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| **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 2023 and 31 March 2024.
* The job has a permanent contract of employment, unless an apprenticeship\*
* You pay the Real Living Wage rates or above\*.
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| \*In these instances, a contract of employment must be at least an additional 6 months beyond the length of the apprenticeship, and rates of pay higher than National Minimum wage will be eligible. |



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| **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](http://www.edinburgh.gov.uk/employerincentive). 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.
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| **What can I use the incentive for?** | **How does the incentive work?** |
| 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.

Picture of four people in different work settings with the text 'Get help to hire!'. Picture one is of a man wearing a black t-shirt with his arms folded across his chest. Picture two shows a woman wearing a white t-shirt and holding paper files. Picture three shows a man wearing safety glasses and gloves and is cleaning a cabinet. Picture four shows a man in a red apron holding a cup and saucer | 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 2023** and **31 March 2024.** New employees should start their employment by **31 March 2024.*** You will need to pay [Real Living Wage](https://www.livingwage.org.uk/what-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.
* Aspire to, or comply with, the Scottish Government’s Fair Work First requirements.

\*If employing an apprentice employers can provide a fixed term contract with an additional 6-month employment required and pay at least the apprenticeship rate of pay.  |

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| **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: |

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| **All ages and jobs** |
| Between 16-20 hours at **Real Living Wage** rates or above | **£4,000** |
| Between 21-29 hours at **Real Living Wage** rates or above | **£6,000** |
| Above 30 hours or more at **Real Living Wage** rates or above | **£8,000** |

Or

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| **Apprenticeships** |
| Between 16-24 hours between **National Minimum/Living wage and** **Real Living Wage** rates. Apprentices must be completing a recognised SQA framework.  | **£2,000** |
| Above 25 hours between **National Minimum/Living wage and** **Real Living Wage** rates. Apprentices must be completing a recognised SQA framework. | **£4,000** |

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| **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 / Telephone 0131 529 3139 |