

VACANCY BULLETIN

Helping you to
secure employment ...



WORKSHOP

Employment Skills Workshops

Our workshops aim to give you the confidence and skills to successfully find, apply for and succeed in a job interview. They are delivered online in a friendly and supportive environment.

Wellbeing Workshop
15/12/20, 11am - 12pm

Skills for Effective Job Searching
17/11/20, 2pm - 3pm

Participate in Online Interviews
19/11/20, 11am - 12pm

Prepare a Professional CV
24/11/20, 2pm - 3pm

Introduction to Customer Service
26/11/20, 2pm - 3pm

Women N2 Work
10/11/20 Every Tuesday, Wednesday, Thursday
for 5 weeks, 10am - 12pm

Workshop Registration



Help to Prepare Your CV

Do you need a new CV, have one that needs updated or just want to ensure your CV meets the requirements of any job you are applying for? Our experienced team of employment advisers are here to help.

For assistance, please complete our CV questionnaire and a member of the A2E team will work with you to create a professional CV, highlighting your transferable skills and abilities to prospective employers.



PUBLIC SECTOR



West Lothian
Council

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

- Social Care Practitioner/Support Workers
- Joiners, Electricians and Plumbers
- Economist
- Cook Supervisor
- Supply Cook/Assistant Cook
- Housing Support Worker



RETAIL

Sales Assistant (Part Time), WH Smith, Bathgate
[Details here](#)

Retail Assistant (PT Bathgate), Premier Stores, Bathgate
[Details here](#)

Sales Assistant (PT with view of becoming permanent).
Villeroy & Boch, Livingston Designer Outlet [Details here](#)

Sales Adviser – Stockroom (FT), Ted Baker, Livingston
Designer Outlet [Details here](#)

Sales Assistant (PT), Desire, Livingston [Details here](#)

Customer Assistant (PT), Lidl, Livingston [Details here](#)

Branch Supervisor (24hrs), Scotmid, Uphall [Details here](#)

Sales Assistant, WH Smith, Livingston (PT) [Details here](#)

WAREHOUSING

Warehouse Operative (FT 3mth Fixed Term Contract),
Acorn Recruitment, Livingston [Details here](#)

Bottling Line Operative (FT) via Connect Appointments,
Broxburn [Details here](#)

Warehouse Operative (FT Back Shift until at least
Christmas) via Staff Finders, Livingston [Details here](#)

Warehouse Operative (FT/Nightshift Fri-Wed), Menzies
Distribution, Newbridge [Details here](#)

Kitchen / Packing Staff (FT Permanent), Findlaters Fine
Foods, Linlithgow [Details here](#)

Warehouse Operative (FT) via Etex Group, Grangemouth
[Details here](#)

Picking Line Operative (FT Permanent), Envy Scotland
Limited, Newbridge [Details here](#)

Additional Vacancies

Project Officer, Data & Intelligence (FT Fixed Term), Improvement Service, Livingston [Details here](#)

Administrator – Prison Correspondence (FT Permanent), HMP Addiewell [Details here](#)

HR Administrator (Fixed Term Contract), SKY, Livingston [Details here](#)

Community Link Worker (FT or PT Permanent), via Talent Link, West Lothian [Details here](#)

Care Assistant (FT Permanent), via AAJ Recruitment to cover Whitburn and Livingston areas [Details here](#)

Foster Carer (FT Permanent), RSD Recruitment [Details here](#)

Store Assistant, Asda, Livingston (PT) [Details here](#)

P/T Warehouse Operator & Delivery Driver (PT Permanent), ICF Store Ltd, Knightsridge, Livingston [Details here](#)

Security Officer – Retail (FT Permanent), TSS (Total Security Services) Ltd, Livingston [Details here](#)

Customer Service Adviser (12:00 – 20:00pm shift Permanent), SKY, Livingston [Details here](#)

Azure Cloud Infrastructure Engineer (FT), IQVIA, Livingston [Details here](#)

Paint Sprayer (FT) via Kemp Recruitment, Broxburn [Details here](#)

Workshop Based HGV Mechanic/HGV Technician/HGV Fitter (FT) via Kemp Recruitment, Livingston [Details here](#)

Bulk Driver (FT Permanent), DHL, Livingston [Details here](#)

Operations Clerk (FT Temp), DHL, Livingston [Details here](#)

Customer Service Adviser (Week Day and Weekend shift Permanent), SKY, Livingston [Details here](#)

IT Administrator – Cloud Tech (FT) via Eden Scott, Edinburgh [Details here](#)

Qualified Butchers (FT Permanent, Night Shift or Day Shift), Campbells Prime Meats, Linlithgow [Details here](#)

Fishmongers / Fish Filleters (FT Permanent), Campbells Prime Meats, Linlithgow [Details here](#)

Heritage Project Officer (FT), Rural Development Trust, Lanark [Details here](#)

Business Development & Trust Funding Officer (FT), Children 1st, Edinburgh/Glasgow/Homeworking [Details here](#)

Fundraiser - Trusts & Grants (FT), Urban Uprising, Edinburgh/Homeworking [Details here](#)

Family Support Coordinator (FT), Home Start, Livingston [Details here](#)

Mechanical Fitter (4 week contract), CDL, Livingston [Details here](#)



Management

Senior Tactical Planning Manager (FT Permanent), SKY, Livingston [Details here](#)

Housing Transition Manager – Digital Health & Social Care (FT Fixed Term), Improvement Service, Livingston closes 25/11/20 [Details here](#)

Senior Marketing and Communications Manager (FT Permanent), Scottish Government, Edinburgh [Details here](#)

Assistant Store Manager (24hrs), The Fragrance Shop, Livingston [Details here](#)

Disability Benefits Team Leader (FT Permanent). Scottish Government, Edinburgh [Details here](#)

Senior Project Manager – Utilities (FT), via Peace Recruitment Group, Bathgate [Details here](#)

Communications & Marketing Manager (FT). Starcatchers, Edinburgh/Homeworking [Details here](#)

Quality Assurance and Business Support Manager (FT), LinkLiving Core Services, Edinburgh [Details here](#)

Platform Team Manager – Front Office (FT), Aegon, Edinburgh [Details here](#)

IT/Business Manager (FT Permanent), Edinburgh Closing date 27.11.20 [Details here](#)

Senior Project Manager, Sustainability & Value Team (FT Permanent), Waverly Gate, Edinburgh. Closing 16.11.20 [Details here](#)



Financial Wellbeing

This week is Talk Money Week, an opportunity to think about all things money related and break down the stigma around talking about our finances. The Advice Shop has a range of tools and resources to help anyone struggling to keep on top of their money. A step by step guide to getting control of your money plus easy to use online budget planning tools can be found online [here](#)

This week also sees the launch of the new Scottish Child Payment. This new benefit from Social Security Scotland provides families with a low income an extra £10 per week for each child in the family under the age of 6.

Applications are open now with the first payments due to be made in February 2021. More information on how to apply is available [here](#), or contact the Advice Shop on **01506 283000** or complete an online self-referral [here](#) and an advisor will assist with your application.

Young People

Customer Sales Apprenticeship Programme (FT), SKY, Livingston closes 15/11/20 [Details here](#)

Graduate Trainee Auditor (FT Fixed Term), Audit Scotland, Edinburgh [Details here](#)

Supply Chain Intern (FT 12 weeks internship), Plexus, Livingston [Details here](#)

Junior Surveyor (FT), Omni RMS, Livingston [Details here](#)

Pharmacy Support Staff (Dispenser, Technician, Trainee or Apprentice), Lloyds Pharmacy, Livingston [Details here](#)

Sales Consultant (6hrs), The Fragrance Shop, Livingston [Details here](#)

Customer Sales Apprenticeship Programme (FT), SKY, Livingston [Details here](#)

Procurement & Supply Graduate Trainee (2 year programme), Gyle Edinburgh closing 24.11.20 [Details here](#)

Apprentice Body Repair Technician (FT), Armits Autos, Broxburn [Details here](#)

Apprentice Paint Technician (FT), Armits Autos, Broxburn [Details here](#)

Apprentice Vehicle Parts Advisor (FT), Dingbro Ltd, Bathgate [Details here](#)

Apprentice Warehouse Assistant (FT), Worldwide Tradelink Ltd, Whitburn [Details here](#)

Trainee Wind Trubine Technician (FT Permanent), Ryse Energy, Edinburgh [Details here](#)

Procurement Modern Apprenticeship (FT), Forestry and Land Scotland, Edinburgh [Details here](#)



THE WELLBEING TEAM

The Wellbeing Team offer a wealth of knowledge and experience in coaching, mental health issues, support and personal development.

The service is delivered via telephone and online consultations, through one to one sessions and voluntary group work, with the aim of empowering individuals to reach their goals and potential.

For more information or to request an appointment, visit [here](#), call 07799131203 or email a2ewellbeingteam@westlothian.gov.uk

Furlough Update



The Furlough scheme will be extended across the UK until the end of March, Chancellor Rishi Sunak has confirmed. The scheme will pay up to 80% of a person's wage up to £2,500 a month. The UK Government will review the policy in January.

Additional Vacancies

Economist (FT Permanent), West Lothian Council [Details here](#)

Management Accountant (FT Permanent), West Lothian Leisure, Bathgate [Details here](#)

Civil Contingencies Officer (FT Permanent), Scottish Fire & Rescue Service, Newbridge [Details here](#)

Retained Duty System (RDS) – Firefighter (PT Permanent), Scottish Fire & Rescue Service, Falkirk and West Lothian. [Details here](#)

Legal Business Partner- Solicitor (FT Permanent), Skills Development Scotland – flexible, Glasgow [Details here](#)

Work Based Assessor – Social Service and Healthcare (FT Permanent), West Lothian College [Details here](#)

Information Governance Policy Officer (FT Permanent), Scottish Government, Glasgow or Edinburgh [Details here](#)

Pharmacist, Lloyds Pharmacy, Bathgate (FT Permanent) [Details here](#)

Fibre Engineer, Virgin Media, Bellshill (FT) [Details here](#)

SEO Administrator/Copywriter (FT), Campbells Prime Meats, Linlithgow [Details here](#)

Programme Lead - Dignity in Schools (FT). The Scottish Parliament, Home based/Edinburgh [Details here](#)

Platform Front Office Administrator (FT), Contact Centre, Aegon, Edinburgh [Details here](#)

Field Technician (FT), Virgin Media, Edinburgh [Details here](#)

Facilities Operative (PT), Mears Group PLC, West Lothian [Details here](#)

Medical Receptionist (PT), Gracemount Medical Practice, Edinburgh (you can get a bus from St John's) [Details here](#)

Medical Receptionist (PT), West Calder Medical Practice [Details here](#)

Events Organiser, Cheeki Monkeys (PT), West Calder [Details here](#)

Garden Designer (FT Permanent – temporarily remote, Landscape Design Contracts LTD, Bathgate [Details here](#)

Parts Advisor (FT Permanent). Alliance Automotive, Livingston Autoparts [Details here](#)

There are many jobs available within the digital sector each year, well paid and with progression opportunities. By enhancing your digital skills, you could open the door to these opportunities, however accessing the training you need to get started is often costly. That's why the Digital Start Fund has been created, to help people on lower incomes gain skills in data analysis, software development and cyber security.

If you are on a lower income, the Digital Start Fund could offer you a grant to help pay for training of a value up to £8,000, covering training in software development and cyber security in addition to some travel and childcare costs if you need it.

For more information on the Digital Start Fund, your eligibility, courses and training providers, details are available [here](#) or for general enquiries, please email DigitalStartFund@sds.co.uk

Additional Vacancies

Gas Engineer (FT) via Realise Recruitment, Edinburgh & the Lothians [Details here](#)

Groundworkers (FT), Randstad Construction, Property and Engineering, Edinburgh [Details here](#)

Plumber x 2 (FT), FM, Shotts [Details here](#)

Driver (Permanent). Sunbelt Rentals Careers, Livingston [Details here](#)

Administrative Assistant (FT Permanent), Building Repair Solutions (BRS), Livingston [Details here](#)

Healthcare Assistant / Domiciliary Phlebotomist (PT), Carmondean Medical Group, Livingston Closing date 27.11.20 [Details here](#)

Personal Assistant (FT Permanent), Outpatients, Lauriston Building, Edinburgh Closing date 4.12.20 [Details here](#)

Project Officer Admin Services (FT Fixed Term), St Johns Hospital 4 x posts available Closing 17.11.20 [Details here](#)

Data Entry Supervisor (FT Permanent), Child Health Edinburgh, Closing 13.11.20 [Details here](#)

Communications Officer (FT Permanent), Healthcare Improvement Scotland (Home based until March 2021) Closing date 17.11.20 [Details here](#)

Customer Service Administrator (FT) via Search Consultancy Ltd, Livingston [Details here](#)

Equity Release Adviser (FT), Mortgage Advice Bureau, West Lothian [Details here](#)

Have you ever considered working for yourself, using your skills, talents and knowledge to shape your own future?

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.

Click
Here



**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



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