

# VACANCY BULLETIN

## Employment Skills Workshops

Access2Employment bite size workshops aim to give you the confidence and skills to successfully find and apply for job vacancies and to succeed in an interview. Delivered online, in a friendly and supportive environment, workshop dates are:

Prepare a Professional CV  
4 February, 11am-12pm

Participating in Online Interviews  
9 February, 11.00am-12.00pm

Men N2Work  
Four week course, comprising  
3 x two hour sessions per week, starting 9 February

Introduction to Customer Service  
11 February, 2.00pm-3.00pm

Skills & Effective Job Searching  
16 February, 11.00am-12.00pm

Participate in Online Interviews  
18 February, 11.00am-12.00pm



for more information or to register for a workshop.

## FEATURED VACANCY



A fantastic opportunity for a Change Manager (PT) with West Lothian 50+ Network. WL50+ has been supporting people in West Lothian over the age of 50 for over 25 years and has around 430 members. The charity holds monthly member meetings; social evenings, events and more. [Further Details here](#) or email CV and covering letter to [convenor@westlothian50plusnetwork.co.uk](mailto:convenor@westlothian50plusnetwork.co.uk) closing date is 12 February 2021.

## Skills to Enhance Your Employability



West Lothian College have unveiled a range of new courses for 2021 to support individuals impacted by unemployment caused by the pandemic.

These range from short one day courses to fast tracked HNC courses taught over a few months. They are run online, and in most cases are fully funded.

Courses are available in a variety of areas so find a course to suit you and apply today! [Details here](#)

## PUBLIC SECTOR



West Lothian Council

For the latest on vacancies within West Lothian Council, including:

- Social Care Support Workers x 5
- Principal Teacher Curriculum - Social Subjects
- Group Manager, Residential & Placement Service



## VACANCIES

BARBER TRAINER (FT Permanent), Bathgate. DK75 Barber Academy, DK Hair & Beauty closes 21/02/21 [Details here](#)

OPERATIONS MANAGER (FT Permanent), Bathgate. Glenhaze (A Fitting Solutions) [Details here](#)

Designer and Video Maker (FT), Glasgow. National Theatre of Scotland closes 12/2/21 [Details here](#)

Logistics Coordinator (FT), Livingston. Q2 Solutions IQVIA [Details here](#)

Senior Sales Architect (FT), Livingston. Iron Mountain [Details here](#)

Support Practitioner (FT Permanent), Livingston. The Richmond Fellowship Scotland closes 17/02/21 [Details here](#)

LGV 1 Driver (FT Permanent 4 on 4 off), Bathgate. Pollock (Scotrans) Ltd closes 18/02/21 [Details here](#)

LGV Class 1 Driver (FT Nightshift), Bathgate. Pollock (Scotrans) Ltd closes 18/02/21 [Details here](#)

Store Assistant (FT and PT), Livingston. ALDI [Details here](#)

Customer Assistant – Home Delivery (PT Permanent), Livingston. Morrisons [Details here](#)

Skilled Butcher (FT Permanent), Bathgate. Morrisons [Details here](#)

Skilled Butcher (PT 16-30hrs Permanent), Bathgate. Morrisons [Details here](#)

LGV Driver (FT – shift patterns), Livingston. Tesco closes 07/02/21 [Details here](#)

Customer Service Assistant (PT), Kirkliston. Scotmid closes 05/02/21 [Details here](#)

Evening Cleaner (PT Temporary), Bathgate. Spectrum Service Solutions [Details here](#)

Clean Room Operative – Cleaner (Shift Work/Permanent), Livingston. via BR Recruitment [Details here](#)

Cost Administrator (FT Permanent), Bathgate. Kier Group Plc. closes 15/02/21 [Details here](#)

Hair Stylist (FT Permanent), Whitburn. DK75 Hair & Beauty Studio – closes 05/03/21 [Details here](#)

# Apprenticeships

Vehicle Parts Advisor Modern Apprenticeship (FT), Broxburn.  
Bikespeed closes 28/02/21 [Details here](#)

Technology Assistant Modern Apprenticeship (FT),  
Livingston. SKY closes 14/02/21 [Details here](#)

DAF Heavy Vehicle Technician Modern Apprenticeship  
(FT), Loanhead. DAF closes 28/02/21 [Details here](#)

Business and Administration Modern Apprenticeship  
(FT), Livingston. SKY closes 14/02/21 [Details here](#)

Dental Nurse (32hrs), Broxburn. No. 9 Dental Practice closes  
03/02/21 [Details here](#)

Apprentice Spray Painter (FT), Broxburn. Eastern Western  
Group [Details here](#)

Level 3 Engineering Apprenticeship (FT),  
Glasgow/Edinburgh/Stirling. Network Rail [Details here](#)

Mechanical, Electrical or Civil Engineering Apprenticeships  
(FT) GM Apprenticeship Programme, Livingston.  
WGM Engineering Ltd [Details here](#)

Business Administrator (FT), Broxburn. John Dunn Group  
[Details here](#)

Trainee Auditor (School Leavers Professional Qualification  
Scheme), Edinburgh/Glasgow. Audit Scotland – closes  
15/03/21 [Details here](#)

Career Starter Stores (FT Fixed Term), Livingston. ALDI,  
Houston Road [Details here](#)

Career Starter Stores (FT Fixed Term), Livingston. ALDI  
[Details here](#)

Store Management Apprentice (FT Fixed Term), Livingston.  
ALDI Houston Road [Details here](#)

Store Management Apprentice (FT Fixed Term), Livingston.  
ALDI [Details here](#)

Apprentice Field Support Technician (FT), Edinburgh  
/Glasgow. BT [Details here](#)

Childcare Apprenticeship (FT), Broxburn. Carousel Training  
[Details here](#)

Building Services Apprenticeship (FT), Livingston. GRAHAM  
[Details here](#)

Crew Member (FT Permanent), Almondell Avenue Livingston.  
McDonalds [Details here](#)

Crew Member (FT Permanent), Bathgate. McDonalds  
[Details here](#)

Delivery/Stock Maintenance (FT), Livingston. McDonalds  
[Details here](#)

Internship - Equality, Diversity and Inclusion Project Assistant  
(PT), home based. CHAS closes 08/2/21 [Details here](#)

Apprentice Barber (FT Permanent), Whitburn.  
DK75 Hair & Beauty Studio – closes 05/03/21 [Details here](#)

Junior Hair Stylist (FT Permanent), Whitburn. DK75 Hair &  
Beauty Studio – closes 05/03/21 [Details here](#)

## MEN

## N2

## WORK

Ready to move forward  
into a new or better job but not sure where to start?

Men N2 Work, a four week course delivered online,  
starts 9th February. This course, delivered for an  
hour and a half each day, three days per week, will  
help you focus on what you want to achieve, set  
realistic goals, break down barriers and help you  
assess the financial implications of moving into a  
new job.

It will also show you how to effectively search for  
appropriate vacancies, prepare a CV and apply for a  
job.

To book or for more information, phone  
07799 131203 or  
email [a2ewellbeingteam@westlothian.gov.uk](mailto:a2ewellbeingteam@westlothian.gov.uk)

## Additional Vacancies

Senior Charge Nurse Nursing and Midwifery (FT Fixed  
Term), Edinburgh. NHS 24, East Contact Centre  
closes 11/02/21 [Details here](#)

Health and Wellbeing Assistants (FT and PT), Various  
locations including West Lothian. Wheatley Care  
[Details here](#)

Support Worker (FT), Bathgate. SAMH closes 15/2/21  
[Details here](#)

Registered Nurse (FT Permanent), Livingston.  
Peacock Medicare closes 04/03/21 [Details here](#)

Senior Care Assistant (FT Permanent), Livingston. Peacock  
Medicare closes 04/03/21 [Details here](#)

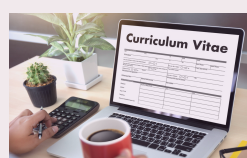
Care Assistant (FT Permanent), Livingston.  
City & County Healthcare Group Ltd - closes 03/03/21  
[Details here](#)

Catering Assistant Bank (PT Temporary), Armadale. Care  
UK Plc closes 04/03/21 [Details here](#)

Casual Assistant: Retirement Housing with Meals (PT  
Temporary), Linlithgow. Bield Housing and Care - closes  
14/02/21 [Details here](#)

Day Service Manager (FT), Balerno. Harmeny Education  
Trust Ltd. closes 08/02/21 [Details here](#)

Volunteer Coordinator (PT), Edinburgh. CHAI  
closes 19/02/21 [Details here](#)



## CV Support

To improve your chance of being  
invited to interview, A2E  
advisers will work with you to ensure your CV  
reflects your skills and abilities, is well structured  
and presented and avoids common mistakes.

For assistance, please call 0800 032 9768 or  
complete our CV questionnaire [here](#).

## Additional Vacancies

Customer Service Assistant (PT), Uphall Station. Scotmid closes 05/02/21 [Details here](#)

Customer Service (FT), Bathgate. ALDI [Details here](#)

Store Assistant (FT), Bathgate. ALDI [Details here](#)

Transport Clerk/Operator (FT), Livingston. DHL [Details here](#)

Office Supervisor (FT), Falkirk. Designer Contracts closes 24/02/21 [Details here](#)

Accounts Assistant (FT), Livingston. via Indeed [Details here](#)

Business Support Administrator (FT), Bathgate. JGas Limited [Details here](#)

Training Administrator (FT Contract), Livingston. via Office Angels [Details here](#)

Care Administrator (FT Contract), Livingston. via Office Angels [Details here](#)

GolfSixes Administrator (FT), Rosyth. Scottish Golf [Details here](#)

Escalation Agent (FT), Sighthill. Sykes. closes 03/02/21 [Details here](#)

HR Recruitment Administrator (FT Temp), Edinburgh. via Pertemps [Details here](#)

Operations and Business Services Officer (FT Temp), Edinburgh. via Pertemps [Details here](#)

Customer Service Representative (FT Temp), Bellshill. LGC Genomics [Details here](#)

Payroll & Benefits Administrator (FT), Livingston. via BR Recruitment [Details here](#)

Project Co-ordinator/Project Administrator G MP Pharmaceutical Manufacturing, (FT), Livingston. via BR Recruitment [Details here](#)

HR Administrator (PT Temp), Livingston. via Brightwork Recruitment [Details here](#)

Internal Sales (FT), West Lothian. via Escape Recruitment [Details here](#)

Operations Administrator (FT), West Lothian. via Escape Recruitment [Details here](#)

Payroll Officer (FT Temp), Livingston. via OrionGroup [Details here](#)

Accounts Payable Assistant (FT), West Lothian. via Change Recruitment - closes 08/02/21 [Details here](#)

Sales Administrator (FT Temp), Livingston. Denholm Associates [Details here](#)

Service Desk Administrator (FT Temp), West Lothian. via Murray Recruitment [Details here](#)

Assistant Accountant (FT), Livingston. West Lothian Council closes 4/02/21 [Details here](#)

Medical Receptionist/Administrator (PT), Broxburn. NHS Scotland – closes 05/02/21 [Details here](#)

Medical Receptionist (PT – 30hrs), Kirkliston/Winchburgh. NHS Scotland – closes 12/02/21 [Details here](#)

Operations Administrator (FT), West Calder. Escape [Details here](#)

## Additional Vacancies

QA Specialist – GMP, Global Scientific Organisation (FT Permanent), Livingston. via BR Recruitment [Details here](#)

Production Operator (FT Contract, Shifts), Livingston. via Office Angels [Details here](#)

Quality Assurance Specialist, Healthcare (FT Permanent), Livingston. via Eden Scott [Details here](#)

Cleanroom Manufacturing Technician, Pharmaceutical (FT Permanent,) Livingston. via SRG [Details here](#)

Manufacturing Scientist - Cell Culture (FT Permanent), Livingston. via BR Recruitment [Details here](#)

QC Shift Supervisor, International Diagnostic Developer (FT Permanent - Days/Nights), Motherwell. [Details here](#)

Production Operative, Component Assembly (Contract) Newbridge. via Manpower [Details here](#)

Cable Puller (FT), Bathgate. Kier Group closes 11/02/21 [Details here](#)

Laptop Refurbishment Technician (FT Permanent), Linlithgow. Get Staffed – closes 03/03/21 [Details here](#)

2 x Personal Assistants Job Share (32hrs/wk – 16hrs each), Livingston. Personal Care – closes 03/03/21 [Details here](#)

LGV 1 Tipper Driver (FT Permanent), Bathgate. Pollock (Scotrans) Limited – closes 03/03/21 [Details here](#)

Night Shift Traffic Administrator/Planner (FT Permanent), Bathgate. Pollock (Scotrans) Limited closes 27/02/21 [Details here](#)

MIG Welders/Fabricators (FT Temporary), Livingston. via Cordant People - closes 26/02/21 [Details here](#)

Operations Manager (FT Permanent), Location Flexible. Capability Scotland – closes 05/02/21 [Details here](#)

Quantity Surveyor (FT Permanent), Bellshill. Lovell [Details here](#)

Construction Manager (FT Permanent), Livingston. Bellway – closes 12/02/21 [Details here](#)

Assistant Site Manager (FT Permanent), Livingston. Bellway - closes 12/02/21 [Details here](#)

Site Manager (FT Permanent), Livingston. Bellway - closes 28/02/21 [Details here](#)

Site Manager (FT Permanent), Livingston. Bellway - closes 28/02/21 [Details here](#)

Setting Out Engineer (FT), Central Scotland. Mulholland Contracts [Details here](#)

Technology Architect (FT Permanent), Edinburgh. Sainsbury's Bank, Lochside [Details here](#)

Database Marketing Analyst – Entry Level (FT Permanent), Edinburgh. Sainsbury's Bank, Lochside [Details here](#)



## Additional Vacancies

Accounts Payable Assistant (FT), West Lothian.  
via Change Recruitment closes 08/02/21 [Details here](#)

Distribution Centre Supervisor (FT), Livingston. SCS [Details here](#)

Payroll & Benefits Advisor (FT), Livingston. via FPSG [Details here](#)

Support Worker (3 x PT, 1 x FT waking nights), Linlithgow.  
Ark Ltd. To apply for for info, email [recruitment@arkha.org.uk](mailto:recruitment@arkha.org.uk)

Assistant Accountant (FT Permanent), Livingston.  
West Lothian Council closes 04/02/21 [Details here](#)

Administration Assistant (PT Fixed Term),  
Broxburn/Livingston. NHS Scotland – closes 15/02/21  
[Details here](#)

Secretary – Community Admin (PT Fixed Term),  
Broxburn/Livingston, NHS Scotland – closes 15/02/21  
[Details here](#)

Customer Experience Leader (Loyalty Change) (FT),  
Livingston. SKY TV [Details here](#)

Warehouse Operative (FT), Livingston. via Connect  
Appointments - closes 19/02/21 [Details here](#)

Office Supervisor (FT), Falkirk. Designer Contracts closes  
24/02/21 [Details here](#)

Office Manager (PT flexible), Glasgow. Ceiba Renewables  
Ltd [Details here](#)

Counter Assistant (PT), Mid Calder. Khushis Indian  
Restaurant [Details Here](#)

Female Personal Assistant (PT Permanent), West Lothian.  
LCiL – closes 17/02/21 [Details here](#)

Social Care Support Workers x 5 (FT & PT Permanent),  
Livingston. West Lothian Council – closes 10/02/21  
[Details here](#)

Advanced Plumber (FT Permanent), Livingston.  
West Lothian Council - closes 07/02/21  
[Details here](#)

Group Manager, Residential & Placement Service (FT  
Permanent), Livingston. West Lothian Council  
closes 10/02/21 [Details here](#)

Young Persons Practitioner (PT Permanent), Livingston.  
Action for Children – closes 05/02/21  
[Details here](#)

Resource Centre Operative (FT Permanent or PT job share),  
Newbridge. Scottish Fire & Rescue Centre - closes 09/02/21  
[Details here](#)

Resource Officer Early Learning and Childcare (FT  
Permanent), Grangemouth. Falkirk Council – closes 11/02/21  
[Details here](#)

Senior Early Years Officer (FT Permanent), Maddison. Falkirk  
Council - closes 10/02/21 [Details here](#)

Senior Early Years Officer (FT Permanent), Bo'ness. Falkirk  
Council - closes 10/02/21 [Details here](#)

Lecturer – Graphic Design and Visual Communication (PT  
Fixed Term), Granton Campus, Edinburgh – closes 04/02/21  
[Details here](#)

## Management

Deputy Manager (FT), Livingston. ALDI [Details here](#)

Night Managers (FT Permanent), across Western Scotland.  
Morrisons closes 08/02/2021 [Details here](#)

Managers - Days (FT Permanent), West Lothian. Morrisons  
closes 08/02/21 [Details here](#)

Area Manger (FT), Bathgate. ALDI [Details here](#)

Assistant Restaurant Manager (FT Permanent) Bathgate.  
KFC [Details here](#)

Restaurant Manager (FT Permanent), Bathgate. KFC  
[Details here](#)

Retail Manager (FT), Livingston. Krispy Kreme  
[Details here](#)

Site Manager (FT), Edinburgh. Robertson Residential Group  
closes 05/02/21 [Details here](#)

Assistant Site Manager (FT), Edinburgh. Robertson  
Partnership Homes closes 05/02/21 [Details here](#)

Finance Manager (FT Permanent), Edinburgh. Menzies  
Aviation [Details here](#)

Assistant/Deputy Nursery Manager (FT), Livingston. Busy  
Bees closes 23/02/21 [Details here](#)

Manager, Project Services (FT), Livingston. IQVIA  
[Details here](#)

Room Leader (FT), Edinburgh. Bright Horizons Nursery  
[Details here](#)

Assistant Site Manager (F, Permanent), Livingston. Bellway  
Homes closes 12/02/21 [Details here](#)

Store Manager (FT Permanent), Livingston. Papa Johns  
[Details here](#)

Parliamentary Manager, (FT Permanent), Edinburgh. RSPB  
closes 07/02/21 [Details here](#)

Warehouse Improvement Specialist Manager  
(FT Temporary), Dunfermline. The Cress Company  
[Details here](#)



**Better off**  
West Lothian

**Financial  
Wellbeing**

It is estimated that due to the pandemic and people staying at home, Energy bills will on average increase by £32 per month. The Advice Shops specialist energy advice team can help if you are struggling with gas/electricity bills.

They will look into options to deal with your debt; negotiate with your supplier to agree an affordable repayment plan; apply for available discretionary funds; and prevent your supply being disconnected or to get you reconnected.

Some energy suppliers will provide a one-off emergency payment to customers who are supplied by pre-payment meter. If you are worried about not being able to top up your gas or electricity meter, you should contact your supplier to discuss your options.

Please complete the online referral form [here](#) and someone will call you back or phone 01506 283000 option 4. If you would like to speak to an Energy advisor through a video link use our new Attend Anywhere service, [details here](#) available on a Monday & Thursday.

# Additional Management Vacancies

Finance & Governance Programme Manager (PT Fixed Term), Livingston and travel throughout Scotland. Improvement Service - closes 05/02/21 [Details here](#)

Internal Audit Manager (FT), West Lothian. The Audit and Risk Recruitment Company closes 19/02/21 [Details here](#)

Finance Compliance Team Leader (FT Fixed Term 31/03/22), Bellshill. Routes to Work closes 01/02/21 [Details here](#)

Project Manager (FT Fixed term), Livingston. NHS Lothian closes 05/02/21 [Details here](#)

Construction Manager (FT Permanent), Livingston. Bellway Homes closes 12/02/21 [Details here](#)

Business Development Manager (FT Permanent), Livingston. PHS Group [Details here](#)

Sales Manager (FT Fixed Term), Livingston. SCS - closes 15/02/21 [Details here](#)

Carpet Sales Manager (FT Permanent), Edinburgh. SCS closes 15/02/21 [Details here](#)

Production Shift Manager (FT Permanent), Torphichen. Cargill [Details here](#)

Supervisor (Ft Permanent), Livingston. Found Ocean [Details here](#)

Marketing Executive (FT Permanent), Livingston. AWDIs Brands [Details here](#)

Turnaround Manager (FT Permanent), Linlithgow. HC One [Details here](#)

Time to Learn Lead (FT Permanent), Livingston. SKY [Details here](#)

Customer Priority Leader (FT Permanent), Livingston. SKY [Details here](#)

Riverwoods Development Manager (FT Fixed Term), Edinburgh. Scottish Wildlife Trust closes 15/02/21 [Details here](#)

Project Manager (FT Permanent), Bo'ness. Bakkavor [Details here](#)

Development Manager (FT Permanent), Bo'ness. Bakkavor [Details here](#)

Assistant Store Manager (FT), Edinburgh. Sweaty Betty-closes 18/02/21 [Details here](#)

Manufacturing Manager (FT, Permanent), Falkirk, via McCarthy Recruitment [Details here](#)

Manufacturing Manager, Food Manufacturing (FT Permanent), Hamilton. via Scantec Personnel [Details here](#)

Health & Safety Manager (FT Permanent), West Calder. via Irwin & Colton Recruitment [Details here](#)

Quality Team Leader (FT Permanent, Livingston. via Nine Twenty Engineering & Manufacturing [Details here](#)

Project Manager (FT Fixed Term), Livingston. NHS Scotland closes 05/02/21 [Details here](#)

Business  
Start Up

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Business Gateway offer free, one-to-one support, helping you explore all aspects of starting up in business.

For more information or to arrange to speak to an adviser.

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One  
to  
One  
Support

One to one support is available from an Access2employment Employment Adviser who will assist with:

- Understanding your transferable skills
- Job searching
- CV preparation and a stand out cover letter
- Online applications
- Preparing for Interview

To book a telephone or online appointment with an Employment Adviser, contact us by:



Freephone: **0800 032 9768**



[access2employment@westlothian.gov.uk](mailto:access2employment@westlothian.gov.uk)



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 **West Lothian Council**

EUROPE & SCOTLAND  
European Social Fund  
Investing in a Smart, Sustainable and Inclusive Future