

Job Advert

Job Creation Scheme - Paid Work Experience Placements

Position code 1000029682 Paid Work Placement

Location: Various throughout Edinburgh

Salary: £23,838 - £24,083 per annum (pro rata)

Contract type: fixed term training agreement

Position type: various

Hours: 10-36 hours per week

Job Description

An exciting opportunity has arisen for you to gain valuable work experience to refresh your employability skills and increase your confidence through a temporary paid work experience placement. Placements are available to Edinburgh residents who are unemployed and meet one or more of the No One Left Behind funding eligibility criteria. There is full list of criteria available to download at the bottom of this advert.

We can offer many placement opportunities across the City of Edinburgh Council tailored to your skills, interests and experience. You will apply to the programme, and we will work with you to match to the right team. Placements may include areas like.

- Supporting frontline services
- Working with communities
- Deliver digital or business improvements
- Contributing to planning and development projects
- Assisting with customer service or administrative tasks

These are just examples. There are many different teams and types of work across the council, and we want to hear what you are interested in. Your application will help us find the right placement for you!

Placements last up to 26 weeks and will end no later than 31 March 2026. Placements can be between 10-36 hours per week and payment starts at £12.69 per hour. Start and finish times will vary depending on the placement, as will location and number of hours per week.

You will meet with our team to determine what placement is right for you before completing an induction week, where you will be introduced to the values of the organisation and expectations of the placement. You will then meet the dynamic staff teams you will be working with prior to starting your placement, who can demonstrate their ability to provide a high-quality service with enthusiasm and creativity. Our team will support you throughout your placement and can offer further support you to help you apply for jobs, either within our organisation or elsewhere, when the placement comes to an end.

The types of placements will depend on availability. Please indicate in your application what type of placements you are interested in completing, and we will try our best to match you to one of these.

For further information or to discuss the posts please contact nolb@edinburgh.gov.uk

Some of these posts are regulated work with children and/or protected adults under the Protection of Vulnerable Groups (Scotland) Act 2007. The preferred candidate will be required to join the PVG Scheme or undergo a PVG Scheme update check. Where an individual has spent a continuous period of 3 months or more out with the UK in the last 5 years, an Overseas Criminal Record Check will be required. You will be required to provide this check. An unconditional offer of employment and commencement in the post will be subject to the outcome of both these pre-employment checks being deemed satisfactory.

Requirements

We're committed to creating a workplace culture where all our people feel valued, included and able to be their best at work, and we recognise the benefits that a diverse workforce with different values, beliefs, experience, and backgrounds brings to us as an organisation.

As part of our goal to improve our organisational culture and create a great place to work together for the people of Edinburgh, we want to make sure that we're bringing the best people into our roles, not just in their skills and experience but also in their approach to work.

To help achieve this, we're changing the way we interview and assess candidates by moving from a competency-based interview approach to a behavioural and technical (skills for the job) based approach. This new way of interviewing will allow us to assess how you think and how you would bring Our Behaviours of Respect, Integrity and Flexibility into your ways of working.

You can find out more on Our Behaviours web page

<https://www.edinburgh.gov.uk/work-us/behaviours>

Our salary range typically reflects the initial starting salary and annually increases until it reaches the top of the range.

Happy to talk flexible working.

Follow us on Twitter at @edincounciljobs

Eligibility

Our placements are funded by the Scottish Government's No One Left Behind funding therefore you must meet certain eligibility criteria in order to apply. You must be

- Unemployed (not in work, education or training)
- live in Edinburgh
- have the right to work in the UK

Those with no recourse to public funds are eligible to apply as long as the other eligibility criteria is met.

In addition, you must be facing one or more of the below barriers to employment.

- Care experienced young person
- Disabled and or D/deaf person (includes those experiencing mental health issues and those who have an impairment or long-term health condition)
- Early leavers from the armed forces, veterans, and ex-forces personnel
- Gypsy/travelling community
- Homeless person (including temporary or unstable accommodation)
- Living in a household with children in poverty
- Living in a jobless household
- Lone Parent
- Long-term unemployed who are not on Community Work Placements
- Low skilled
- Partner of current or ex-Armed Forces personnel
- People from Ethnic Minority backgrounds and racial groups, with a targeted approach informed by local population data
- Person affected by substance misuse.
- Person aged over 50 years
- Person living in the 15% most employment deprived SIMD geographies

- Person requiring support with language, literacy, or numeracy, including those for whom English is an additional language
- Person who has failed their ESA Work Capability Assessment
- Person with a conviction (including CPO's)
- Person with no or limited work experience
- Primary Carer
- Refugee or other granted leave to stay in the UK
- Young person at risk of becoming NEET
- Young person who was receiving additional support for learning in school
- Parents with a disability or families who are unemployed and have a disabled child
- Parents who are unemployed and have 3 or more children
- Parents from a minority ethnic background who are unemployed
- Parents who are unemployed and have a youngest child under 1 years of age
- Parents who are aged under 25 who are unemployed