summary: This is a supported employment service to help people with a learning disability, autism, long term health condition or other support need to find paid work.

Redhall Walled Gardens

97 Lanark Road
Edinburgh EH14 2LZ

T: 0131 443 0946

Opening Hours: Monday-Friday 9.00am-4.30pm

E: Redhall@samhservices.org.uk

W: <http://www.samh.org.uk/>

FB: <https://en-gb.facebook.com/RedhallWalledGarden/>

Tw: <https://twitter.com/samhtweets>

Inst: <https://www.instagram.com/samhscotland/>

Summary: This service provides training in horticulture, conservation, maintenance skills, ITC/admin and life skills for people with mental health problems.

This programme strives to improve mental health from gardening and outdoor activities as well as offering a supportive environment to progress computer skills and employability.

Please go to next entry

CHAI

28 Westfield Avenue,
Edinburgh
EH11 2QH

T: 0131 442 2100

E: chai@chaiedinburgh.org.uk

W: <http://www.chaiedinburgh.org.uk/our-services/employability-support/>

Summary: This service provides supportive, friendly employability support for people whose aim, long or short term, is to find and keep a job at a number of convenient community but not mental health specific locations. This service also provides information on benefits and money advice service for people who are thinking of working or are in work.

Employment Services: General

Community Renewal

31 Pennywell Rd
Edinburgh EH4 4PJ

T: 0300 365 0025

E: admin@communityrenewal.org.uk

W: <https://www.communityrenewal.org.uk/what-we-do/>

Summary: Community Renewal have extensive experience in running employability services in North Edinburgh, see also: [Next Step Edinburgh](#)

Community Works

Port of Leith Housing Association
108 Constitution Street
Leith
Edinburgh EH6 6AZ

T: 0131 553 8784 - Rachel Hutton
E: rachel.hutton@polha.co.uk
E: community.works@polha.co.uk
W : <https://www.polha.co.uk/community-works/>

Summary: This free project helps residents of Leith and North Edinburgh to find work or volunteer. A combination of 1:1 guidance, CV and interview preparation and free relevant accredited training will help impress employers or identify the best volunteering opportunities or provide assistance to people who are working, not working or self-employed.

Employment Services: General

Four Square

454 Gorgie Road
Edinburgh EH11 2RN

T: 0131 557 7900 - Learning and Employability
E: info@foursquare.org.uk
W: <https://www.foursquare.org.uk/>
FB: <https://www.facebook.com/efiedinburgh>

Summary: Through the Learning and Employability programme and social enterprise, help is provided to people who wish to get back into education, training, or employment.

Fresh Start - Head Office

22-24 Ferry Road Drive
Edinburgh EH4 4BR

T: 0131 476 7741

E: admin@freshstartweb.org.uk

W: <http://www.freshstartweb.org.uk/training-initiative>

FB: <https://www.facebook.com/fresh.start.edinburgh>

Tw: <https://twitter.com/FreshStartWeb>

Summary: This service offers a bespoke pathway to boost confidence on learning new skills and gaining practical work experience, interpersonal skills, communication and teamwork skills in a workplace setting. This includes 1:1 support, group work sessions and qualifications – SQA level 3 and 4 and access to an Adult Achievement Award.

This service for anyone of working age who may face barriers to employment and would like to re-engage, build confidence, develop skills and get valuable work experience.

Participants will learn how to put these skills into practice within Fresh Start services:

- Warehouse.
- Garden.
- PAT testing.
- Community Kitchen
- Homewares Shop.
- Community Pantry.

Join to start on the right pathway today. Click on the links above for more information and to make a referral.

Employment Services: General

Joined up for Jobs

Capital City Partnership
165a Leith Walk
1 - 3 Canon Street
Edinburgh EH6 8NR

E: joinedupforjobs@capitalcitypartnership.org

W: www.joinedupforjobs.org

Summary: This service is a jobs strategy which sets out how a partnership of key agencies will help more people into employment by providing listings of all the organisations and services offering employability support in Edinburgh.

Next Step (Part of Community Renewal)

31 Pennywell Road
Edinburgh EH4 4PJ

T: 0300 365 0025 - Employment Support

E: info@communityrenewal.org.uk

W: <https://www.nextstepedinburgh.org/>

Tw: <https://twitter.com/NextStepEdin>

Summary: Free employment support and advice for people in-work or looking for work.

Next Step Edinburgh can offer the following:

- Access funding for training so you can get the job you want instead of the job you have
- Search and filter the jobs available and send you the ones that are right for you.
- Direct links to employers who are recruiting right now
- Specialist support for EU residents living in Edinburgh. They can find the jobs that match your experience and qualifications or get you the training you may need so you can get your dream job.
- Advice and support with an employment dispute
- Help with writing your CV, application form or interview preparation

Please go to next entry

Business Gateway

Waverly Court
4 East Market Street
Edinburgh EH8 8BG

T: 0300 013 4753

E: <https://www.bgateway.com/contact-us>

W: <https://www.bgateway.com/local-offices/edinburgh/local-support>

FB: <https://www.facebook.com/businessgateway>

Tw: <https://twitter.com/bgateway>

Summary: Business Gateway Edinburgh offers expert support and guidance to new and existing businesses

They aim to provide tailored 1:1 support (via phone or Skype), routing you to the right Government funding package, offer free webinars, guides, checklists and advice.

Employment Services: Mentoring

Business Mentoring Scotland

Scottish Chambers of Commerce
Strathclyde Business School
199 Cathedral Street
Glasgow G4 0QU

T: 0141 444 7500

E: mentoring@scottishchambers.org.uk

W: <https://www.scottishchambers.org.uk/business-support/mentoring/>

FB: <https://www.facebook.com/ScottishChambersOfCommerce/>

Tw: <https://twitter.com/ScotChambers>

Summary: The Scottish Chambers of Commerce and the Network is recognised as an industry leader in providing private sector B2B support to Scottish businesses. As the operator of Scotland's largest peer-to-peer business mentoring support network, with over 1,000 experienced business individuals in the National Mentor Pool, work is conducted directly with thousands of businesses every day.

The experienced Business Mentors come from all sectors, geographies and business sizes and are ready to support and guide each person to reach the next phase of growth for their business.

Click on the links above for more information and to sign up.

Capital City Partnership

LEP Lothian Employment Partnership
165a Leith Walk
Edinburgh EH6 8NR

T: 0131 554 3067

E: Paige.Evans@capitalcitypartnership.org

W: <https://capitalcitypartnership.co.uk/>

Summary: The Local Employability Partnership (LEP) is coordinated through the Job Strategy Group and the Joined Up for Jobs strategy. The LEP brings together partners to share information about their organisations and to discuss future changes and initiatives. This ensures a strategic approach to planning, implementation and delivery, and identifies opportunities for joint working and helps tackle inequality and poverty and improve job outcomes and increase skills.

Employment Services: Online Jobs Site

Goodmoves

T: 0800 0192 149

E: enquiries@goodmoves.org.uk

W: <https://goodmoves.com/>

Tw: <https://twitter.com/goodmovesjobs>

Summary: This charity is the premier careers hub for the civil society, charity and voluntary sector which is run by the Scottish Council for Voluntary Organisations and recruitment.

DWP - Jobs, benefits and pensions

W: <https://www.gov.uk/government/organisations/department-for-work-pensions>

FB: <https://www.facebook.com/DWP>

Tw: <https://twitter.com/dwp>

Inst: <https://www.instagram.com/dwpgovuk/>

YT: <https://www.youtube.com/dwp>

Summary: This Department is responsible for welfare, pensions and child maintenance policy. As the UK's biggest public service department it administers the State Pension and a range of working age, disability and ill health benefits to around 20 million claimants and customers.

Employment Services: Online Jobs Site

Myjobscotland

E: myjobscotland@cosla.gov.uk

W: <https://www.myjobscotland.gov.uk/>

Summary: Scotland's job website for the public and third sector

Find a Job

W: <https://www.gov.uk/find-a-job>

Summary: Find full or part-time jobs in England, Scotland and Wales.

Employment Services: Recruitment

Start Scotland

Edinburgh

T: 0800 049 7061

E: <https://www.startscotland.scot/contact-us>

W: <https://www.startscotland.scot/>

Summary: This service delivers Fair Start Scotland employment support service on behalf of Scottish Government. The new service will give potential participants flexibility and will take into account their personal circumstances to help them overcome any challenges they may have which may be stopping them finding a job. Online support available for:

- Jobsearch Activity.
- Money Matters / Housing Issues.
- Job application and follow up.
- Digital Training and Workshops.
- Job application and follow up.

Access to Industry - Risk of Redundancy service

156 Cowgate
Edinburgh EH1 1RP
Noel Guy

T: 0131 260 9721

E: NoelGuy@accesstoindustry.co.uk

W: <https://accesstoindustry.co.uk/>

FB: <https://en-gb.facebook.com/accesstoindustry/>

Summary: This programme is offering a free and confidential service for Edinburgh residents, aged 50 and over, who are experiencing or facing redundancy or at risk of redundancy. Help is available to consider options and how to make decisions to get back into work, volunteering, education, or training. Information is provided on financial support available; including benefits, welfare advice and employment rights.

Click on the links above for more information or to find out more about the help and support offered.

Employment Services: Redundancy

Cyrenians - Risk of Redundancy service

Edinburgh
Lauren Quinn

T: 0131 475 2629

E: Laurenquinn@cyrenians.scot

W: www.cyrenians.scot

Summary: This programme is offering a free and confidential service for Edinburgh residents, aged 50 and over, who are experiencing or facing redundancy, at risk of redundancy. Help is available to consider options and how to make decisions to get back into work, volunteering, education, or training. Information is provided on financial support available; including benefits, welfare advice and employment rights.

Click on the links above for more information or to find out more about the help and support offered.

FUSE

45 Leith Street
Edinburgh EH1 3AT
T: 0131 370 3850

Opening Hours: Tuesday drop in Job club 1.00-4.00pm

E: hello@edinburghfuse.com

W: <https://edinburghfuse.com/>

Summary: A world class retail and hospitality academy setting standards for skills, training, recruitment and career support in Edinburgh. FUSE has been established to work across Edinburgh, connecting people to training courses, accredited qualifications, employers and jobs in both retail and hospitality within St James Quarter but also the rest of the city. St James Quarter opens in 2021 bringing approximately 3,000 new jobs to the city.

Employment Services: Ukrainian Nationals

Skills Development Scotland

Edinburgh (Centre) Careers Centre
79 Shandwick Place
Edinburgh EH2 4SD

T: 0131 718 2040 (Helpline)

Opening hours: Monday, Tuesday and Thursday 9.00am-5.00pm and Wednesday 10.30 am-5.00pm

W: <https://www.skillsdevelopmentscotland.co.uk/contact-us/>

Summary: Contact the local centre for more information on how to access career information, advice and guidance.

The Edinburgh Guarantee

T: 0131 529 3525 (Helpline)

E: edinburghguarantee@edinburgh.gov.uk

W: <https://www.edinburghguarantee.org/>

Summary: The Edinburgh Guarantee aims to meet the needs of job seekers and employers. They offer support to people of all ages, especially those who have additional barriers to employment. They provide advice and support to employers regarding recruitment, opportunities and fair work.

For additional information about Ukrainian advice services, translators, social and cultural support go to: <https://www.edinburghguarantee.org/support-job-seekers/Ukrainian>

Employment Services: Veterans

Employ-able Poppy Scotland

New Haig House

66 Logie Green Road

Edinburgh EH7 4HQ

T: 0131 557 2782

E: enquiries@poppyscotland.org.uk

W: <https://www.poppyscotland.org.uk/>

Summary: Support is provided for current and former members of the Armed Forces as well as their families.

Countless men, women and families have been helped with issues linked to time in the Armed Forces or with struggles adjusting from military to civilian life. Help is also available for needs that have arisen long after someone has left the Armed Forces. Whenever, wherever support is needed.

Click on the links above to find out more about personal help available or for someone else to overcome challenges related to financial difficulties, employment, housing, or any number of other areas.