

# Guide to Employability Service in Edinburgh



Edinburgh **Health and  
Social Care** Partnership



April 2021



### Keeping Up to date

We have included services and projects in this guide with the intention of providing as comprehensive useful and accurate listing as possible about Employability Services in the Capital. Please email us with any changes or additions that you are aware of and we will update the entry.

#### Email:

[ConnectHereUpdates@nhslothian.scot.nhs.uk](mailto: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 update us in your experience by emailing us and we will take account of this when we compile the next update of the 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 cannot accept liability for errors or omissions and any resulting harm.

#### Email:

[ConnectHereUpdates@nhslothian.scot.nhs.uk](mailto:ConnectHereUpdates@nhslothian.scot.nhs.uk)

# Guide to Employability Services in Edinburgh

Coronavirus has caused problems for many, closing down businesses and hitting jobs. We look at some of the things you will have to do to get back into work and review some of the great services in Edinburgh that can help you.

## [Next Step Edinburgh](#)

Next Step Edinburgh is an excellent service offering free support for your immediate and future employment needs. They will stick with you for long-term so when the labour market recovers, you can get the job you want and deserve.

## [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.

## [Writing a CV](#)

Writing a good CV is not a simple process. 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.

## [Dress to Impress](#)

On line 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.

## [Online Job Interviews](#)

A job interview can be a nerve racking experience. Increasing numbers of job seekers are pursuing what can seem like fewer actual interviews. When you do get an interview it is very likely in this Covid-19 era to be an online interview.

## [Classified listings](#)



# Next Step Edinburgh

Next Step Edinburgh is an excellent service offering free support for your immediate and future employment needs. They will stick with you for long-term so when the labour market recovers, you can get the job you want and deserve.

The Next Step Project started 2019 and is delivered by Community Renewal Trust in partnership with Citizens Advice Edinburgh and One Parent Families Scotland on behalf of City of Edinburgh Council.

The service does not believe in a one size fits all approach. Lesley Morrison, the Service Manager at Community Renewal notes 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 refreshing a stale CV, helping with applications, interview training or directing people to vocational training if they are considering a career change. If they cannot support all of your needs they can link with specialist organisations who can help out.

Appointments can be made directly by residents of Edinburgh, by job centre staff or any professional in one of the city’s agencies or third sector organisations. They operate a no wrong door approach in their centres which are open for anyone with any query.

Covid and the subsequent lockdowns has hit everybody hard. Next Step have been supporting not only those looking for work but also self-employed people whose earnings were affected and did not qualify for government. Paul Forsyth is a self-employed taxi driver who was particularly badly hit by the lockdown:

“As I was a self-employed taxi driver, lockdown affected me really badly. All of the work dried up and I was forced to turn to the government schemes for the self-employed, but found out I was ineligible. I was left with no income and was unable to work. Luckily Next Step Edinburgh provided me with vital support during this time and helped me apply for an Edinburgh Trust Grant, this gave me some breathing space. Now lockdown has eased I am back driving but my adviser Ross has kept in touch throughout. I’m so glad this support was available”.

Since April 2019, Next Step has helped clients with a wide range of employment related requirements including in-work poverty, unemployment, training needs, career stagnation and work and personal issues.

Contact Details:

**Next Step Edinburgh** (Part of Community Renewal)

T: 0300 365 0025 - Employment Support

E: [info@communityrenewal.org.uk](mailto:info@communityrenewal.org.uk)

W: [www.nextstepedinburgh.org/](http://www.nextstepedinburgh.org/)

FB: [www.facebook.com/nextstepedinburgh](https://www.facebook.com/nextstepedinburgh)

Tw: [twitter.com/NextStepEdin](https://twitter.com/NextStepEdin)

I: [www.instagram.com/nextstepedinburgh/](https://www.instagram.com/nextstepedinburgh/)



# All in Edinburgh

Do you have a disability or health condition and are looking for work?

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 you if you are looking for supported employment or if you are an employer looking to recruit someone.

“All in Edinburgh have supported me in job searching, creating a CV and filling out application forms, as well as preparing for job interviews. All in Edinburgh has given me confidence to be able to work with others and I’ll always be grateful for the support I have received”

All in Edinburgh is committed to delivering remote support during this time to all existing and new clients. All in Edinburgh is a service for people with disabilities and health conditions. The team can support you to understand the impact COVID 19 may have on your current job and help you to understand any changes to your job because of COVID 19. They can also support you if you have lost your job due to COVID 19 and need to find a new job. Or perhaps you have never worked before, but are now looking for employment.

Contact Details:

**All in Edinburgh**

Telephone: 0300 020 0101

E: [info@allinedinburgh.org.uk](mailto:info@allinedinburgh.org.uk)

W: [allinedinburgh.org.uk/](http://allinedinburgh.org.uk/)

FB: [www.facebook.com/AllinEdinburgh/](https://www.facebook.com/AllinEdinburgh/)

Tw: [twitter.com/allinedinburgh?lang=en](https://twitter.com/allinedinburgh?lang=en)

I: [www.instagram.com/allinedinburgh/?hl=en](https://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**

- 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.

## **Disadvantages**

- 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/](http://www.cv-library.co.uk/career-advice/cv/)

**Jobs.ac.uk:** [career-advice.jobs.ac.uk/academic/how-to-write-a-good-cv/](http://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/](http://www.marcus-webb.co.uk/useful-resources/cv-writing-tips/)



## Dress to Impress

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](mailto: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](mailto:grassrootsclothingedinburgh@gmail.com)

W: [grassrootsclothingedinburgh.co.uk/](http://grassrootsclothingedinburgh.co.uk/)

FB: [www.facebook.com/grassrootsclothingservice/](https://www.facebook.com/grassrootsclothingservice/)

Tw: [twitter.com/GRclothingEdin](https://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 women to Smart Works Edinburgh is done over the phone and only takes a few minutes.

T: 0131 516 7787

E: [edinburgh@smartworks.org.uk](mailto:edinburgh@smartworks.org.uk)

W: [smartworks.org.uk/edinburgh-smart-works/](http://smartworks.org.uk/edinburgh-smart-works/)

FB: [www.facebook.com/smartworksedinburgh/](http://www.facebook.com/smartworksedinburgh/)

Tw: [twitter.com/smartworksedi](http://twitter.com/smartworksedi)

I: [www.instagram.com/smartworksedinburgh/](http://www.instagram.com/smartworksedinburgh/)



# On Line 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 head set.



# Classified Listings

## Catering Training

### **Broomhouse Cafe Project - Now called Space Kitchen Training Academy**

T: 0131 455 7731

E: [admin@spacescot.org](mailto:admin@spacescot.org)

W: [www.spacescot.org/](http://www.spacescot.org/)

FB: [www.facebook.com/SpaceScotBroomhouseHub/](https://www.facebook.com/SpaceScotBroomhouseHub/)

Tw: [twitter.com/SpaceBroomhouse](https://twitter.com/SpaceBroomhouse)

I: [www.instagram.com/space\\_broomhousehub/](https://www.instagram.com/space_broomhousehub/)

## Digital Training

### **Digital Skills Academy**

T: 07732 690263

E: [info@communityrenewal.org.uk](mailto:info@communityrenewal.org.uk)

W: [digitalskillsacademy.org.uk/](http://digitalskillsacademy.org.uk/)

### **People Know How - Basic Digital Skills project**

T: 0131 569 0525

E: [contactus@peopleknowhow.org](mailto:contactus@peopleknowhow.org)

W: [peopleknowhow.org/reconnect/learn-digital/](http://peopleknowhow.org/reconnect/learn-digital/)

FB: [www.facebook.com/peopleknowhow](https://www.facebook.com/peopleknowhow)

Tw: [twitter.com/pkhinnovation?lang=en](https://twitter.com/pkhinnovation?lang=en)

I: [www.instagram.com/peopleknowhow/](https://www.instagram.com/peopleknowhow/)

### **Youth Scotland Coding Training**

T: 0131 554 2561

E: [laura.kemp@youthscotland.org.uk](mailto:laura.kemp@youthscotland.org.uk)

W: [www.youthscotland.org.uk/programmes/generation-code/](http://www.youthscotland.org.uk/programmes/generation-code/)

FB: [www.facebook.com/YouthScotland/](https://www.facebook.com/YouthScotland/)

## Employability Hub:

### **Next Step (Part of Community Renewal)**

T: 0300 365 0025 - Employment Support

T: 07701 380 928 - Local Conversations

E: [info@communityrenewal.org.uk](mailto:info@communityrenewal.org.uk)

W: [www.nextstepedinburgh.org/](http://www.nextstepedinburgh.org/)

FB: [www.facebook.com/nextstepedinburgh](https://www.facebook.com/nextstepedinburgh)

Tw: [twitter.com/NextStepEdin](https://twitter.com/NextStepEdin)

I: [www.instagram.com/nextstepedinburgh/](https://www.instagram.com/nextstepedinburgh/)

## Employability Services

### **Access to Industry**

T: 0131 260 9721

E: [mail@accesstoindustry.co.uk](mailto:mail@accesstoindustry.co.uk)

W: [accesstoindustry.co.uk/](http://accesstoindustry.co.uk/)

FB: [en-gb.facebook.com/accesstoindustry/](https://en-gb.facebook.com/accesstoindustry/)

### **All in Edinburgh**

T: 0300 020 0101

E: [info@allinedinburgh.org.uk](mailto:info@allinedinburgh.org.uk)

W: [allinedinburgh.org.uk/](http://allinedinburgh.org.uk/)

Tw: [twitter.com/AllinEdinburgh](https://twitter.com/AllinEdinburgh)

### **Apex Scotland**

T: 07894 386 430

E: [admin@apexscotland.org.uk](mailto:admin@apexscotland.org.uk)

W: [www.apexscotland.org.uk/](http://www.apexscotland.org.uk/)

Tw: [twitter.com/apexscotland](https://twitter.com/apexscotland)

### **Build It (Firstport)**

T: 0131 564 0331

W: [www.firstport.org.uk/](http://www.firstport.org.uk/)

FB: [www.facebook.com/FirstportScotland](https://www.facebook.com/FirstportScotland)

Tw: [twitter.com/Firstport](https://twitter.com/Firstport)

I: [www.instagram.com/firstportscotland/?hl=en](https://www.instagram.com/firstportscotland/?hl=en)

### **CHAI**

T: 0131 442 2100

E: [chai@mail.wh1.org.uk](mailto:chai@mail.wh1.org.uk)

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

### **Cyrenians - Learning and Work Training Project**

T: 0131 475 2435

E: [admin@cyrenians.scot](mailto:admin@cyrenians.scot)

W: [cyrenians.scot/work-and-skills/](http://cyrenians.scot/work-and-skills/)

FB: [www.facebook.com/cyrenians](https://www.facebook.com/cyrenians)

Tw: [twitter.com/Cyrenians1968](https://twitter.com/Cyrenians1968)

I: [www.instagram.com/cyrenians/](https://www.instagram.com/cyrenians/)

**Forth Sector**

T: 0131 201 2450

E: [info@forthsector.org.uk](mailto:info@forthsector.org.uk)

W: [www.forthsector.org.uk/](http://www.forthsector.org.uk/)

FB: [www.facebook.com/Forth-Sector-503515349703000/](https://www.facebook.com/Forth-Sector-503515349703000/)

Tw: [twitter.com/forthsector](https://twitter.com/forthsector)

**Fort Kinnaird Recruitment and Skills Centre**

T: 0131 657 2029

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

FB: [www.facebook.com/RecruitmentSkillsCentre-FortKinnaird](https://www.facebook.com/RecruitmentSkillsCentre-FortKinnaird)

Tw: [twitter.com/RSCFortKinnaird](https://twitter.com/RSCFortKinnaird)

**Four Square**

T: 0131 557 7900 - Learning & Employability

E: [info@foursquare.org.uk](mailto:info@foursquare.org.uk)

W: [www.foursquare.org.uk/](http://www.foursquare.org.uk/)

FB: [www.facebook.com/efiedinburgh](https://www.facebook.com/efiedinburgh)

**Fresh Start - Head Office**

T: 0131 476 7741

E: [admin@freshstartweb.org.uk](mailto:admin@freshstartweb.org.uk)

W: [www.freshstartweb.org.uk/](http://www.freshstartweb.org.uk/)

FB: [www.facebook.com/fresh.start.edinburgh](https://www.facebook.com/fresh.start.edinburgh)

Tw: [twitter.com/FreshStartWeb](https://twitter.com/FreshStartWeb)

**Into Work**

T: 0131 474 2600

E: [enquiries@intowork.org.uk](mailto:enquiries@intowork.org.uk)

W: [www.intowork.org.uk/](http://www.intowork.org.uk/)

FB: [www.facebook.com/IntoWork2/](https://www.facebook.com/IntoWork2/)

Tw: [twitter.com/IntoWork57](https://twitter.com/IntoWork57)

**My World of Work - Skills Development Scotland**

T: 0800 917 8000

W: [www.myworldofwork.co.uk/](http://www.myworldofwork.co.uk/)

FB: [www.facebook.com/myworldofwork](https://www.facebook.com/myworldofwork)

**Skills Development Scotland**

T: 0800 917 8000

W: [www.skillsdevelopmentscotland.co.uk/](http://www.skillsdevelopmentscotland.co.uk/)

Tw: [twitter.com/skillsdevscot](https://twitter.com/skillsdevscot)

**StartScotland**

T: 0800 049 7061

E: [info@startscotland.scot](mailto:info@startscotland.scot)

W: [www.startscotland.scot/](http://www.startscotland.scot/)

FB: [www.facebook.com/StartScotland](https://www.facebook.com/StartScotland)

**Health problems or disabilities****ENABLE Scotland - All in Edinburgh**

T: 0131 220 8255

E: [lucy.pearson@enable.org.uk](mailto:lucy.pearson@enable.org.uk)

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

**Link Living**

T: 0330 303 0302

E: [enquiries@linkliving.org.uk](mailto:enquiries@linkliving.org.uk)

W: [www.linkliving.org.uk/](http://www.linkliving.org.uk/)

W: [www.linkliving.org.uk/covid-19/more/](http://www.linkliving.org.uk/covid-19/more/)

FB: [en-gb.facebook.com/LinkLiving/](https://en-gb.facebook.com/LinkLiving/)

Tw: [twitter.com/Link\\_Living/](https://twitter.com/Link_Living/)

**Next Step (Part of Stafford Centre)**

T: 0131 557 0718

E: [nextstep@supportinmindscotland.org.uk](mailto:nextstep@supportinmindscotland.org.uk)

W: [www.staffordcentre.org.uk/](http://www.staffordcentre.org.uk/)

FB: [www.facebook.com/TheStaffordCentre](https://www.facebook.com/TheStaffordCentre)

**Redhall Walled Gardens**

T: 0131 443 0946

E: [Redhall@samhservices.org.uk](mailto:Redhall@samhservices.org.uk)

W: [www.samh.org.uk/](http://www.samh.org.uk/)

FB: [www.facebook.com/SAMHmentalhealth/](https://www.facebook.com/SAMHmentalhealth/)

Tw: [twitter.com/samhtweets](https://twitter.com/samhtweets)

I: [www.instagram.com/samhscotland/](http://www.instagram.com/samhscotland/)

**Real Jobs (The Action Group)**

T: 0131 475 2315

E: [info@actiongroup.org.uk](mailto:info@actiongroup.org.uk)

W: [actiongroup.org.uk/real-jobs/](http://actiongroup.org.uk/real-jobs/)

FB: [www.facebook.com/theactiongroup1/](https://www.facebook.com/theactiongroup1/)

**Interview Clothing****Grassroots Clothing Project**

T: 07887 492 411

E: [grassrootsclothingedinburgh@gmail.com](mailto:grassrootsclothingedinburgh@gmail.com)

W: [grassrootsclothingedinburgh.co.uk/](http://grassrootsclothingedinburgh.co.uk/)

FB: [www.facebook.com/GRclothingEdin/](https://www.facebook.com/GRclothingEdin/)

Tw: [twitter.com/GRclothingEdin](https://twitter.com/GRclothingEdin)

**Smart Works**

T: 0131 516 7787

E: [edinburgh@smartworks.org.uk](mailto:edinburgh@smartworks.org.uk)

W: [smartworks.org.uk](http://smartworks.org.uk)

FB: [www.facebook.com/smartworkscharity/](https://www.facebook.com/smartworkscharity/)

Tw: [twitter.com/smartworkshq](https://twitter.com/smartworkshq)

I: [www.instagram.com/smartworkscharity/](http://www.instagram.com/smartworkscharity/)

## **Occupational Health**

### **Working Health Services**

T: 0131 537 9579

W: [services.nhslothian.scot/LothianWorkSupport-Services/Pages/Working-Health-Services.aspx](http://services.nhslothian.scot/LothianWorkSupport-Services/Pages/Working-Health-Services.aspx)

## **Online Services**

### **Jobs, benefits and pensions**

W: [www.gov.uk/government/organisations/department-for-work-pensions](http://www.gov.uk/government/organisations/department-for-work-pensions)

### **Joined up for Jobs**

W: [www.joinedupforjobs.org](http://www.joinedupforjobs.org)

### **Universal Jobmatch**

W: [www.gov.uk/find-a-job](http://www.gov.uk/find-a-job)

## **Veterans**

### **Employ-able**

T: 0131 557 2782

E: [enquiries@poppyscotland.org.uk](mailto:enquiries@poppyscotland.org.uk)

W: [www.poppyscotland.org.uk/](http://www.poppyscotland.org.uk/)

## **Volunteering**

### **Volunteer Edinburgh**

T: 0131 561 8300

E: [www.volunteeredinburgh.org.uk/contact-us/](http://www.volunteeredinburgh.org.uk/contact-us/)

W: [www.volunteeredinburgh.org.uk/](http://www.volunteeredinburgh.org.uk/)

### **Project Scotland Volunteering**

E: [volunteer@projectscotland.co.uk](mailto:volunteer@projectscotland.co.uk)

W: [www.projectscotland.co.uk](http://www.projectscotland.co.uk)

## **Youth Employment Services**

### **Apprentices - Skills Development Scotland**

W: [www.apprenticeships.scot/](http://www.apprenticeships.scot/)

### **Canongate Youth - Employability Programme**

T: 0131 556 9389

E: [training@canongateyouth.org.uk](mailto:training@canongateyouth.org.uk)

W: [www.canongateyouth.org.uk](http://www.canongateyouth.org.uk)

FB: [www.facebook.com/CanongateYouth/](https://www.facebook.com/CanongateYouth/)

### **Move On**

T: 0131 558 3740

E: [www.moveon.org.uk/contact-us](http://www.moveon.org.uk/contact-us)

W: [www.moveon.org.uk/](http://www.moveon.org.uk/)

FB: [www.facebook.com/MoveOnScotland/](https://www.facebook.com/MoveOnScotland/)

Tw: [twitter.com/moveonscotland](https://twitter.com/moveonscotland)

### **Princes Trust**

T: 0800 842 842

E: [www.princes-trust.org.uk/contact-us](http://www.princes-trust.org.uk/contact-us)

W: [www.princes-trust.org.uk/help-for-young-people/get-job](http://www.princes-trust.org.uk/help-for-young-people/get-job)

### **Youth Scotland Coding Training**

T: 0131 554 2561

E: [laura.kemp@youthscotland.org.uk](mailto:laura.kemp@youthscotland.org.uk)

W: [www.youthscotland.org.uk/programmes/generation-code/](http://www.youthscotland.org.uk/programmes/generation-code/)

FB: [www.facebook.com/YouthScotland/](https://www.facebook.com/YouthScotland/)