

# Edinburgh's Employer Recruitment Incentives FACTSHEET

## About the Fund

The City of Edinburgh Council's [Employer Recruitment Incentive](#) helps people of all ages with the greatest barriers to employment get jobs and stay in jobs. It is funded and administered by the City of Edinburgh Council in line with the Scottish Government [No One Left Behind](#) ethos.

Employers can apply for funding to help with the costs of recruiting and employing someone who fits the eligibility criteria. It can provide [up to £8,000](#) and employers who are successful in applying receive the money direct.

## Is the incentive for my organisation?

Make sure you can say yes to all the points below before you read on.

- ✓ The job hasn't started yet.
- ✓ Your new employee lives in Edinburgh.
- ✓ The new job starts between 1 April 2024 and 31 March 2025.
- ✓ The job has a permanent contract of employment, unless an apprenticeship\*
- ✓ You pay the Real Living Wage rates or above.

\*In these instances, a contract of employment must be at least an additional 6 months beyond the length of the apprenticeship.



## Who can I employ?

You can employ someone who meets all five of the following criteria:

- ✓ is unemployed
- ✓ is aged between 16-67 years
- ✓ has the right to live and work in the UK
- ✓ lives in Edinburgh (EH1 to EH17, EH28 to EH30)
- ✓ falls within [one or more](#) of the fund's eligible groups.

Some of the eligible groups are below, please view the full list on [our website](#). We'll give priority to people who meet one or more of the five criteria highlighted in blue:

- ✓ **disabled and or D/deaf person (includes those experiencing mental health issues and those who have an impairment or long-term health condition)**
- ✓ **care experienced young person**
- ✓ **lone parent**
- ✓ **a person with a conviction (including CPOs)**
- ✓ **a person aged over 50 years**
- ✓ early leavers from the armed forces, veterans, and ex-forces personnel
- ✓ someone who's long-term unemployed
- ✓ a low skilled person (SCQF Level 4 qualification or below)
- ✓ people from Ethnic Minority backgrounds
- ✓ a refugee or migrant
- ✓ a person who is homeless or affected by housing exclusion
- ✓ someone with a substance related condition.



## What can I use the incentive for?

You can use the incentive to help with the costs of recruiting and keeping a person in employment including an apprenticeship. Costs may include:

- ✓ Wages
- ✓ Additional supervisory costs
- ✓ Initial travel to work costs
- ✓ Training
- ✓ Specialist support designed to help a person sustain a post
- ✓ Other job-related costs.



## How does the incentive work?

We pay the funds directly to you, the employer, at four staged intervals over 52 weeks.

It applies to new job starts between **1 April 2024** and **31 March 2025**. New employees should start their employment by **31 March 2025**.

- ✓ You will need to pay [real Living Wage](#) rates or higher

For a job to be eligible for funding it must:

- ✓ Offer a [permanent contract of employment](#)\*. Companies who employ a person on zero-hour contracts will not be eligible. Employees must receive a [written contract of employment](#) [within two months](#) of starting.
- ✓ Guarantee a [minimum of 16 hours employment](#) each week
- ✓ Pay a salary [greater than](#) funding received.
- ✓ Comply with, the Scottish Government’s [Fair Work First](#) requirements.

\*If employing an apprentice fixed-term contract for the duration of the apprenticeship, with an additional 6 months employment will be eligible.

## What does the incentive offer?

The incentive offers a tiered grant amount of up to £8,000 over a period of 52 weeks per employee. This is based on the hourly rate of pay and contracted hours for each employee as shown in this table:

<b>All ages and jobs (apprentices must be completing a recognised SQA framework)</b>	
Between 16-20 hours at <b>Real Living Wage</b> rates or above	<b>£4,000</b>
Between 21-29 hours at <b>Real Living Wage</b> rates or above	<b>£6,000</b>
Above 30 hours or more at <b>Real Living Wage</b> rates or above	<b>£8,000</b>

## How to apply

You can [get more information and submit an application](#) on our website [www.edinburgh.gov.uk/employerincentive](http://www.edinburgh.gov.uk/employerincentive). Alternatively, you can contact us at:

Edinburgh’s Employer Recruitment Incentives, The City of Edinburgh Council, Waverley Court, BC1.4, 4 East Market Street, Edinburgh EH8 8BG.

Email [Wage.incentives@edinburgh.gov.uk](mailto:Wage.incentives@edinburgh.gov.uk) / Telephone 0131 529 3139