

# Vacancy Newsletter

5<sup>th</sup> May 2023

east lothian  
**works**

**Company:** Royal Botanic Garden

**Location:** Edinburgh

**Role:** Modern Apprentice in Horticulture

**Hours:** Full-time, 2 year fixed term contract

**Salary:** £21,052 per year

**Closing Date:** 25<sup>th</sup> May 2023

The Royal Botanic Garden Edinburgh is a world leading botanical institute and international visitor attraction taking positive action for plants and people; from local communities across Scotland, to more than 40 countries around the world. Our four Scottish gardens – Benmore, Dawyck, Logan and ‘The Botanics’ in Edinburgh – attract over a million visitors every year. Together, these gardens comprise one of the richest plant collections on earth.

We are excited to announce that with support from the National Lottery Heritage Fund and Baillie Gifford, we have a fantastic opportunity for two enthusiastic young people with an interest in gardening, horticulture, and the outdoors to join our team in Edinburgh. Modern apprenticeships are primarily for those aged 16–24-year-olds although there is no upper age limit.

During the two-year placement, you will learn all aspects of horticulture, spending time in all areas of the garden including arboriculture, alpine, glasshouses, herbaceous, lawns and nursery. There will also be the opportunity to spend time at Baillie Gifford’s corporate offices in Edinburgh to help care for their planted areas.

As well as gaining practical horticulture experience, you will also be attending day release at SRUC where you will work towards gaining a horticultural-related qualification.

To apply please email [recruitment@rbge.org.uk](mailto:recruitment@rbge.org.uk) with a personal statement is no more than 3 pages long and should:

- Tell us about you
- Tell us about your interest in horticulture and any horticultural skills you have
- Include information about any previous work experience you have
- Explain why you would like to become a Horticulture Apprentice at the Royal Botanic Garden Edinburgh

For more information, follow the link: [Royal Botanic Garden Edinburgh | Vacancies](#)

**Company:** Energy Saving Trust  
**Location:** Edinburgh  
**Role:** Project Delivery Assistant

**Hours:** Full-time, 37.5 hours per week  
**Salary:** £21,255 per year  
**Closing Date:** 17<sup>th</sup> May 2023

Energy Saving Trust is an independent organisation working to address the climate emergency. Energy Saving Trust is a leading and trusted organisation, dedicated to promoting energy efficiency, low carbon transport and sustainable energy use. We aim to address the climate emergency and deliver the wider benefits of clean energy as we transition to net zero.

### **The role**

We have an exciting opportunity to join the Service Delivery team, you will be primarily responsible for providing effective customer service and administrative support to a variety of grant & loan programmes we manage on behalf of the Scottish Government and other funders.

You will verify the information provided in the grant/loan applications received and claims for grants against a set criteria, following up on further information with applicants, installers, and other internal teams as necessary. There is a real focus on customer service and delivering an effective customer journey is essential to the role.

### **What you'll do**

- Delivering an effective customer journey, with a strong focus on call quality and customer satisfaction being at the heart of what we do.
- Contact customers as required via email/letter/telephone to resolve any issues.
- Maintain good administrative systems to ensure that all filing and key documents are kept in accordance with Energy Saving Trust quality procedures.

### **What you'll bring**

- Strong administrative experience demonstrating excellent administrative and numerical skills
- Excellent customer service skills and customer focus- although this role is predominately administration based, it will involve some telephone shifts on a Rota basis.
- Experience of working as a key member of a multi-skilled team with an ability to deal effectively with people at different levels of seniority.

For more information, and to apply online, follow the link: [Energy Saving Trust | Careers](#)

**Company:** SCG Consulting

**Location:** Macmerry

**Role:** Business Development Associate

**Hours:** Full-time, 40 hours per week

**Salary:** £28,000 per year

### **The Business**

SCG Consulting Ltd, part of the Southern Communications Group, are a dynamic and fast paced telecommunications business with over 50yrs of experience with a reputation for excellent customer service, unrivalled career development and from a standing start, now bill over £120M per year.

Each customer is at the heart of our business and our services combine multiple disciplines as listed below where we overlay each with a comprehensive managed service and high touch account management.

### **The Team**

We have a proven and tested scheme to teach you how to network, prospect and constantly evolve in this thrilling industry and, are looking for people who are dedicated, motivated and willing to learn.

Don't worry if you are unfamiliar with the world of telecoms, a great deal of training and support will be provided, and you will be mentored by some of the best in the industry – just bring your enthusiasm, and a good work ethic.

### **Key Responsibilities**

- Proactive goal setting towards sales targets, planning strategies to hit targets, and monitoring of performance against goals. Attain 100 customers to qualify for Century Club
- Attend all company training courses and sales meetings
- Maintaining a consistent positive attitude and team spirit
- Building and maintaining a good rapport with customers
- Have a proactive attitude towards self-development and constant improvement
- Actively looking for ways to continually develop and innovate sales and marketing systems to generate a larger customer base
- Being dedicated in providing the best and most efficient service to our customers and understanding each individual businesses' needs

### **Skills & Experience**

- Highly Motivated and Competitive
- Entrepreneurial mindset and business acumen
- Excellent Communication Skills
- Initiative and Problem Solving
- Resilient
- Professional
- Team Player
- High Attention to Detail
- Computer literate with MS Office Suite

For more information, and to apply online, follow the link: [SCG Consulting | Careers](#)

**Company:** Cake Cafe  
**Location:** North Berwick  
**Role:** Café Assistant / Barista

**Hours:** Part-time, 27 hours per week  
**Salary:** £9.50 - £11 per hour

Cake Cafe are looking for a friendly hard-working individual to join their front of house team on a permanent basis. A positive attitude in customer service and ability to work as part of a small team is essential. Barista experience is preferred but not essential.

Some key expectations and responsibilities include:

- An interest in food and drink and good knowledge of menus
- Providing genuine customer service and ensuring a friendly and comfortable atmosphere in the cafe
- Preparing and serving quality hot and cold coffees and other beverages.
- Taking food orders
- Working the till.
- Maintaining a clean and hygienic work environment.

For more information, and to apply online, follow the link: [Indeed.com | Café Assistant](#)

**Company:** Bright & Beautiful  
**Location:** East Lothian  
**Role:** Cleaner

**Hours:** Part-time and full-time roles available  
**Salary:** £10.42 per hour

Bright & Beautiful is an award-winning concept in domestic cleaning services, providing eco-friendly cleaning, tidying, laundry and ironing; with the highest standards of security and service! Their Domestic Cleaners are the face of the business and are experts at providing tailored housekeeping solutions.

Due to their continued growth, they are proud to announce the expansion of their team of Domestic Cleaners and are recruiting for **FULL and PART TIME** staff.

As a Domestic Cleaner, you will have:

- A keen eye for detail
- Meticulous standards
- A positive and courteous attitude
- An energetic and efficient approach to work
- Be a great people person

For more information, and to apply online, follow the link: [Indeed.com | Cleaner](#)

For all vacancies within East Lothian Council visit: [Jobs | East Lothian Council | myjobscotland](#)

**Contact:**  
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