



# Recruitment & Skills Centre

RSC Weekly Bulletin  
13.01.19



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Vacancies can be found at our website: [www.rscfortkinnaird.co.uk/vacancies](http://www.rscfortkinnaird.co.uk/vacancies)



## VACANCIES

### **Thistle Foundation are looking to recruit a Female Support Worker in the West of Edinburgh**

Starting salary: £9.00 per hour (£18,252 per annum (pro-rata))

Job Ref: MD201

Hours: 30 hours plus 1 sleepover

Duration: Permanent

To see more details <https://www.thistle.org.uk/work-with-us/personal-assistant-vacancies>

To apply <https://jobs.thistle.org.uk/login>

We are currently looking for friendly, confident female PAs to join the team that support a woman who lives in her own home in the west of Edinburgh · She like music and dancing. She is a huge Elvis fan. · She has an active life and enjoys keeping busy. We are looking for people who can use their initiative to help support her to work towards what really matters to her; who have a good sense of humour and can be adaptable to challenges. This lady requires a consistent approach from her team support to reduce situations that might bring about feelings of anxiety in her which can manifest in behaviour that can challenge the team. Good communication and social skills are essential. Ongoing training and regular team meetings will be part of this role and every team member contributes to the admin tasks within the team.

Cover is provided 24/7 and the shifts are at these times:- 8am – 4pm, 4pm to 10pm. A sleepover from 10pm to 8am the next morning. The 30 hours will be comprised of shifts on a rota basis decided by and agreed upon by the team. There will also be opportunities to work more hours if required.

To see more details: <https://www.thistle.org.uk/work-with-us/personal-assistant-vacancies>

To apply, please go to: <https://jobs.thistle.org.uk/login>



## VACANCIES

### Thistle Foundation are looking to recruit a Female Support Worker in Leith

Starting salary: £9.00 per hour (£18,252 per annum (pro-rata))

Job Ref: CM201

Hours: 20

Duration: Permanent

We are looking for a caring, compassionate animal lover to join an existing all female team who provide support to a lady who lives on her own (along with her three cats!) in her flat in Leith. · The lady we support loves animals (especially cats). · She enjoys going to shows (like Dancing on Ice), concerts, the cinema, out shopping and for coffee. · She is looking for someone with similar interests and someone who has new ideas on activities that may be of interest to her. · The lady we support also requires support with personal care, cooking, shopping and housework. You would be joining a small-personalised team and expected to take part in the additional responsibilities that come with this, such as rota planning, attending meetings and planning sessions, supporting the person to achieve her outcomes, and carrying out a share of admin tasks for the team as required. The most important thing for this lady is that her new PA must have a fantastic sense of humour! The hours of work would usually be from 9am to 7pm on various days of the week. However, the candidate would need to be flexible and adaptable to respond to changing needs.

Previous experience is not necessary. Your personal values and your life experiences that you can bring to the role are more important. Thistle has a reputation of providing outstanding training and support that is ongoing throughout your career with us.

To see more details: <https://www.thistle.org.uk/work-with-us/personal-assistant-vacancies>

To apply, please go to: <https://jobs.thistle.org.uk/login>



## VACANCIES

### Thistle Foundation are looking to recruit Support Workers in Broomhouse, Edinburgh

Starting salary: £9.00 per hour (£18,252 per annum (pro-rata))

Job Ref: CL201

Hours: Various contracts available up to 37 hours

Duration: Permanent

Support is provided 24/7 and the shift patterns are as follow:

Daytime Support: 7.45am – 8pm

Additional Daytime Support: 8am – 8.15pm Waking

Nightshift : 8pm – 8am

Shifts will be on a rota basis decided by and agreed upon by the team.

We are currently looking for male or female personal assistants to become part of the team supporting a young man in his twenties. Support is provided on a 2:1 basis. He enjoys being involved in his daily support including his daily routines, housework, cooking and baking. He likes music of all genres, going for walks, playing and watching football, and going out in his car. He is very engaging with lots of energy. This young man requires a consistent approach from his team, in terms of support and structure to allow him to develop and benefit from a wide range of positive life experiences and to reduce situations that might bring about feelings of anxiety whereby this young man can communicate using behaviour that can challenge the team.

Experience in working with people with complex needs and Epilepsy awareness would be preferred but is not essential because Thistle provides outstanding training. If you have excellent communication skills, are creative, kind, understanding and able to develop positive relationships then this could be the perfect role for you.

To see more details: <https://www.thistle.org.uk/work-with-us/personal-assistant-vacancies>

To apply, please go to: <https://jobs.thistle.org.uk/login>



## VACANCIES

### Thistle Foundation are looking to recruit Support Workers in the West of Edinburgh

Starting salary: £9.00 per hour (£18,252 per annum (pro-rata))

Job Ref: AS201

Hours: 27

Duration: Permanent

Interviews for this post will be held on Tuesday 11th Feb 2020

We are currently looking for male or female personal assistants to become part of the team who support a young man in his twenties. · He lives in his own home in the west of the city. · He enjoys music and filmmaking. We are looking for someone who can work alongside the established team, to provide meaningful support to this young man who is looking to explore more life experiences. Support is usually provided from 9am – 9pm 7 days a week. The 27 hours will be made up of shifts on a rota basis that is decided upon and agreed by the team. The shift pattern does vary though and there may be sleepovers available although it is not essential to commit to them. A driving licence is essential for this post.

Previous experience is not necessary.

What is more important are your personal values and your life experiences that you can bring to the role. Thistle has a reputation of providing outstanding training and support that is ongoing throughout your career with us.

To see more details: <https://www.thistle.org.uk/work-with-us/personal-assistant-vacancies>

To apply, please go to: <https://jobs.thistle.org.uk/login>



## VACANCIES

### Thistle Foundation are looking to recruit Support Workers in Craigmillar

Starting salary: £9.00 per hour (£18,252 per annum (pro-rata))

Job Ref: KA201

Hours: 38 – daytime and evenings

Duration: Permanent

The 38 hours will be made up of various shifts over the week and weekend on a rota that is decided by and agreed upon by the team. Previous experience is not necessary.

We are looking for new team members (male or female) to join the team that supports a lovely man in his 50's who lives in Craigmillar. He enjoys a good life with many interests in both his local area and further afield. He loves the Arts, Theatre/Cinema and visiting historical places. It is essential that team members can drive, as he needs to be able to access the activities he enjoys and places of interest. It is important to this man that he is supported by people who will share these interests with him and enjoy working closely with the other team members. What is more important are your personal values and your life experiences that you can bring to the role. Thistle has a reputation of providing outstanding training and support that is ongoing throughout your career with us.

To see more details: <https://www.thistle.org.uk/work-with-us/personal-assistant-vacancies>

To apply, please go to: <https://jobs.thistle.org.uk/login>



## VACANCIES

### Premier Inn, Dalkeith, are looking to recruit x2 Part Time Housekeepers

Wage: £8.21 per hour / 16+

Immediate Start.

Hours: 20 hours over 4 days including weekends

Shift Patterns: Various

Every guest wants a great night's sleep– That's only made possible by our hardworking and passionate housekeeping teams. You are at the heart of making sure that every guest can feel comfortable and relax while they stay with us. You'll do this by: Being committed to what you do, ability to work to tight deadlines whilst displaying passion, drive & enthusiasm to make things happen- both for our guests and business.

You'll be working both independently in rooms and as a team– In control of linen and keeping our rooms spotless, ensuring all public areas are clean and tidy, working safely with required chemicals, whilst working efficiently all the time to meet our high brand standards.

Experience for the role isn't essential, we're more interested in what you can bring as a person– There is a lot to achieve each day and though physically challenging, the role offers flexibility to meet your personal life needs. Being highly organised and having an eye for detail is important. You'll have great communication skills, a positive attitude and always happy to engage with our guests and team.

Your Rewards and Benefits– Along with a structured induction plan and training to do your role there are numerous of other benefits. Some of the big ones below, but feel free to explore more on our Whitbread careers page:

- Working more than 16 hours a week with us, you can choose to study for an apprenticeship to give you a nationally recognised qualification
- Whitbread Privilege Card 25% Discount across our Restaurants, and up to 50% on hotel rooms
- Annual incentive scheme – an extra week's pay (tax free) on achieving all green performance targets
- A wide range of discounts retail and leisure discounts including gym membership, cinema ticket and 02 price plans (which can be shared across 5 family members or friends)
- Discounted 'Premier Inn famous' Hypnos mattresses and beds
- Pension scheme with employer contribution
- 50% off food whilst on shift

With over 800 hotels, 75,000+ rooms and further growth plans, there are endless opportunities for you within award winning Premier Inn! Come and make a difference at the UK's leading hotel brand- Apply today.

To apply, please send your CV, with a covering letter stating your availability directly to Michelle Houlston at Premier Inn at: [michelle.houlston@whitbread.com](mailto:michelle.houlston@whitbread.com)



## VACANCIES

### **Restoration Yard, Dalkeith, are looking to recruit a Pastry Chef De Partie**

Restoration Yard is a gorgeous lifestyle store, food hall, restaurant, coffee bar and wellbeing space in the stableyard area of Dalkeith Country Park, a beautiful 1,000 acre space owned by the Duke of Buccleuch. We are currently recruiting for a Pastry Chef de Partie to join our busy kitchen team.

You must have a passion for all things sweet, proven experience in a similar role and a desire to go above and beyond expectations. The ability to organise and time manage is essential to ensure successful production of an array of cakes, scones, tray bakes and tarts for the café and food hall.

Candidates must have the passion to exceed customer expectations and will use their experience to contribute to menu creation and kitchen hygiene while providing support for less experienced members of the team.

The kitchen operates seven days a week and occasional evening working is required for events.

Please view our privacy policy at <https://www.restorationyard.com/privacy-policy/>

To apply: Please send a copy of your CV and covering letter to Colin Halliday, Head Chef at [colin@restorationyard.com](mailto:colin@restorationyard.com).



## VACANCIES

### Restoration Yard, Dalkeith, are looking to recruit a Front of House Host

The Kitchen at Restoration Yard is a gorgeous restaurant in the stableyard area of Dalkeith Country Park, a beautiful 1,000 acre space owned by the Duke of Buccleuch. The team ensure that every guest receives a friendly welcome and the highest standard of service.

We are looking for a Front of House Host to welcome and seat guests, manage reservations and deal with booking enquiries. You will play a key role in creating a welcoming atmosphere and should have experience in dealing with online booking systems like ResDiary or Open Table. You will also help the waiting team as required, taking orders and serving food.

If you are great with people, have strong communication skills, are passionate about delivering the highest standard of customer service and want to work in a fun environment with like-minded people, then we want to hear from you. Working hours are around 16 per week every Saturday and Sunday.

Please view our Privacy Policy at <https://www.restorationyard.com/privacy-policy/>

To apply: Please send a copy of your CV and covering letter to Laura Cameron, Assistant Food & Beverage Manager at [laura@restorationyard.com](mailto:laura@restorationyard.com).



# VACANCIES

## Restoration Yard, Dalkeith, are looking to recruit a Kitchen Porter

Restoration Yard is a gorgeous lifestyle store, food hall, restaurant, coffee bar and wellbeing space in the stableyard area of Dalkeith Country Park, a beautiful 1,000 acre space owned by the Duke of Buccleuch. We are currently recruiting for a Kitchen Porter to join our busy kitchen team.

As Kitchen Porter you will assist the chefs in maintaining a safe and hygienic working environment and will be required to carry out heavy duty cleaning and lifting duties on a regular basis. Candidates should have the ability to use an industrial dishwasher and chemical cleaning products. Some light food preparation may also be involved.

- Do you have a flexible approach to work and a 'can do' attitude?
- Are you keen to gain experience in the catering trade?
- Can you work as part of a team in a fast paced environment?

Working hours are 24 to 30 per week and will include weekends.

Please view our Privacy Policy at <https://www.restorationyard.com/privacy-policy/>

To apply: Please send a copy of your CV and covering letter to Colin Halliday, Head Chef at [colin@restorationyard.com](mailto:colin@restorationyard.com).



# VACANCIES

## Restoration Yard, Dalkeith, are looking to recruit a Food & Beverage Supervisor

£9.50 an hour

The Kitchen at Restoration Yard is a gorgeous restaurant in the stableyard area of beautiful Dalkeith Country Park, 1,000 acre green space owned by the Duke of Buccleuch. The team ensure that every guest receives a friendly welcome and the highest standard of service. We are looking for a motivated Food & Beverage Supervisor to join the team. Working hours will mainly be during the day with occasional evening cover for functions and events.

With an understanding of the importance of teamwork and a flexible approach, you must have previous experience in a similar role and be able to manage others. You'll work with the waiting team to create a friendly, welcoming atmosphere to exceed guest expectations, ensuring the highest standards of cleanliness, safety and compliance with licensing law and cash handling procedures. As The Kitchen, together with the stunning historic Orangerie and backdrop of the Park, has become an increasingly popular venue for weddings and events, the successful candidate must also have previous experience of running weddings and events.

If you've got the drive to continue developing your career in hospitality, are passionate about delivering the highest standard of customer service and want to work in a fun environment with like-minded people, then we want to hear from you!

Please view our Privacy Policy at <https://www.restorationyard.com/privacy-policy/>

To apply: please send a copy of your CV and covering letter to Gillian Heath, Food & Beverage Manager at [gillian@restorationyard.com](mailto:gillian@restorationyard.com).



# VACANCIES

## Restoration Yard, Dalkeith, are looking to recruit Front Of House team members

The Kitchen at Restoration Yard is a gorgeous restaurant in the stable yard area of Dalkeith Country Park, a beautiful 1,000 acre space owned by the Duke of Buccleuch. The team ensure that every guest receives a friendly welcome and the highest standard of service. We have the following exciting opportunities:

### Waiting Team

As a member of the waiting team you'll be responsible for taking orders and serving excellent quality food. You'll work with the team to create a friendly, welcoming atmosphere our guests will enjoy, ensuring the highest standards of cleanliness, safety and compliance with licensing law and cash handling procedures.

### Baristas

If you are passionate about coffee and share our desire to provide a perfectly handcrafted quality beverage whilst ensuring the coffee shop is kept clean and tidy in line with company standards, you should join our team of baristas.

### Bartenders

We are looking for experienced bartenders with a strong focus on customer service and a passion for food and drink.

If you are passionate about delivering the highest standard of customer service and want to work in a fun environment with like-minded people, then we want to hear from you. We have full and part-time positions to fit around your availability.

Please view our Privacy Policy at <https://www.restorationyard.com/privacy-policy/>

To apply: Please send a copy of your CV and covering letter to Laura Cameron, Assistant Food & Beverage Manager at [laura@restorationyard.com](mailto:laura@restorationyard.com) giving an indication of what type of role you are most interested in.



## VACANCIES

**Typo, Fort Kinnaird are looking to recruit a Key Holder.**

### ABOUT THE ROLE

As a Key Holder you will keep the daily operations of flowing smoothly at Typo. The Key Holder reports to the Store Manager/Assistant Store Manager and is responsible for ensuring the management team's direction is executed at all times within the store. The Key Holder is responsible for ensuring Sales Associates' attendance, productivity, and morale. The Key Holder provides support, direction and assistance to his/her team on all areas of their assigned duties. This role helps to motivate and inspire his/her team to work efficiently. The Key Holder will also monitor Sales Associates to ensure they maintain a friendly and helpful attitude toward customers. Key Holders will not be responsible for establishing any store policies or evaluating employees' performance through written documentation.

### SKILLS & EXPERIENCE

- Retail Sales experience that shows you are confident in introducing new and exciting products to customers and drive to achieve sales budgets
- Retail leadership experience that has allowed you the opportunity to lead aspects of the business and develop team members.
- Completing tasks with a sense of urgency
- Understanding of delivering the very highest standards of customer service

### BENEFITS

- Competitive Salary
- Great incentives for high achievers
- Career and personal development planning
- Exceptional product discounts

To apply for the position, please visit our career website:

<https://cog.referrals.selectminds.com/careers1/jobs/typo-keyholder-fort-kinnaird-edinburgh-uk-29646>



# VACANCIES

## Goldsmiths are looking to recruit a Store Administrator, for their store at Fort Kinnaird.

Our Store Administrators are passionate about what they do! A team player with a keen eye for detail you will ensure all areas of administration within the store are kept in line with company procedures. Assisting the Store Manager you will play a key role in making sure the store runs efficiently through effective processing and adherence to our administrative and security obligations. Also helping out on the sales floor when required you will develop and continually update your product knowledge and jewellery expertise and share your passion about our fantastic products.

Salary: Competitive + Benefits

Contract Permanent, Full-Time

### About you

- A positive, “can-do” attitude
- Administration experience with a keen eye for detail
- A passion for delivering exceptional customer service
- A great communicator with a natural flair for striking up conversation
- Eager to learn and build on your retail and product knowledge
- A flexible team player who is always ready to go the extra mile

### About us

We put our customers first and we love what we do – big or small, diamonds, gold or silver.

Goldsmiths is a business with more than 230 years of tradition and experience. Our first showroom opened in Newcastle in 1778, and it’s still trading on the very same site! Today, Goldsmiths is the one of the leading quality jewellers in the UK with showrooms in every major town and city from Aberdeen to Torquay, as well as five in Northern Ireland. We also operate the largest distribution network for Rolex, Cartier, Omega, Gucci and many other reputable watch brands.

To apply, please visit the website:

<https://ukcareers.thewosgroup.com/jobs/vacancy/administrator-2840/2858/description/>



# VACANCIES

## **Beaverbrooks, Fort Kinnaird are looking to recruit a Retail Sales Consultant**

Contract: 6 month temporary contract

Hours per week: 20 hours per week

Wage: £9.07 per hour

### Role Responsibility

- It means knowing how to encourage love and appreciation for our products. So it means knowing each one of them and what makes it special.
- It means knowing how to display and present those products in a way that lights up customers' eyes as they pass our windows and once they're in store too.
- It also means listening to customers to understand their needs and price ranges, too. How much they would like to spend for something really special. And how you can help them find that.

### The Ideal Candidate

- As for you, well, your passion for the customer experience is only equalled by your down-to-earth approach. And you'll love working with colleagues who share the same values and commitment to amazing service as you.
- You're the kind of person who knows the value of listening to customers. Who's open and honest with them. Who likes to turn the everyday into the extraordinary.
- Maybe you'll have some merchandising experience to enhance your ability to create the extraordinary. We'll train you if not, but one thing's for sure... You'll certainly have a great eye for detail and what good looks like.
- And you not only have a brilliant instinct, but also an understanding that you're going to have to put plenty in to get out what you want. That's what makes you truly unique.

To apply, please go to the following link:

**<https://recruitment.beaverbrooks.co.uk/members/?j=582&jobboard=fortkinnaird>**



## VACANCIES

### Thistle Foundation, Edinburgh, are looking to recruit a Female Support Worker

Job Ref: CM192

Salary: £18,252 pro-rata (£9.00 per hour).

Hours: 20

Duration: Permanent

We are looking for an outgoing individual to join an existing all female team to provide support to a woman who lives in her own home in Leith (along with her three cats!). This is a permanent post and the hours will be made up of shifts occurring during the times in which support is provided. This is usually between 9am and 7pm on various days of the week. However, the candidate would need to be flexible and adaptable to respond to changing needs. The woman we support loves animals (especially cats), watching telly (soaps, Jeremy Kyle etc), and going out shopping and for coffees. She is looking for someone with similar interests. The most important thing for this woman is that her new PA must have a fantastic sense of humour! The woman we support also requires support with personal care, cooking, shopping and housework. You would be joining a small personalised team and you would be expected to take part in the additional responsibilities that come with this, such as rota planning, attending meetings and planning sessions, supporting the person to achieve her outcomes, and carrying out a share of admin tasks for the team as required. Time for these tasks is built into your contracted hours.

\*Exemption under Equality Act 2010

For more information, please visit: <https://www.thistle.org.uk/work-with-us/personal-assistant-vacancies>

For an informal chat about this vacancy please contact Suzanne McNaughton on 0131 661 3366.

To apply, please visit: <https://jobs.thistle.org.uk/login>



## VACANCIES

**Thistle Foundation, Leith, are looking to recruit Support Workers.**

Job Ref: DF193

Salary: £18,252 pro-rata (£9.00 per hour)

Hours: 30

Duration: Permanent

We are looking for personal assistants (male or female) to join an established team that support a man who lives in his own home in the Leith area of Edinburgh. The man we support works from home, primarily on a PC. This is one of the tasks he needs assistance with, so good IT/computing skills are essential and an interest in engineering would be useful. He is an articulate former University lecturer. He has lived and worked in the far east and has a love of classical music, especially Chinese music. He has a good sense of humour and enjoys going out for meals with his PAs. Like everybody though, he has days when he does not feel as cheerful as he might, and his team members need to be mature and robust enough to deal with these times when they occur. Experience of using hoists, PEG tube feeding, catheter and tracheostomy care is advantageous. However, full training will be provided. A driving licence is desirable for this position, but not essential.

Support is provided 7 days per week over two shifts. Early shift 8am – 3pm and back shift 3pm to 10pm.

For more information, please visit: <https://www.thistle.org.uk/work-with-us/personal-assistant-vacancies>

Contact For an informal chat about this vacancy please contact Andrew Smith on 0131 661 3366.

To apply, please visit: <https://jobs.thistle.org.uk/login>



# VACANCIES

**Tessuti are looking to recruit one full-time and one part-time Sales Assistant for their new store at Fort Kinnaird.**

## Role Overview:

Being part of the team you will be responsible for ensuring our customers receive the best possible service each time they visit your store. You will assist in maximising store profitability by exceeding your sales targets and utilising the in-store devices while contributing to a successful store team.

## Customer Service

- Greet all customers in a warm, genuine and friendly manner.
- Ensure that customers receive the best possible service every time that they enter the store.
- Understand the process of the Customer Service measuring programme.

## Sales

- Drive sales, ensuring that targets are achieved and, where possible, exceeded.
- Utilise the in-store devices, offering the customer the whole product range.
- Provide alternatives and add on sales at every opportunity.

## Visual Merchandising

- Assist in the maintenance of standards on the shop floor and for all displays and merchandise.
- Keep stock, clean and presentable at all times.
- Replenish stock levels when needed, making sure the full-size range is on the shop floor where possible.

## General

- To deputise for other staff, work within departments, or carry out other duties as required.
- Represent the company in the most professional manner at all times.
- Conduct your work in a safe and responsible manner.

## Skills/Experience/Knowledge Needed

Good communication skills.

Confident and outgoing.

Effective selling skills.

## Benefits

- Career Progression.
- Company discount.
- Competitive salary.
- Company pension.

Please note due to the volume of applications we may not be able to respond personally to all applicants.

If you haven't been contacted directly within two weeks of the vacancy closing date your application has not been successful on this occasion

To apply, please forward your CV to [applications@rscfortkinnaird.co.uk](mailto:applications@rscfortkinnaird.co.uk)