

LINKnet Information Manual

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LINKnet Mentoring

Background

LINKnet Mentoring project came into being on the 1st of November 2000 as a result of a national conference held in 1997, entitled, “ Active Partnerships: The Multiple Benefits of Black/ Minority Ethnic Mentoring”. This was organised in conjunction with Moray House Institute of Education, Centre for Education for Racial Equality in Scotland, Edinburgh’s Telford College, University of Strathclyde and Skillnet Edinburgh. A project offering black minority ethnic mentoring was identified as the key to future development of black minority ethnic communities in Scotland.

Geographical Area

LINKnet Mentoring is established to serve minority ethnic people living in Edinburgh, the Lothian, Scottish Borders and Fife.

Vision

LINKnet's vision is to maximise representation of minority ethnic people including refugees and asylum seekers in further and higher education, employment and public and civic life of Scottish society through structured mentoring programmes in order to help the establishment of an equitable society. By doing so LINKnet aims to be the most effective and efficient minority ethnic service provider in Scotland.

Mission

LINKnet's mission is to provide one to one mentoring support to minority ethnic individuals including refugees and asylum seekers in their pursuit of employment, education and personal development in order to improve the quality of life. Mentoring is offered on the strands of academic, career and personal development. Through individual development the project hopes to achieve a collective impact on the minority ethnic community as a whole in their struggle to be better represented.

Aims

LINKnet aims to:

Eliminate/reduce inequality and disadvantage.

Drive up public sector performance on equality and improve access to and benefit from public services by taking public services as formal partners to LINKnet's mentoring programme.

To foster integration and promote dialogue and understanding between communities.

Develop the awareness and capacity of both majority and minority communities to engage with this agenda, to tackle racism and other disadvantages, promote equality by raising awareness of barriers to development, cultural diversity, community contributions to society and economy etc, through LINKnet's mentor training, mentee induction, information provision and public events.

Activities

The provision of

1. One to one mentoring between a mentor and a mentee
2. One to one mentoring between staff and mentees
3. Recruitment consultation by a Recruitment Development Officer
4. Volunteer work placements with LINKnet or with LINKnet's partners
5. Guidance and practical help to join the army or the police through collaborative work with the Army and the Police.
6. Guidance and support to all organisations to establish their own mentoring programmes, to deliver their services to ME people more effectively, to establish good practice ethos and to do joint work with LINKnet.

Intermediary activities

Capacity building of LINKnet members and others

Race equality promotion

Wider participation in the development of the voluntary sector

Section One- Education

Qualification Explained

Access, Intermediate, Higher, HNC, HND, SVQ level 1 to 5 etc are all confusing terms for some and entirely new for others.

SCQF (Scottish Credit and Qualifications Framework) has been developed to help us understand those categories. It is a new way of looking at, comparing and understanding Scottish qualifications.

SQA- Scottish Qualification Authority

SVQ- Scottish Vocational Qualification

SCQF- Scottish Credit and Qualifications Framework

By giving every qualification a level and credit value, the SCQF makes it easy to compare qualifications and see where they stand.

Framework

Levels

Looking at the framework you will see that every qualification has been allocated a level. For example Scottish Higher is at SCQF Level 6 which is equal to SVQ 3.

Credits

A qualification is also described in terms of the number of credits required. For example a Higher course has 24 credit points, but HND has 240.

Credit Transfer

Credit points can be used to transfer from one qualification to another, for example, from a training programme to an SVQ or from an HNC to the second year of a Degree Course.

Further Information

SCQF (The Scottish Credit and Qualifications Framework)

Website: www.scqf.org.uk

Email: info@scqf.org.uk

SQA (Scottish Qualifications Authority)

Website: www.sqa.org.uk

Qualifications obtained aboard

A software package called NARIC is used to compare overseas qualifications with British ones. LINKnet can give you information on how you can access the NARIC system.

Individuals needing information about qualifications comparisons can contact NARIC on:

Centre for Professional Qualifications UK NARIC

Suffolk House

68-70 Suffolk Road

Cheltenham

GL50 2ED

t: 0871 226 2850

t: 00 44 1242 258 608

w: www.naric.org.uk/cpq e: cpq@naric.org.uk

Calls cost 10p per minute from a BT landline. Mobile providers and other networks may vary.

Office hours: Monday to Friday, 09.00 - 17.00 (UK time)

If you have questions regarding UK NARIC's Services for Individuals please visit the FAQs page. If you have further questions, please call 0871 330 7033 or 0044 3003 038 777 or email info@naric.org.uk.

Once you have applied you can [track the progress of your enquiry](#) online.

If you have any questions about your qualifications or your existing enquiry, these can be answered by using our [Questions and Answer section](#).

If you call us, please have your unique NARIC enquiry ID ready in order to find your records quickly. Please note that if our lines are busy you will be put in a queue.

If you are calling or sending a fax from overseas you can also use the following numbers:

t: + 44 1242 258621

f: + 44 1242 258611

The Scottish Credit and Qualification Framework



Money Matters

Students Awards Agency for Scotland (SAAS)

Grants are available towards some of the costs of childcare, travel, accommodation, disability and books, for a wide range of courses and subject areas.

Saughton House
Broomhouse Drive
EDINBURGH
EH11 3UT

Tel: 0300 555 0505

For full-time enquiries call 0300 555 0505

For part-time enquiries call 0300 300 3137

Website: www.saas.gov.uk

If you are calling from elsewhere in Europe:

00 44 300 555 0505 from a land line

+44 300 555 0505 from a mobile

SAAS can also be contacted through their online portal.

From Universities and Colleges

Information regarding financial matters including bursaries, student loan companies and hardship funds contact University/College bursary officers. Contact details are usually printed in the University/ College prospectus.

Student Finance and Loans

The main student finance package includes a:

- [Tuition Fee Loan](#)
- [Maintenance Loan](#) - full-time students only
- [Maintenance Grant or Special Support Grant](#) - full-time students only

You might get [extra help](#) on top of this.

The rules are different if you became a student [before 1 September 2012](#).

Tuition fee loans pay for your course. Maintenance loans and grants help with living costs (eg accommodation, books, bills). You have to [pay back](#) loans but you don't need to pay back grants.

You could also qualify for help with the [costs of studying abroad](#).

You apply for student finance every year. You don't need a confirmed place at university or college to apply.

How to apply or support an application

Find out [how to apply](#) for student finance.

You'll normally need to [support a student finance application](#) if you're the parent or partner of a student.

How you apply is different depending on where you normally live.

There's a different process if you're a student from [Scotland](#),

If you don't normally live in Scotland, the application process is different if you're a new or continuing student from England, Wales or Northern Ireland.

If you normally live in Scotland and meet a set of conditions, known as 'residency criteria', you may get help with finance. This could include:

- tuition fees
- student loans
- bursaries, grants and allowances and any support for special needs, disabilities and parents

If you're a part-time student you can apply to SAAS for a part-time fee grant. This is to help you with your tuition fees.

If you're from the EU (known as an EU national), you may be able to get funding to help you pay your tuition fees. You'll need to meet the residency criteria which can be found on the website.

To apply for student funding, you need to:

1. Work out what you can apply for

Look at all the options to find the funding that's right for you.

You can make an application for tuition fees and then contact SAAS later for a student loan to help with living costs.

2. Register online

Create an online account on the SAAS website.

When you have done this you'll receive 2 emails confirming your password, username and security questions.

Keep these emails safe so you can use your online account for checking the progress of your funding applications.

You can reset your user name and password if you need to.

3. Get ready

When you apply you'll need to have your:

- email address
- SAAS reference number if you've applied before
- National Insurance Number - you can find this on your National Insurance Card, benefit letter, payslip or P60
- bank details
- course name and the university name
- documents for any additional financial support you've applied for, for example documents proving you're a single parent

You may also need documents showing your 'household income'. Find out more about household income and what documents you might need to show for it..

4. Sign in and apply

Go to the 'Login' section of the SAAS website and apply online.

Take care to fill out your application correctly as mistakes could delay your application.

You can use the SAAS document upload service to send scanned copies of your documents. You'll need to login to your SAAS account to do this.

Don't send original paper copies – SAAS will destroy the documents.

If you can't apply online

You can get a loan application form on the SAAS website if you can't apply online.

Once you have filled it in, send it to: Details above.

Loans and grants

Use the [student finance calculator](#) to see what finance and [extra help](#) you can get.

Tuition Fee Loan

UK or EU full-time or part-time students can apply for a Tuition Fee Loan.

The loan is paid directly to your university or college. You have to pay it back.

Maintenance Loan for living costs

You must be a full-time UK student. Part-time students, EU students and students aged 60 and over can't apply.

You may have to give details of your [household income](#).

Special Support Grant

You must be a full-time student. Part-time and EU students can't apply.

You may get a Special Support Grant instead of a Maintenance Grant if you get or qualify for:

- Income Support
- income-related Employment and Support Allowance
- Housing Benefit
- the housing element of Universal Credit

The amount you get is the same as the Maintenance Grant, but it won't reduce the Maintenance Loan you can get.

You may get the Special Support Grant if, for example, you're a lone parent or have certain disabilities.

Help with the costs of studying abroad

You might get a grant to cover some travel expenses if you normally live in England but study away from home. Medical and dental students might also qualify for help with the costs of attending clinical placements in the UK.

[Find out more about travel grants.](#)

Students with children or dependent adults

You can apply for:

- [Childcare Grant](#) - full-time students only
- [Parents' Learning Allowance](#) - full-time students only
- [Adult Dependants' Grant](#) - full-time students only
- [Child Tax Credit](#)
- [extra help](#) if you're experiencing financial hardship

Disabled students

If you have a disability, long-term health condition, mental health condition or specific learning difficulty (eg dyslexia) you can apply for:

- [Disabled Students' Allowances](#)
- [extra help](#) if you're experiencing financial hardship

You may also qualify for [disability related benefits](#).

Medical, social work and teacher training students

You can apply for:

- [NHS bursaries](#) - medical, dentistry or healthcare students
- [help with costs of travel to UK clinical placements](#) - medical, dentistry or healthcare students
- [Social Work Bursaries](#) - social work students
- [extra help](#) for teacher training students

Help from your university or college

Many universities and colleges offer [extra money](#) directly to students.

Funding from charitable trusts

Use the [Family Action grant search](#) to check if you can get extra help from a charitable trust.

4. Eligibility

Whether you qualify for student finance depends on:

- your university or college
- your course
- if you've studied a higher education course before
- your age
- your nationality or residency status

5. Repayments

You must pay back tuition fee loans and maintenance loans. You also pay interest on these. You don't have to pay back other student finance, e.g. grants and bursaries.

For more information: <https://www.gov.uk/browse/education/student-finance>

Basic Skills and Lifelong Learning

Adult Basic Education

The Adult Basic Education (ABE) service in Fife provides free tuition for adults who want to improve their basic skills in reading, writing, spelling, numbers or basic IT/computer skills. They run small groups and short courses at venues all over Fife. Everyone has their own learning plan and works at their own level and pace in a friendly and informal setting.

For more information contact

Fay Logan, ABE Organiser - Kirkcaldy, Levenmouth and East Fife Area

Tel: 03451 55 55 55 + Ext 47 10 46 Contact Fay Logan online

By Post: Town House 2 Wemyssfield Kirkcaldy Fife KY1 1XW

Fay Browne, ABE Organiser

Dunfermline, Glenrothes and South West Fife

Tel: 03451 55 55 55 ext 47 17 18

By Post: Fife Council, New City House, Edgar Street, Dunfermline, KY12 7EP

SKILL (National Bureau for Students with Disabilities)

A national charity promoting opportunities for young people and adults with any kind of impairment in post-16 education, training and employment. Information booklets available on-line, free to download.

Information service: 0800 328 5050

Email: skill@skill.org.uk / info@skill.org.uk

Website: www.skill.org.uk

City of Edinburgh Council- Adult Literacy and Numeracy

Free tuition in reading, writing, number and communication skills

Join free classes to improve your reading, writing or numbers. See a list of classes below.

We can help you understand your finances or your children's homework.

You tell us what you want to learn, work at your own pace and learn in small friendly groups.

We will recognise your achievements every step of the way.

You can gain SQA qualifications.

Our courses are for everyone, including people who are deaf, hard of hearing or who have a learning disability.

Call The Edinburgh Learning Helpline on **0800 085 7672** or see a full list of courses on website

www.joininedinburgh.org/literacies/

East Lothian Council Community Education

Web: www.eastlothian.gov.uk

Midlothian Council Community Education

Web: www.midlothian.gov.uk

The Number Shop

The Number Shop offer literacy and numeracy classes for adults

South Bridge Resource Centre
Infirmary Street
EH1 1LT
Tel: 0131 556 3108
Email: cld-numbershop@ea.edin.sch.uk

SWAP Access Programmes

Scottish Wider Access Programmes prepare students over 21 for entry into higher education and can guarantee you a place at college or university. Access programmes are available in Edinburgh in a variety of subjects at Jewel & Esk Valley College, Stevenson College, and Edinburgh's Telford College.

34 Buccleuch Place

Edinburgh
EH8 9LN

Tel: 0131 650 6861

Email: swapeast@scottishwideraccess.org

Web: www.scottishwideraccess.org

Further Education Colleges

Most of these colleges and universities offer a wider range of courses in various different subjects. As well as offering full-time study towards a recognised qualification, most of them also offer part-time, flexible and open learning. Many also offer community based evening and leisure courses.

Institutions often hold open days where prospective students can drop in and find out more. Full information can be obtained directly from the college.

Edinburgh College of Art

Offers art and design, architecture and landscape courses. Courses are up to postgraduate level and many courses available for personal interest.

74 Lauriston Place ,
Edinburgh
EH3 9DF

Tel: 0131 651 5800

Web: www.eca.ac.uk

Edinburgh College

Edinburgh College was formed on 1st October 2012 following the merger of Edinburgh's Telford, Jewel & Esk and Stevenson Colleges.

Through the merger, the College inherited a strong legacy of staff, infrastructure and reputation, and continues to build on this, ensuring that the communities of Edinburgh, the Lothians and beyond have access to top quality higher and vocational education in a style and setting that meets their needs.

The College is split over four main campuses

Granton Campus

Milton Road Campus

Midlothian Campus

Sighthill Campus

Tel: 0131 669 4400

Email: info@edinburghcollege.ac.uk

Web: www.edinburghcollege.ac.uk

Newbattle Abbey College

One year full time access courses, mostly residential

Tel: 0131 663 1921

Email: office@newbattleabbeycollege.ac.uk

Website: www.newbattleabbeycollege.ac.uk

West Lothian College

Full-time courses

Telephone: [+44 \(0\)1506 427605](tel:+44(0)1506427605)

Email: enquiries@west-lothian.ac.uk

Part-time courses

Telephone: [+44 \(0\)1506 427555](tel:+44(0)1506427555)

Email: studentadvice@west-lothian.ac.uk

West Lothian College
Almondvale Crescent
Livingston
West Lothian
EH54 7EP

Tel: 01506 418181

Email: enquiries@west-lothian.ac.uk

Web: www.west-lothian.ac.uk

Universities

Heriot- Watt University

Campuses are at Edinburgh (Riccarton) and Scottish Borders (Galashiels). A range of degree courses and short courses are offered.

Heriot-Watt University
Edinburgh
EH14 4AS
Tel: 0131 449 5111
Web: www.hw.ac.uk

Napier University

A range of diploma, degree and postgraduate courses. Short courses are available through the Lifelong Learning Faculty.

Campuses:

Craiglockhart Campus

219 Colinton Road
Edinburgh
EH14 1DJ

0131 455 4616

craiglockhart.reception@napier.ac.uk

Merchiston Campus

10 Colinton Road
Edinburgh
EH10 5DT

0131 455 2412

enquiries@napier.ac.uk

Sighthill Campus

9 Sighthill Court
Edinburgh
EH11 4BN

0131 455 3555

sigreception@napier.ac.uk

Tel: 0333 9006040

Website: www.napier.ac.uk

Queen Margaret University

A range of undergraduate and postgraduate courses included.

Queen Margaret University Drive,
Musselburgh
Eh21 6UU
Tel: 0131 474 0000
Website: www.qmu.ac.uk

University of Edinburgh

A large university with a flexible degree structure offering over 300 degree courses, including more than 200 joint degree courses, including more than 200 joint degree combinations and post graduate degrees located in 21 Schools based in three colleges.

The Office of Lifelong Learning also provides evening and daytime courses in a wide variety of subjects.

General Enquiries
Old College
South Bridge
Edinburgh
EH8 9YL
Work: +44 (0)131 650 1000
Fax: +44 (0)131 650 2147
Email: communications.office@ed.ac.uk

University of Edinburgh
Moray House School of Edinburgh

Offers teaching, community education, TESOL and sports related courses at various levels.

University of Edinburgh

Old Moray House

Holyrood Road

Edinburgh

EH8 8AQ

Tel: 0131 651 6348

Email: education.school@ed.ac.uk

Web: www.education.ed.ac.uk

University of Edinburgh English Language Teaching Centre

Have over 30 years' experience in providing a wide range of Academic and Specialist English courses for international students and teachers.

Office of Lifelong Learning

College of Humanities and Social Science

Paterson's Land, Holyrood Road

Edinburgh EH8 8AQ

Scotland

Tel: +44(0)131 650 6200

Email: elcinfo@ed.ac.uk

Web: www.ed.ac.uk/english-language-teaching

University of St Andrews

Full time degree courses.

A wide range of part-time special and general interest courses, including history, art and literature, run by the Continuing Education Department.

Centre for Continuing Education

66 North Street

St Andrews

Fife
KY16 9AJ
Tel: 0133 447 6161
Web: www.st-andrews.ac.uk

The Open University Scotland

Offers over 300 courses in a wide variety of subjects. You can choose to study a single course or work towards a diploma, degree or professional qualification. As students work in their own time, Open University courses are ideal for people who are unable to commit to full-time study.

Course Choice Team
10 Drumsheugh Gardens
Edinburgh
EH3 7QJ
Tel: 0131 226 3851
Email: Scotland@open.ac.uk
Web: www.open.ac.uk/scotland

ENGLISH CLASSES IN EDINBURGH

NAME	EMAIL	TELEPHONE	COMMENTS/ NOTES
Alba English	info@albaenglish.co.uk	01316684336 Whatsapp 762950120	1h 40minutes £68/4weeks, 5 th month free.
Global School	info@gse.edinburgh.com	1312262333	1/3weeks £85weekly (minimum)
BSC English		01312783323	1/11Weeks £265
Tollcross Community	Cld-tollcross@ea.edin.sch.uk	01312215800	Price upon enquiry per lesson
Inch Community Centre		01316644710	Free

Linknet Mentoring	admin@linknetmentoring.com	01312614463	Free
South Community Centre	cld-southside@ea.edin.sch.uk	01316670484	Contact Edinburgh Community Centre based ESOL for further info.
Pentland Community Centre	karen.robertson@ea.edin.sch.uk	01314452871	Cost £10 per term.
Carrickvale Community Centre	cldcarrickvale@ea.edin.sch.uk	01314436971	Cost £10 per term.
The Welcoming	info@thewelcoming.org		Free

Libraries

Balerno Library	0131 529 5500	1 Main Street, Balerno EH14 7EQ
Balgreen Library	0131 529 5585	173 Balgreen Road, Edinburgh EH11 3AT
Blackhall Library	0131 529 5595	56 Hillhouse Road, Edinburgh EH4 5EG
Bonnyrigg Library	0131 663 6762	31 Polton St, Bonnyrigg And Lasswade EH19 3HB
Central Library	0131 242 8000	George Iv Bridge, Edinburgh EH1 1EG

Colinton Library	0131 529 5603	14 Thorburn Road, Edinburgh EH13 0BQ
Corstorphine Library	0131 529 5506	12 Kirk Loan, Edinburgh EH12 7HD
Craigmillar Library	0131 529 5597	101 Niddrie Mains Road, Edinburgh EH16 4DS
Currie Library	0131 529 5609	210 Lanark Road West, Edinburgh EH14 5NX
Dalkeith Library	0131 663 2083	1 White Hart Street, Dalkeith EH22 1AE
Dalkeith Library	0131 663 2083	1 White Hart Street, Dalkeith EH22 1AE
Danderhall Library	0131 663 9293	1A Campview, Edinburgh EH22 1QD
Drumbrae Library Hub	0131 529 5244	81 Drum Brae Drive, Edinburgh EH4 7F
Fountainbridge Library	0131 529 5616	Dundee Street, Edinburgh EH11 1BG
Gilmerton Library	0131 529 5628	13 Newtoft Street, Edinburgh EH17 8RG
Gorebridge Library	01875 820630	98 Hunterfield Road, Gorebridge EH23 4TT
Granton Library	0131 529 5630	29 Wardieburn Terrace, Edinburgh EH5 1DD
Kirkliston Library	0131 529 5510	16 Station Road, Edinburgh EH29 9BE
Leith Library	0131 529 5517	28-30 Ferry Road, Edinburgh EH6 4AE
Loanhead Library	0131 440 0824	George Ave, Loanhead EH20 9LA

Mayfield Library	0131 663 2126	1B Stone Avenue, Dalkeith EH22 5PB
Mcdonald Library	0131 529 5636	2 Mcdonald Road, Edinburgh EH7 4LU
Moredun Library	0131 529 5652	102 Moredun Park Road, Edinburgh EH17 7HL
Morningside Library	0131 529 5654	184 Morningside Road, Edinburgh EH10 4PU
Muirhouse Library	0131 529 5528	15 Pennywell Court, Edinburgh EH4 4TZ
Muirhouse Library	0131 529 5528	15 Pennywell Court, Edinburgh EH4 4TZ
Musselburgh Library	0131 653 5130	10 Bridge Street, Musselburgh EH21 6AG
Newington Library	0131 529 5536	17-21 Fountainhall Road, Edinburgh EH9 2LN
Ormiston Library	01875 616675	5A Meadowbank, Tranent EH35 5LQ
Oxgangs Library	0131 529 5549	343 Oxgangs Road, Edinburgh EH13 9L
Oxgangs Library	0131 529 5549	343 Oxgangs Road, Edinburgh EH13 9LY
Piershill Library	0131 529 5685	30 Piersfield Terrace, Edinburgh EH8 7BQ
Piershill Library	0131 529 5685	30 Piersfield Terrace, Edinburgh EH8 7BQ
Port Seton Library	01875 811709	South Seton Park, Prestonpans EH32 0BG
Portobello Library	0131 529 5558	14 Rosefield Avenue, Edinburgh EH15 1AU
Prestonpans Library	01875 818150	West Loan, Prestonpans EH32 9NX
Ratho Community		1 School Wynd, Ratho EH28 8TT

Centre Library & Cafe		
Sighthill Library	0131 529 5566	55 Sighthill Road, Edinburgh EH11 4PB
Stockbridge Library	0131 529 5665	11 Hamilton Place, Edinburgh EH3 5BA
Wallyford Library	01620 820600	Futures Way, East Lothian EH21 8FF
Wester Hailes Library	0131 529 5667	1 Westside Plaza, Edinburgh EH14 2ST

Section Two – Employment

Searching for a job

Before you start your job search, be prepared to be patient. It can be time consuming, tiring, daunting and, at times, challenging. You may have to apply for lots of jobs before you are successful. Don't get disheartened but try to keep motivated. The following steps might make the process easier for you:

Set yourself goals

Setting goals will help you decide exactly what you want to achieve. Some of the things you need to consider are:

Do I want a career or a job?

Will I need childcare? What can I afford?

How many hours can I work?

Do I want to work daytimes or evenings?

Would volunteering help me to increase my skills?

How far am I prepared to travel?

Once you have considered these questions, set yourself some goals.

Recognise your own skills

Think about all the skills you have. Try to see how you will use these skills in your next job. Skills can be from previous employment, hobbies and interests, managing your home and looking after your family. We are often doing things every day which we don't realise are skills. To find out what some of your skills are ask your friends and family. Don't undervalue your skills by using phrases such as; I only..... I just....

Volunteering is often an opening to a job. It gives you valuable experience and gives you a chance to try out situation to see where you work best and what motivates and interests you.

Finding that job

Once you know what you are looking for, you need to know what job search methods are most likely to help you find it. Which newspapers and publications should you look at? Are there any websites that specifically advertise jobs in the field you are looking for?

The fact is that many jobs are not advertised. These jobs can be found by networking and directly contacting an employer. People you know can be an important source of job leads. Asking for their help is often more effective than all other job search methods.

Direct contact with employers can be an effective job search technique. A good source is the Yellow Pages. Begin by looking at front index and for each entry ask yourself, "Would an organisation of that kind need a person with my skills?" don't wait until a job is advertised before you contact the employer. Employers fill most jobs with people they meet before a job is formally open.

Job Search

Newspapers

On line job search

Employment agencies

Networking

Libraries

Job centres

Trade fairs

Employer open days

Professional associations

Local radio

Telephone Directories/Yellow pages

Reactive Vs proactive
Top Employers, City of Edinburgh

NHS Scotland 20,404.
City of Edinburgh Council 17,211
The Royal Bank of Scotland 9,137
The University of Edinburgh 7,691
Halifax Bank of Scotland 6,459
Standard Life 5,929
The Scottish Government 4,847
Scottish Widows 3,667
Royal Mail 3,200
AEGON UK 2,640

Websites

There are many websites that advertise vacancies. Here are just a few.

www.scotsman.com/jobs

www.guardian.co.uk

www.tes.co.uk/jobs/

www.jobs.ac.uk

www.gov.uk

www.jobs.nhs.uk

www.myjobscotland.gov.uk

www.scotland.gov.uk

www.scotland.police.uk/recruitment/police-staff/current-vacancies/

www.jobsinscotland.com/

www.goodmoves.org.uk

www.s1jobs.com

www.indeed.co.uk

www.monster.com

www.reed.co.uk

www.totaljobs.com

www.midlothian.gov.uk/hoomepage/68/communitiesandlifelonglearning
www.jobsgpublic.com
www.creative-edinburgh.com/jobs
www.uk.jobrapido.com
www.workcircle.co.uk/jobs/edinburgh
www.laimoon.com
www.glassdoor.co.uk
www.neuvoo.co.uk
www.studentjob.co.uk
www.jobstoday.com
<https://zoek.uk>
www.talentscotland.com
<https://www.simplyhired.co.uk>
www.jobsite.co.uk/jobs/in-scotland
<https://uk.best-jobs-online.com/>
www.scotland-jobs.co.uk/
www.adzuna.co.uk/jobs/Scotland
www.gumtree.com/jobs/Scotland
www.fish4jobs.co.uk/jobs/scotland
www.scotsjobsnet.co.uk
www.jobleads.co.uk
www.CV-Library.co.uk

A useful website of help and advice on careers is: www.myworldofwork.co.uk

The interview

At an interview the employer is trying to find out three main things:

Can you do the job?

Do you really want to do the job?

Will you fit in here?

Practise what you will say at an interview. Ask a friend or mentor to give you a mock interview and some feedback. This will help you identify what you have to offer an employer. Many things such as a polite manner, reliability and punctuality are important factors which employers are looking for in a potential

employee; so don't forget to highlight these types of skills. If you have already been unsuccessful in an interview, ask the interviewers to give you feedback. What you learn will help build your confidence in attending interviews.

Interview & presentation

General

Learn about the organization

Skills, knowledge and experience comparison and understanding

Think about examples on those areas

Acceptably dressed

Be polite

Answer all members of the panel

Eye contact

Do not beat about the bush, answers are not too long or too short

Ask if you do not understand the question

What the interviewer is looking for

a. Can you do the job ? (relates to skills, qualifications, experience etc)

b. Will you do the job? (relates to motivation ,enthusiasm etc)

c. Will you fit in (relates to personality)

Tell me about yourself: why you can and will do the job and why you will fit in, not the hobbies and the family etc

Don't under estimate b and c.

What is your ideal job? Describe skills you possess, with brief illustrations, and link them to the job on offer

Why do you want to leave? Saying why the job on offer fits your skills and ambitions

How would a friend describe you – reassuring the interviewer that you can and will do the job, and that you fit in by quoting qualities and skills required for the job backed up by examples.

Who do you find difficult to work with- Starting that you have built up good relationships with a variety of people and giving specific examples. You could also illustrate an occasion where you have successfully dealt with a difficult customer or overcame a potential personality clash

What are your main weaknesses -Giving a weakness that has been rectified, perhaps through training, and which is now an area of relative strength. Try to avoid saying you are a perfectionist since everyone seems to say this.

Interview Skills Quiz

1. Which of the following is not one of the suggested strategies for preparing for your job interview:
 - a. conduct research on the company/industry
 - b. prepare answers to possible interview questions
 - c. gather key resources (extra resumes, reference list) to take with you
 - d. plan to ask about salary and benefits at the beginning of the interview

2. True or false: Wearing a formal suit is always the safest “dress for success” attire.
 - a. true
 - b. false

3. True or false: Being the most qualified candidate for the position just about guarantees you will get the job.
 - a. true
 - b. false

4. True or false: Greeting the receptionist/assistant when you arrive and treating him or her with respect is an important key to your success.
 - a. true
 - b. false

5. What are three most important keys to success in interviews?
 - a. good cologne, nice smile, fresh breath
 - b. making eye contact, showing enthusiasm, speaking clearly
 - c. fresh breath, nice smile, making eye contact
 - d. developing rapport, good posture, fresh breath

6. It's best to arrive how early before an interview?
 - a. 1 hour
 - b. 30 minutes
 - c. 10 minutes
 - d. 1 minute

7. True or false: You should use only examples from your actual work experience to answer the question during a job interview.
 - a. true
 - b. false

8. The best thing to do in an interview when you get a question that stumps you temporarily is:
 - a. sit there and just stare at the interviewer
 - b. keep saying, "good question, good question"
 - c. respond with, "I just really can't answer that"
 - d. paraphrase the question while giving yourself time to think

9. When the interviewer asks you the question, "tell me about yourself," s/he really wants what in response?
- a 10-minute detailed story of your life, from birth to present
 - a concise narrative of your personal and professional background and goals and how they relate to the job at hand
 - a short narrative of your personal life, leaving nothing to the imagination
 - a long-winded account of your last vacation
10. How should you respond to the question, "where do you see yourself in five years?"
- "I just want to be at a place in my life when I'm happy with who I am -- the job I'm doing would have to support that."
 - "I could see myself starting my own business."
 - "I would hope I am still with this organization in a position of increased responsibility, making a vital contribution to its success."
 - "I just want to have a steady income that I am satisfied with and that allows me to be financially independent."
11. The best way to answer the question, "Why do you want to work for our company," is by saying:
- "You've been the market leader for the past five years because of the reputation of your products and quality of customer satisfaction and I would like to contribute my services to continue the organization's successes."
 - "You've been the market leaders for the past five years, and I think it would be really great for my career to work for your organization."
 - "I love the fact that I can dress in jeans every day and that the office is only a five minute bike ride from the beach."
 - "I'm really attracted by the great salary and benefits your company offers."
12. If you are returning to the workforce or have gaps in your employment history and are asked about what you were doing during that time, you should:

- a. talk about volunteering or consulting work you completed
- b. mention that being a parent takes top priority in your life
- c. discuss the long mourning period over the loss of a loved one
- d. state that you tend to need breaks between jobs

13. True or false: No matter what, you should always ask a question when the interviewer asks if you have any questions about the job or the company.

- a. true
- b. false

CV & Application

Application Tips

1. Read the covering letter
2. Read application guidance
3. Note down Main job aspects
4. Note down Main skills and experience
5. Study the application and find where to input that information
6. Find where to add the rest of the information that is not already gone on to the application

Notes on CV building

CV Fundamentals

The Why, What, Who and How of CVs

Why do you need a CV?

If you're trying to introduce yourself to a business or organisation, a CV is a

straightforward way to let them know you exist and that you have skills and experience which may be of use to them.

What is a CV for?

Its main purpose is to get you a meeting or interview with someone relevant to finding you a suitable role. The CV is a sales document. Think of it as the glossy brochure that makes someone want to find out more information about the product - you.

Who will read it?

Anyone involved in your job hunt. This can include network contacts, recruitment consultants, Human Resource professionals, Talent or Resource Managers, or just a temp bought in to go through a pile of 300 to whittle it down to 50. Your CV has to be understood by all of them, so before you write it, make a list of the people who may read it. When you've finished your CV, check it meets their needs of the people on your list.

How long will they spend reading it?

For professionals whose job involves reading CVs, this may be only a few seconds. This is why the first impression and the information on the top half of the first page is crucial to gain their interest. Keep the length reasonable - you should be able to get the relevant information into two pages. If you're selected for interview, the recruiter will then spend much longer reading your CV prior to the interview. Hopefully your CV will make them look forward to meeting you.

The main points of a CV

Contact Details

It's obviously very important that these are accurate. And make sure you list the best way to contact you. For example, don't put your mobile phone number if you don't always carry it with you. Or better still get in the habit of having it with you!

Profile

This is a short statement about you at the top of the CV. It helps the reader understand who you are quickly, and hopefully will make them want to spend more time reading the rest of your CV.

Skills and Achievements

This is essential to a successful CV. You can either list them separately to your career details, include a short section of around six key skills to highlight at the top, or include them within the relevant sections of your career history.

Career History

Your most recent role comes at the top, and the others in order below. Generally you won't need to go back further than 15 years. Breaking up long periods with one employer into different job roles can help explain your work more clearly. If adding to an existing CV, ensure the style is consistent, and edit and cut back on early work to make it relevant.

Qualifications

List your relevant academic qualifications. Don't include too much detail unless the qualification was gained in the last five years. You can also include training courses and can then entitle the section 'Professional Qualifications and Training'.

Personal Details

This is where you would put your age, nationality, driving license, marital status etc if you want to include it.

Hobbies and Interests

There is some debate about the relevance of this to a CV but it can help the reader think of you as a person rather than a list of job information. It may also raise questions in the interview, so be truthful!

Summary

A CV is a tool to help you in your job hunt and career. You are the best person to write it, as you know the most about its subject. Think about what you want it to achieve, and then write with that goal in mind. You will probably need to tailor it for different opportunities, and it will almost certainly evolve and improve as your job hunt progresses.

Planning Your CV

Preparation and planning are key to career success. Even if you have a CV, it's worth going through this exercise to check it covers everything needed.

Types of CV

Choose a layout that best displays your important attributes. Here are a number of types of CV, along with downloadable examples of each.

Historical CV

If you're applying for a role that leads on from your last job, this needs to be prominent on your CV. A standard CV shows a reverse chronological list of your working career. It may also highlight Key Skills and Achievements above the Career History section. This type of CV is used in over 95% of situations.

Other types of CV you may consider are:

Skills-based

Highlights your skills and capabilities, followed by the historical details. These CVs are helpful where a career change is involved and transferable skills need to be emphasised.

Academic

These are suitable for detailing any published papers, patents and symposia. It contains more details of education and may be longer than standard. It is important to match it to the recruiter's expectations.

Technical

These are often used in IT and Design situations. They combine a historical or single page CV with a summary and examples of capability, and allows you to show examples of technical or creative work.

Single page CV

This is just a simple list of your CV's key points. Although less detailed than others, it can play an important role in your campaign (e.g. for networking or consulting)

Design and Appearance

Recruiters are often looking at a large number of CVs, so a conventional structure with strong content tends to be the best way to stand out.

There are many things to consider. Make sure your design will work both on screen and on paper. Use a sans serif font such as Arial or Verdana, and use 11 or 12-point type. Use the same font throughout and use a larger size for your name

at the top. Titling it Curriculum Vitae will waste space, so start with your name. Use bold for emphasis, and avoid underlining as this does not read well on screen.

Think about how you're going to use the paper, and avoid templates that don't utilise the space well.

Length

If you can't say it in one, two pages are ideal. Get your message across succinctly. If your work is technical, you may need to include an appendix. If you are a Senior Director and your last three roles had many relevant responsibilities, you may need to go to three pages. But do consider the reader.

If your CV is longer than two pages, it's probably because you've been adding more information at the top without removing out of date details from the end.

Appendices

With two pages it can be difficult to get technical information across. This can be added in a one or, at most, two page appendix. Also if you're submitting a CV to a recruitment consultancy where it is likely to be key worded and rated, you can include a one-page skills list with a grading e.g. debtor management - very good; Sage software - Excellent.

Phrasing

Try to use first person phrasing, but remove the 'I'. For example, 'I increased profitability....' Becomes 'Increased profitability...'

Use strong action verbs to start the sentences e.g. reduced, saved, improved, negotiated, etc.

CV Content

Content is the real key to success, so put yourself in the recruiter's place and provide the information that best shows your suitability. In particular, there may well be achievements from your last role that are directly relevant to the new one.

CV Guidelines from Virgin

We want to be able to clearly – and quickly – understand what makes you stand out from the crowd, and to see where you could fit within the Virgin Group. And the easiest way for us to see whether you could be Virgin, is through your CV. So here are some helpful guidelines on how to write a really good one.

Some general pointers...

- We just don't have time to read CVs that resemble War & Peace. Keep yours concise – ideally no more than two pages
- Clarity is important too – use headings so we can see what's what at a glance
- It doesn't take long to do a spell check, so make sure you do
- Use an easy-to-read font, in a reasonable size, and steer clear of wacky colours
- Don't leave gaps – if you spent six months trekking through the jungle of Borneo, we want to know about it.

The personal bit...

- We don't need to know everything about you, so don't include things like your gender, date of birth, age, and family status...
- But we do need to know how to contact you, so always include your name, address, phone number and email address
- And if you'd prefer us to contact you one way rather than another, let us know.

The bit where you tell us about your work experience...

- If you're coming straight from school or college, we'll be interested in hearing about all the work experience you've had so far
- If you've already got plenty of experience under your belt, just stick to the roles that are most relevant

- List your most recent experience first
- Try and cover your experience in short sentences or bullet points (your CV might end up looking a bit like this guide)
- Highlight your responsibilities, the skills you developed, and the impact you made.

The bit where you tell us about your education...

- We'll want to know about all the qualifications you've gained, including your grades
- You might have achieved qualifications outside of school or college, list these too (if they're relevant – Brownie/Scouts badges probably aren't).

The bit where you cover everything else...

We want to know what makes you tick, so if you've got anything interesting to say that doesn't fall into any of the above, this is the place to make sure we know about it. Things like...

- Do you speak another language (or two)?
- Have you ever volunteered?
- Got hobbies that you're passionate about?

Plan your CV – Profiles

The profile goes at the top of your CV directly under your contact details. Its aim is to quickly gain the readers full attention and interest them in reading more about you. It describes you succinctly and puts the CV in context. The format is usually about 30 words, includes your job role and some of the key points that are most relevant to your potential future employers.

- An experienced job title/descriptive phrase providing.....
- Results driven with a proven record in key skill and key skill.

Try to avoid common general phrases such as good team player, works well under own initiative or as part of a team, with good communication skills, excellent manager etc There is nothing wrong with these but regular CV readers see them so often they cease to have any impact and are largely ignored.

Ensure your description is more original and showcases your main talents and achievement - all in 30 words or less! The profile can be a hard place to start your CV it is often easier to go back to it when you have finished the main part of your CV. Similarly with the Key Skills and Achievements section you can select these from your career history.

If you have a great unique selling point (USP) on your CV you may touch on this in the profile, include it in the Key Skills and Achievements and in your Career History. Aim to reinforce the point avoiding repetition.

Examples

Business Analyst

A professional and highly motivated Business Analyst possessing first-class analytical, design and problem solving expertise combined with a track record in building relationships. An innovative and positive creative thinker with excellent attention to detail. (34)

Scientist

An innovative scientist with experience in biological systems, developing ideas and concepts and managing projects. Creative, self motivated and pro-active she has a proven ability to take concept and turn it into a deliverable through efficient project management. (38)

Maintenance Engineer

A skilled Maintenance Engineer, well motivated and conscientious with considerable experience of Industrial and Production Engineering processes, gained within a wide range of different industries. (25)

IT Business Manager

An experienced Business Intelligence Consultant with a specialist focus on data warehousing and business intelligence solutions. Excellent customer-contact skills with the ability to relate well at all levels. In depth knowledge of the business

travel sector, with particular emphasise on management information and the corporate card market. (47)

Stores Person

Stores Person with 10 years experience in a light engineering firm. Experienced in goods inward, despatch and stock control methods. (20)

Project Manager

A qualified PRINCE II Practitioner with a proven ability to lead and motivate multidisciplinary teams. Successfully formulating and delivering change within time, budget and strategic constraints. Combines interpersonal, planning and control skills with IT development expertise. Adept at maintaining credibility, strength of character capable of managing complex relationships.(48)

Qualified Person

An experienced pharmaceutical professional from a broad technical background promoted through supervisory and managerial positions culminating in Qualified Person status within a Quality function. Has an attitude of continuous improvement in the pursuit of excellence. (35)

Software Developer

A highly self-motivated professional with experience in a wide range of aspects of IT support, specialising in Software analysis and development, mainly Oracle. Adaptable and resourceful with good analytical problem solving skills. (32)

Electronic Technician

A resourceful Electronic Technician within a light engineering and manufacturing facility. Experienced in production, development and maintenance environments. (18)

Sales Professional

An enthusiastic and successful Sales Professional used to delivering excellent customer service and exceeding sales targets through the management of an area, and of key accounts. (26)

Effective Letter Writing

Often letters or emails are the first impression a potential employer will get of you. So never use a photocopied standard letter or one that looks like a glorified compliment slip. A well-written, tailored letter alongside with CV can really sell yourself as the ideal candidate.

If you are making a direct approach;

- is your letter crystal clear about how you could benefit their organisation?
- does your letter focus on what you have to offer them rather than what you will gain from the job?

If you are responding to a job advertisement;

- did you quote the job title and job reference clearly?
- have you demonstrated how well you measure up to any specific requirement that they list as "essential"?
- have you been positive?

Using Personal Contacts

Many people hear about vacancies and find work at all levels through personal contacts. A surprisingly large number of jobs are never advertised and, unless people know about you, you will never be considered for them. Building and maintaining contacts can help you to discover opportunities before they are advertised. You may hear of vacancies that have arisen because someone has left, been promoted, gone on maternity leave or because the company has expanded.

Approaching Recruitment Companies

Employers come to these agencies if they want to recruit. The agency are given a brief, which they use to write a job ad, put together a shortlist and, in many occasions, even carry out initial interviews.

Mentoring

Having a mentor can help you with all of the stages involved in job searching. A mentor can support you in the decision making process; by increasing your network of contacts; by helping you with the application process, and by giving you tips and practise on interview skills and techniques.

LINKnet Mentoring Ltd

31, Guthrie Street

Edinburgh

EH1 1JG

Tel: 0131 261 4463

Mobile: 07447228686

Email: linknet2@linknetmentoring.com

Email: enquiries@linknetmentoring.com

Web: www.linknetmentoring.com

Vocational Training and Advice

Bridges Project

Bridges Project is a charity which provides a number of services to assist young people manage transitions into adulthood and life beyond school. We work across East Lothian and Midlothian. Our services are offered on a voluntary basis and are free and confidential.

Our objectives are to assist young people with:

- improving their employability, training and education related skills
- managing their move to independent living
- developing skills which will help them to manage a job, house, relationships etc
- becoming active members of their community
- realising their potential

Bridges Project

Unit 1

Bogpark Road

Musselburgh

East Lothian

EH21 6RT

Tel: 0131 665 1621

Email: mail@bridgesproject.org.uk

Web: info@bridgesproject.org.uk

Covid Updates - Due to current legislation around CoVid-19, the office is currently closed but they are continuing to provide support to young people through other means; phone calls, FaceTime, texts and Zoom. If you would like to talk to someone you can still contact them on 0131 665 1621

Workingrite

Across Scotland, local project co-ordinations individually match a young person to a small business in their local community, where they learn valuable skills 'on- the – job', where it counts. Their 'trainees' are with their work placement for up to six months during which they are guided by an older mentor in the business and supported by their project coordinator.

Objectives

- .Bridges the gap between work and school.
- .Gives young people essential work experience
- .Provides good role models, builds their confidence and offers them a quality vocational alternative to academic learning

Edinburgh Regional Offices

Head Office, Pioneers Project and Street Soccer Project
Catchpell House, 4 Carpet Lane
Edinburgh , EH6 7SP

Email: info@workingrite.co.uk

Tel: 0131 553 9395

Covid Updates – Office is currently closed yet they will continue to support young people in other ways. For more information contact head office at info@workingrite.co.uk

Midlothian Council Lifelong Learning & Employability

Engage with people through : youth work, adult learning, family learning , vocational training, employment support, work experience, and capacity building.

Communities of Lifelong Learning (CLL) offers ...

- Accreditation and Employability
- Adult Literacy and Numeracy (ALN)
- Adults and Families
- English for Speakers of Other Languages (ESOL)
- Foundation Apprenticeships
- Youth Clubs
- Job Coaching

Address

Midlothian Council
Fairfield House
8 Lothian Road
Dalkeith
EH22 3AA

Tel: 0131 271 3713

Email: cll@midlothian.gov.uk

Covid Updates - Still offering support of all during Covid- 19 by accessing www.midlothian.gov.uk/info/200296/coronavirus/645/support_for_all_during_covid-19

Princes Trust

The Edinburgh Centre gives young people one-to-one support to live, learn and earn by boosting their skills and confidence. Young people aged 13-30 can access a range of core programmes at the centre including Fairbridge, Get Started and Enterprise.

Objectives

- Work with key partners on a range of initiatives that help young people on their journey to getting a job
- Building confidence
- Provide mentors to those who are self employed and worries about their future

Address

73 Ferry Road
Edinburgh
EH6 4AQ

Tel: 0800 842 842

Covid Updates – there is a coronavirus support hub available from their website which is continuously updated. The Hub can be accessed from www.princes-trust.org.uk/about-the-trust/coronavirus-response/resource-centre

Employment Academies

Sector-based work academies are designed to help meet employers' immediate and future recruitment needs as well as to recruit a workforce with the right skills to sustain and grow their business.

A sector-based work academy can last up to 6 weeks and has 3 main components:

- pre-employment training – relevant to the needs of the business and sector
- a work experience placement – of great benefit to both the individual and a business
- a guaranteed job interview

Sector-based work academies are available in Scotland funded through the Scottish government or other partner organisations.

To find out more contact your local Jobcentre Plus employer engagement team.

Telephone: 0345 604 3719

Textphone: 0345 608 8551

Welsh language: 0345 604 4248

Monday to Friday, 8am to 6pm

[Find out about call charges](#)

Skills Development Scotland

Skills Development Scotland (SDS) is the national skills body supporting the people and businesses of Scotland to develop and apply their skills.

SDS plays a key role in driving the success of Scotland's economic future, working with partners to:

- Support individuals to reach their potential
- Help make skills work for employers
- Improve the skills and learning system.

SDS is preparing Scotland's workforce to maximise opportunities in today's dynamic world.

79 Shandwick Place,
Edinburgh,
EH2 4SD
Tel: 0800 917 8000
Web: www.skillsdevelopmentscotland.co.uk

Covid updates – offices are not currently open but you can call your local centre to access career advice, information and guidance, or access careers support and information at www.myworldofwork.co.uk

EVOC- Edinburgh Voluntary Organisations Council

Edinburgh Voluntary Organisations' Council – EVOC – helps to support, develop and promote the interests and work of voluntary and community organisations in Edinburgh.

It does this by:

- Providing services that enable voluntary sector organisations to thrive
- Working to influence the statutory sector in the creation of conditions that will allow the voluntary sector to flourish

Short courses and accredited learning for employees and volunteers working with the voluntary sector within Edinburgh

525 Ferry Road

Edinburgh

EH5 2FF

Web: www.evoc.org.uk

Tel: 0131 555 9100

Email: info@evoc.org.uk

Covid updates – Office currently closed but they can still be contacted at info@evoc.org.uk

BEMIS

National umbrella body which aims to promote the interest of minority ethnic voluntary organisations. Moreover, they develop capacity and support inclusion and integration of ethnic minority communities.

Objectives

- Strengthen the capacity of the ethnic minorities voluntary sector
- Address inequalities by empowering communities
- Take the lead on policy issues and debate which are of concern to minority ethnic communities at both local and national level
- Support of equality and multicultural Scotland

Address

BEMIS
Mezzanine
70 Hutcheson Street
Glasgow
G1 1SH

Tel: 0141 255 2133

Email : mail@bemis.org.uk

Covid updates – BEMIS office is currently closed and all staff are working remotely. For general enquiries you can email them at the address listed or visit www.bemis.org.uk/contact-us for the email address of individual staff members.

SCVO (Scottish Council for Voluntary Organisations)

The national membership organisation for the voluntary sector. They lobby government on policy issues, create jobs for young people and support organisations to embrace and promote digital skills.

Objectives

- Promote the voluntary sector and the effectiveness and efficiency of charities
- To advance education , and particularly in matters connected with the establishment, operation and governance of voluntary organisations.

Address

Mansfield Traquair Centre
15 Mansfield Place
Edinburgh
EH3 6BB

Tel: 0131 474 8000

Information Service Helpline : 0800 169 0022

Email: enquiries@scvo.org.uk

Covid Updates :- SCVO offices are closed. Their Third Sector Information Hub can be found at www.scvo.org.uk/support/coronavirus/what-scvo-is-doing

CEMVO Scotland

Core aim is to build the capacity and sustainability of the ethnic minority (EM) voluntary sector and its communities, through programmes such as social enterprise support and leadership development.

Objectives

- Continually engage with the EM voluntary sector and its communities , and enable them to gather information about the needs and issues affecting the sector.

- Tackle a range of prevalent issues such as race inequality, social inclusion , capacity building and civic participation.

Address

95-107 Lancefield Street
Glasgow
G3 8HZ

Tel: 0141 248 430

Email: enquiries@cemvoscotland.org.uk

Covid Updates – office closed but you can still contact them at enquiries@cemvoscotland.org.uk

CHAI (Community Help and Advice Initiative)

Formed in 1997 as part of a planned amalgamation of a number of small urban funded projects delivering a range of social welfare services including advice, support and development services on a local and city wide basis in Edinburgh

Objectives

- To relieve poverty
- Provide social welfare assistance
- Provide practical help
- Provide, information, advice and support

Address

5th Floor, Riverside House
502 Gorgie Road
Edinburgh
EH11 3AF

Tel: 0131 442 2100

Advice Service: 0131 442 1009

Email: chai@chaiedinburgh.org.uk

Covid Updates :On their website they have advice on what benefits are available to you. This can be accessed at www.chaiedinburgh.org.uk/category/news

Saheliya

A specialist mental health and well- being support organisation for black, minority ethnic, asylum seeker, refugee and migrant women and girls (aged 12+) in the Edinburgh and Glasgow Area.

Objectives

- Supports and promotes positive mental health
- Aim to develop clients self – esteem and confidence
- Reduce barriers such as isolation and depression
- Offer counselling, practical support, befriending, complementary therapies , outreach and group work

Address

Edinburgh – 125 McDonald Road

EH7 4NW

Tel: 0131 556 9302

Email: info@saheliya.co.uk

Glasgow – St. Follow House

130 Springburn Road

G21 1YL

Tel: 0141 552 6540

Email: admin.glasgow@saheliya.co.uk

Covid Updates – Offices are currently closed but you can still contact them at info@saheliya.co.uk

And admin.glasgow@saheliya.co.uk

Amina (The Muslim Women’s Resource Centre)

Offers a range of support to Muslim and Minority Ethnic women , tailoring employability services to the specific needs of the client.

Objectives

- Empower and support women to access, achieve and sustain paid employment
- Endeavours to create a Scotland where Muslim and Minority Ethnic women have equality of opportunity across the labour market
- Building an inclusive society where the possibility of progression and prosperity is shared by all

Address

Greyfriars Charter Centre 138-140
The Pleasance
Edinburgh
EH8 9RR

Tel : 0131 667 9199

Email : info@wmrc.org.uk

Covid Updates – Office currently closed

ELREC (Edinburgh& Lothians Regional Equality Council)

their purpose is to fight discrimination, promote human rights, foster good relations in our communities and promote cooperation and partnership to ensure that everyone is treated equally , with dignity and respect.

Objectives

- The support and advice service is a confidential service which provides free and impartial advice for individuals who :
- Need housing and benefits advice
- Have suffered discrimination
- Need assistance working in public bodies

- Need to report a hate crime

Address

14 Forth Street
Edinburgh
EH1 3LH

Tel: 0131 556 0441

Email: admin@elrec.org.uk

The Welcoming

Aiming to build a diverse and inclusive Scotland where everyone feels welcome and can achieve their potential through building communities and working together.

Objectives

- Supporting newcomers to learn English , find jobs and access local services.
- Offering opportunities for friendship , creativity, health and well-being in Edinburgh
- Connecting locals and newcomers through social and cultural exchange
- Collaborating with others to share knowledge and influence positive change

Address

20 Westfield Avenue
Edinburgh
EH11 2TT

Tel: 0131 346 8577

Email: info@thewelcoming.org

Covid Update- Office currently closed yet services are still available virtually. Please email them for more information info@thewelcoming.org

Joined Up For Jobs

Purpose is to develop a new approach to employment support across Edinburgh to make a significant, positive contribution to tackling exclusion and disadvantage and to harness the co-operation of employers to do this.

Objectives

- Client centred
- Sets out the framework for a partnership of key agencies and frontline services to work together to help more people into employment
- Support is given through website resources, a client management information system and quarterly forums

Address

Capital City Partnership
165a Leith Walk
Edinburgh
EH6 8NR

Support at work contact (Terry Anderson) Tel : 0800 0283 280

Email: tanderson@stuc.org.uk

Jobcentre Plus

Assisting people to get back into employment. A range of workshops, job search tools, help identifying suitable jobs and careers, assistance with job applications and interviews.

Job Centre Updates

No number listed for welsh speaking and texting but telephone is 0845 604 3719 or 0800 169 0190

Job Centre Plus

Address: 6 E Fountainbridge
Edinburgh
EH3 9BH

Tel: 0800 169 0190

Covid update – Office currently closed but you can call on 0800 169 0190

Midlothian Jobcentre Plus

Address : 20 High Riggs
Edinburgh
EH3 9HU

Covid Updates – office is currently closed but you can still call on 0800 169 0190

East Lothian Jobcentre Plus (Musselburgh)

Address : North House Eskmills Park
Musselburgh
EH21 7DU

Tel: 0845 6043719

Email : musselburghorti@outlook.com

Covid updates – office currently closed but you can call on 0845 604 3719

West Lothian Jobcentre Plus (Livingston)

Address : Unit 16B Regional Centre
Almondvale Street
Livingston
EH54 6NQ

Tel : 0845 604 3719

Covid updates – office currently closed but you can call on 0845 604 3719

Wester Hailes Jobcentre Plus

Address: Murrayburn House
1 Westside Plaza
Wester Hailes Road
Edinburgh
EH14 2SP

Tel: 0800 169 0190

Covid updates -office currently closed it you can contact by calling 0800 169 0190

or login to your Universal Credit Account

Leith Jobcentre

Address : 199 Commercial Street

Leith

Edinburgh

EH6 6QP

Tel: 0800 169 0190

Covid updates – office closed but you can call on 0800 169 0190 or by accessing you universal credit account

Edinburgh Torphichen St. Jobcentre Plus

24-26 Torphichen Street

Edinburgh

Scotland

United Kingdom

EH3 8JP

Tel: 0131 456 5200

Leith Jobcentre Plus

1-3 Leith Walk

Leith

Edinburgh

Scotland

United Kingdom

EH6 8TD

Tel: 0131 456 4200

Portobello Jobcentre

21-23 Windsor Place

Portobello

Edinburgh

Scotland
United Kingdom

EH15 2AF
Tel: 0131 456 4800

Edinburgh City Jobcentre Plus

11-13 South St Andrew Street
Edinburgh
Scotland
United Kingdom
EH2 2BT
Tel: 0131 456 3300

Edinburgh High Riggs Jobcentre

20 High Riggs
Edinburgh
Scotland
United Kingdom
EH3 9HU
Tel: 0131 456 4000

Midlothian Training Services

Midlothian Training Services has a number of programmes available depending on the individual needs of the young people:

Midlothian Training Services,
76 High Street, Bonnyrigg,
EH19 2AE
Tel: 0131 270 5720
Email: mts@midlothian.gov.uk
Website: www.midlothian.gov.uk

Sikh Sanjog

Provides advice, information, activities and an employment guidance service to members of Sikh and ethnic minority communities

130 Leith Walk,

Edinburgh,

Midlothian EH6 5DT

Tel: 0131 553 4737

Website: www.sikhsanjog.com

Volunteering

Volunteer Edinburgh

Their mission is to inspire more people to volunteer so they can nuance their lives, the lives of others and build resilient communities.

Objectives

- Effective, well governed and managed
- Inspire the development of volunteering opportunities which bring benefit to the community and enhance social capital
- Inspire and enable people to volunteer

Address

Main Office – 222 Leith Walk

Edinburgh

EH6 5EQ

Tel : 0131 561 8300

Volunteering Hub – Royal Edinburgh Hospital

MacKinnon House Corridor

Morningside Terrace

Edinburgh

EH10 5HF

Tel: 0131 537 6229

Volunteering North Edinburgh (ViNE) - North Edinburgh Arts
15a Pennywell Court
Edinburgh
EH4 4TZ
Tel: 07958 540 438

To email fill out completion form on website at
www.volunteeredinburgh.org.uk/contact-us/

Covid updates – opportunities to volunteer are very limited at this time , but more volunteers will be needed over the coming weeks when they become available and will be listed on website at
www.volunteeredinburgh.org.uk/volunteer/find-opportunities/

Volunteer Midlothian – offers free advice and guidance on how to volunteer and where to volunteer

Objectives

- Training volunteers to increase skills and confidence
- Additional support and guidance for volunteers with individual needs

Address

32/6 Hardengreen Industrial Estate
Dalkeith
EH22 3NX

Tel : 0131 660 1216

Email: info@volunteermidlothian.org.uk

Covid Update – Office currently closed but list of services available can be found at www.volunteermidlothian.org.uk/news-events/coronavirus-volunteering-updates/

Volunteer Centre East Lothian – provide support, learning and development opportunities for both individuals and organisations

Objectives

- To provide a single point of access for support and advice for the third sector within their local area
- To ensure that the third sector is effectively supported and represented at the local level

Address

56 High Street
Tranent
EH33 1HH

Tel: 01875 615 423

Email: info@volunteereastlothian.org.uk

Covid Updates : Office currently closed but they can still be contacted at 01875 615 423 and info@volunteereastlothian.org.uk

Voluntary Sector Gateway West Lothian – primary purpose of the organisation is to support the Third Sector (e.g. charities) and provide a link with the public sector (e.g. local authority , NHS etc)

Objectives

- More people have increased opportunity and enthusiasm to volunteer
- Social enterprise grows and develops
- Third Sector organisations feel better connected and are able to influence and contribute towards public policy

Address

20-22 King Street
Bathgate
EH48 1AX

Tel: 07712 521850

Email : vsg@vsgwl.org

Covid Updates : Office currently closed but they can still be contacted at 07712 521850 and vsg@vsgwl.org

Section Three- Personal development

Social Support Agencies

Housing

Advice and information on housing options. Advice and support for homeless people, including assessment of priority need for housing. The main information source for housing options is

20 Cockburn Street
Edinburgh
EH1 1BN
Tel : 0131 200 2000

Website: www.edinburgh.gov.uk/housingoptions

Positive Action in Housing Ltd

We offer advice, information and support to people from new migrant, refugee and minority ethnic communities. We run a free, confidential and impartial casework service for those facing poverty, homelessness, racism or poor housing. We run a Hardship Fund and provide emergency shelter and practical resources for destitute asylum seekers and their families.

We provide volunteering and sessional work opportunities. We support human rights and anti-racist campaigns. We inform social policy from a user-led perspective. We offer training, consultancy and best practice guidance to Registered Social Landlords, voluntary organisations and minority ethnic/refugee organisations

98 West George Street
Glasgow G2 1PJ
Tel: 0141 353 2220
Fax: 0141 353 3882
Email: home@positiveactionh.org
Website: www.paih.org

Homelessness

Local authorities have a legal duty to help homeless people. Firstly by interviewing them and assessing their housing situation, secondly, by offering them temporary or permanent accommodation.

You can drop in during working hours or make an appointment to speak to someone at the Housing Options Team.

20 Cockburn Street
Edinburgh
EH1 1BN
Tel. no. 0131 529 7061
Website: www.edinburgh.gov.uk/housingoptions

Council Housing Officer
Edinburgh Council
Tel. no.01312002000

For housing, social work and health assistance the Access Point
17-25 Leith Street
Edinburgh EH1 3AT
Tel. no.0131 5297438
If you need emergency housing after working hours, you can call the Out of Hours Service free phone: 0800 032 5968

Shelter Scotland is a charity that works to alleviate the distress caused by homelessness and bad housing. We do this by giving advice, information and advocacy to people in housing need, and by campaigning for lasting political change to end the housing crisis for good.

Scotiabank House
6 South Charlotte Street
Edinburgh
EH2 4AW

Phone: 0300 330 1234/0344 515 2000

Email: info@shelter.org.uk

Website: scotland.shelter.org.uk

More advice from Shelter

- [Local housing allowance \(LHA\) for private renters](#)
- [Final offers of housing when homeless](#)
- [How much housing benefit you get](#)
- [When your housing benefit can be stopped](#)

Bethany Christian Trust

We're passionate about transforming lives.

All our services focus on relieving the immediate suffering and meeting the long terms needs of homeless and vulnerable people in Scotland. We don't just work with homeless people. We stop people becoming homeless in the first place.

We provide tailored visiting support and community development. We also support individuals and families to help them address long-standing issues including: social isolation, unemployment, and drug addiction.

65 Bonnington Road
Edinburgh
EH6 5JQ

Phone: 0131 561 8930

Email: info@bethanychristiantrust.com

Website: www.bethanychristiantrust.com

CHAI (Community Help and Advice Initiative)

For advice on housing, welfare benefits, debt, employability.

Floor 5, Riverside House, 550 Gorgie Road, Edinburgh, EH11 3AF.

Main CHAI telephone: 0131 442 2100

Advice Service: 0131 442 1009
Email: chai@chaiedinburgh.org.uk
Cyrenians Mediation Service
Mediation service for people at risk homelessness.
Norton park
57 Albion Road
Edinburgh EH7 5QY
Tel no. 0131 475 2405 / 01314752354
Email: admin@cyrenians.scot

Furniture

Edinburgh Furniture Initiative

Gives away furniture at no cost to those who meet their criteria
Website: www.foursquare.org.uk

Canonmills Superstore:
A: 67 Logie Green Road,
Edinburgh,
EH7 4HF
Tel. no. 0131 557 7900
Email: info@foursquare.org.uk

Sighthill Superstore:
A: 5 Bankhead Medway,
Edinburgh,
EH11 4BY
Tel. no. 0131 450 3900

Visiting Housing Support:
Tel. no. 0131 285 1227
Email: info@foursquare.org.uk or referrals@foursquare.org.uk

Interpreting and Translation

Alpha Translating Service

18 Haddington Place
Edinburgh
EH7 4AF
Tel. no. 0131 558 9003
Email: enquiry@alphatrans.co.uk
Website: www.alpha.co.uk

Fife Community Interpreting Service

8 Mitchell Street
Kirkcaldy, KY1 1BD
Tel. no. 01592 261900 (24 hour answering service)
Fax: 01592 263811
Website: www.fcis.org.uk

The Interpretation and Translation Service (ITS)

The Interpretation and Translation Service (ITS) provides interpretation and translation in many community languages, Braille, tape, large print and British Sign Language.

Central Library
George IV Bridge
Edinburgh
EH1 1EG
Tel. no. 0131 242 8181
Email: its@edinburgh.gov.uk

Global Language Services Ltd
Belgrave Business Centre,
45 Frederick Street,
Edinburgh,
EH2 1EP
Tel. no. (0)141 429 3429

24 Translation Services Ltd.
18 Torphichen St, Edinburgh
Tel. no. 0131 201 0035/ (0) 20 3322 4632

Global Voices
152 Morrison St, Edinburgh
Tel. no. 0845 130 1170
Email: info@globalvoices.co.uk
Website: www.globalvoices.co.uk

Signlive Ltd. (Sign Language)
One Lochrin Square
92 Fountainbridge
Edinburgh
EH3 9QA
Tel. no. 03308220288
Email: hello@signlive.co.uk

Older People

Age Concern Scotland and Help the Aged

Tel. no. 0845 833 0200
Website: www.ageconcernandhelptheagedscotland.org.uk/www.ageconcernscotland.org.uk

Age Scotland helpline is a free, confidential phone service for older people, their carers and families in Scotland.

Causewayside House, 160 Causewayside, Edinburgh EH91PR
Tel : 0800 12 44 222
Website: www.ageuk.org.uk/scotland

Alzheimer Scotland

160 Dundee Street, Edinburgh
Tel. no. 0808 808 3000/0131 243 1453

Website: www.alzscot.org

Care Inspectorate

Tel. no. 0845 603 0890 /0345 600 9527

Email: enquiries@careinspectorate.gov.scot

Website: www.careinspectorate.com

Elderly Accommodation Counsel

Postal address:

EAC

Suite A

202 Lambeth Road

London

SE1 7JW

Tel. no. 0800 377 7070

Website: www.eac.org.uk

Equality Scotland

Bield is part of a joint Equal Opportunities programme with Hanover (Scotland) Housing Association Ltd and Trust Housing Association Ltd

79 Hopetown Street, Edinburgh, EH7 4QF

Tel. no.0131 273 4000

Email:info@bield.co.uk

Website: www.bield.co.uk

Trust Housing Association

12 New Mart Road

Edinburgh

Scotland,

EH14 1RL

Tel. no. 0131 444 1200

Email: info@trustha.org.uk

Website: www.trustha.org.uk

Mental Welfare Commission

Tel. no. 0131 313 8777 /08003896809

Email: enquiries@mwscot.org.uk

Website: www.mwscot.org.uk

Edinburgh Chinese Elderly Support Association (ECESA)

The aims of the Association are to relieve poverty, further the health and advance the education of persons within the Chinese community in the City of Edinburgh and the Lothians and to promote racial harmony within the wider community in Lothian. Day care is provided two days per week. Lunch club once a week.

25 Home street

Edinburgh

Postcode

EH3 9JR

Tel. no. 0131 228 5808

Email: info@ecesa.org.uk

Milan

For Asian people over the age of fifty, from India, Pakistan, Bangladesh and Mauritius, who live in Edinburgh and the Lothians. Social, cultural, recreational, language, information, advice and care services.

Norton Park,

57 Albion Road,

Edinburgh,

EH7 5QY

Telephone:0131 475 2307 or 07845333978

Website: www.milanswo.co.uk

Domestic Abuse

Shakti Women's Aid

Shakti provide support to all women and their children from all black minority ethnic groups, experiencing or fleeing domestic abuse including abuse by partner,

husband, ex-partner or other family members. Also support women fleeing forced marriage. Offer support to women from a range of religious backgrounds.

Norton Park
57 Albion Road
Edinburgh
EH7 5QY

Tel. no. 0131 475 2399

Email: info@shaktiedinburgh.co.uk

Website: www.shaktiedinburgh.co.uk

Scottish Domestic Abuse Helpline

Help is at hand for all abuse cases on 0800 027 1234

www.scottishdomesticabusehelpline.org.uk

Edinburgh Women's Aid

Information, support and refuge (if needed) to women and any accompanying children experiencing domestic abuse.

4 Cheyne Street,
Edinburgh,
EH4 1JB

Tel. no. 0131 315 8110

Email: info@edinwomensaid.co.uk

Website: www.edinwomensaid.co.uk

Women's Aid- East and Midlothian

A confidential service that provides valuable information, support and temporary accommodation to women and their children who have experienced domestic abuse.

Email: info@womensaideml.org

Website: www.womensaideml.org

Dalkeith Office

29a Eskbank Road, Dalkeith, EH22 1HJ

Tel. no. 0131 663 9827/0131 561 5800

Penicuik Office

10 Carnethy Avenue

Tel. no. 01968 670970

West Lothian Women's Aid

West Lothian Women's Aid offers a confidential service that provides valuable information, support and temporary accommodation to women and their children who have or are experiencing domestic abuse.

92 Ivanhoe Rise

Dedridge

Livingston

EH54 6HZ

Tel. no. 01506 413721

Email: info@wlwa.org.uk

Immigration, Asylum, Racial, Discrimination and Racial Harassment

FRAE Fife

Fairness, Race Equality and Awareness Fife

Training and support for people from black and ethnic minority communities.

1 Victoria Road

Kirkcaldy

KY1 1DT
Tel. no. 01592204005
E-mail: admin@fraefife.co.uk
Website: www.fraefife.com

Edinburgh and Lothian Racial Equality Council (ELREC)

14 Forth Street
Edinburgh
EH1 3LH
Tel. no. 0131 556 0441
Email: admin@elrec.org.uk
Website: www.elrec.org.uk

Scottish Refugee Council

Provides advice sessions and help for new arrivals to Scotland to claim asylum and access support. Assistance on accommodation, support, special needs, health issues, legal support, racial harassment, domestic violence, housing, employment and education.

6th Floor, Portland House 17 Renfield Street
Glasgow, G2 5AH
Telephone: 0141 2237979 or 0141 248 9799
Fax: 0141 243 2499
Email: info@scottishrefugeecouncil.org.uk
Website: www.scottishrefugeecouncil.org.uk
To make an appointment during office hours call on 0141 223 7979

Witness Service &Victim Support Scotland

Victim Support Scotland is the lead voluntary organisation in Scotland helping people affected by crime. It provides emotional support, practical help and essential information to victims, witnesses and others affected by crime. The service is free, confidential and is provided by volunteers through a network of

community based victim and youth justice services and court based witness services.

15-23 Hardwell Close

Edinburgh

EH8 9RX

Telephone: 0131 668 4486

Helpline: 0800 160 1985

Fax: 0131 662 5400

Email: info@victimsupportsco.org.uk

Website: www.victimsupportsco.org.uk

Health and Welfare

Disability Service Team (Jobcentre Plus)

A Disability Employment Adviser (DEA) at your local Jobcentre can help you find a job or gain new skills and tell you about disability friendly employers in your area.

They can also refer you to a specialist work psychologist, if appropriate, or carry out an 'employment assessment', asking you about: your skills and experience

And what kind of roles you're interested in.

Ask to speak to a DEA at your local Jobcentre

Nari Kallyan Shangho

Nari Kallyan Shangho (NKS) is a health and welfare organisation working for South Asian women and their families living in Edinburgh. The vision of the organisation is to improve the quality of life for South Asians and the mission is to provide a common platform for South Asian women to act collectively to raise health and welfare issues of relevance to them.

Darroch Annexe

7 Gillespie Street

Edinburgh

EH3 9NH

Tel/Fax: 0131 221 1915/0131 659 7837

Email: nks@nkshealth.co.uk

Website: www.nkshealth.co.uk

Saheliya

Safe and confidential service which supports the mental health and well-being of black and ethnic minority women in Edinburgh. Free crèche. Most of the main community languages are spoken.

125 McDonald Road

Edinburgh

EH7 4NW

Tel. no. 0131 556 9302

fax: 0131 476 8429

Email: info@saheliya.co.uk

Website: www.saheliya.co.uk

Health in Mind

Health in Mind is a charity promoting positive mental health and wellbeing in Scotland

40 Shandwick Place

Edinburgh EH2 4RT

Tel. no. 0131 225 8508

Fax: 0131 220 0028

Info-line: 0131 243 0106

Email: contactus@health-in-mind.org.uk

Website: www.health-in-mind.org.uk

Minority Ethnic Health Inclusion Service

Provides a multi-lingual Link worker/Advocacy service in primary and community care across Lothian. MEHIS has: Indian /Pakistani Linkworker, Bangladeshi Linkworker, African Linkworker, Arabic Linkworker, Chinese Linkworker Provides advice, information and support to NHS service providers and to minority ethnic

communities including refugees and asylum seekers across Lothian Promotes anticipatory care and tackles health inequalities.

MEHIS

106 Niddrie Mains Road

Edinburgh

EH16 4DT

Tel. no. 0131 536 9544

Email: mehis@nhslothian.scot.nhs.uk

General Advice and Support Groups

Citizen Advice Bureau

Free, confidential, independent, impartial advice on a wide range of topics including benefits, debt, law etc. Offices all over Scotland

Citizens Advice Edinburgh

58 Dundas Street, EH3 6QZ

Tel. no. 0131 510 5510 or 0131 558 3681.

Fax number: 0131 510 7710.

Email: central@caed.org.uk

Website: www.citizensadviceedinburgh.org.uk

Citizens Advice Scotland

1st Floor, Spectrum House

2 Powderhall Road

Edinburgh

EH7 4GB

Tel. no. 0131 550 1000

Fax: 0131 550 1001

Helpline: 0800 028 1456

Email: info@cas.org.uk

Website: www.cas.org.uk

City of Edinburgh Council Advice Shop

249 High Street, Edinburgh EH1 1YJ

Tel. no. 0131 200 2360 (Advice Line)

Email: advice.shop@edinburgh.gov.uk

Website: www.edinburgh.gov.uk/adviceshop

CHAI (Community Help and Advice Initiative)

5th Floor, Riverside House, 502 Gorgie Road

Edinburgh EH11 3AF

Tel. no. 0131 442 1009 (Advice Service) or 0131 442 2100

Email: chai@chaiedinburgh.org.uk

Website: www.chaiedinburgh.org.uk

Granton Information Centre

134-138 West Granton Road,

Edinburgh EH5 1PE

Tel. no. 0131 551 2459 or 0131 552 0458

Email: info@gic.org.uk

Cyrenians Mediation Service

Norton park

57 Albion Road

Edinburgh EH7 5QY

Tel. no. 0131 475 23 54

Email: admin@cyrenians.scot

Citywide home management and food preparation service

Cyrenians

84/86 Jane Street

Edinburgh EH6 5HG

Tel. no. 0131 554 3900

Email: goodfood@cyrenians.org.uk

FINANCIAL HELP AND GRANTS

Universal Credit Live Service Advance Payments - Help to pay bills

Tel. no. 0800 328 9344

CRISIS GRANTS

Email: welfarefundteam@edinburgh.gov.uk

Budgeting loans, Sure Start, Maternity Grant, Funeral Expenses & Social work payments

<https://www.gov.uk/budgeting-help-benefits/eligibility>

DEPARTMENT OF WORK & PENSIONS

Contact the local job center: 03456088545

<https://www.gov.uk/budgeting-help-benefits>

SCOTISH WELFARE FUND

Tel. no. 0131 529 5299

Streetwork Holyrood Hub

22 Holyrood Road

Edinburgh EH8 8AF

Tel. no. 0131 557 6055

Freephone: 0808 178 2323

Crisis line 24/7 0808 178 2323

Website: www.citizensadviceedinburgh.org.uk

Financial Help from Your Local Authority – Useful links

If you are claiming benefits or experiencing financial hardship, your council may be able to help.

Edinburgh

Website: www.edinburgh.gov.uk/coronavirus-4/council-tax-benefits-welfare-coronavirus-advice

East Lothian

Website: www.eastlothian.gov.uk/homepage/10434/covid-19_welfare_advice_and_financial_support

Midlothian

Website:

www.midlothian.gov.uk/info/200296/coronavirus/625/council_tax_benefits_and_welfare

West Lothian

Website: www.westlothian.gov.uk/council-tax-and-benefits

Fife

Website: www.fife.gov.uk/kb/docs/articles/health-and-social-care2/coronavirus-covid-19/money-advice

Scottish Borders

Website: www.scotborders.gov.uk/info/20000/benefits_and_grants

Scotland's Financial Health Service

www.scotlandfinancialhealthservice.gov.uk

Home- Start

Many parents need help, friendship and support during those early years when children are young. Being a parent isn't always easy especially if you are also dealing with some of the pressures life can send your way like illness, stress or financial worries. We understand that raising a family can sometimes feel overwhelming and offer friendship and support to families with young children at home. Anyone with a child under 5 can contact us or ask another agency involved to complete a referral form. All help is free and confidential.

Home Visiting

Our fantastic volunteers provide on-going support to families. Last year we supported 63 families with one-to-one support in their own homes. At Home-Start we understand that everybody needs a bit of help sometimes and our support is available to anyone with an under 5 in the Edinburgh West and South West Area who needs some support with the challenges of parenting.

PEEP Groups

Every week we run PEEP groups in various locations for local parents to support and enhance their own children's learning and development

Baby Massage

Throughout the year we run free baby massage courses for babies aged 6 weeks - 6 months in various locations.

Focus Weeks

Throughout the year we run focus weeks on issues that affect many of the families we work with. This focus weeks can include training, workshops, drop in sessions and one-to-one information and support. Some of our recent focus weeks have included child safety, book week and healthy eating.

Room S3 525 Ferry Road

Edinburgh EH52FF

Tel. no. 0131 564 1540

Email: help@hsew.org.uk/ HomeStartEdinsw@nhs.net