

# VACANCY BULLETIN

Helping you to  
secure employment ...



## Employment Skills Workshops

### WORKSHOP

Our series of employment skills workshops aim to give you the confidence and skills to successfully find and apply for a vacancy and to succeed in a job interview.

They are delivered online in a friendly and supportive environment.

Participate in Online Interviews  
15/12/20, 2pm - 3pm

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

### Women N2 Work

A six week series of online workshops exploring personal development, wellbeing and employment skills. Starting January 2020

Workshop Registration



## Introduction to Care Workshop



If you are considering a career in the care sector, C-Change are running an Introduction to Care workshop, highlighting the range of jobs, activities and how to apply. Registration information available [here](#).



## 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:

- Advanced Pupil Support Worker x 6
- Supply Nursery Nurse
- Catering Assistant
- Information Advice Officer
- Teachers
- Teacher ASN
- Joiner x 3



## RETAIL

Retail Assistant (PT Permanent) Livingston. Iceland  
[Details here](#)

Seasonal Sales Assistant (various p/t hours Fixed Term to 03/01/21) Bathgate. The Card Factory  
[Details here](#)

Sales Assistant x 5 (various roles PT) Livingston. Dune London  
[Details here](#)

Supervisor (PT) Livingston. Crew Clothing Company  
[Details here](#)

Retail Associate (PT) Livingston. New Balance  
[Details here](#)

Sales Assistant (PT) Livingston. Thorntons [Details here](#)

Warehouse Operative – Days (FT) Livingston. UK Mail  
[Details here](#)

## WAREHOUSING

Warehouse Operative – Immediate Starts (FT ongoing work) Livingston. via Blue Arrow [Details here](#)

Dispatch Operative (FT 6am – 6pm Thurs to Sat.) Livingston. via Connect Appointments [Details here](#)

Parcel Sorter (FT Nightshift) Livingston area. Via Connect Appointments [Details here](#)

Storeman Forklift Driver (FT Temp) Livingston. via Blue Arrow [Details here](#)

Packing Operative (FT Temp) West Calder. via Blue Arrow Recruitment [Details here](#)

Warehouse Order Picker (on going temporary work) Livingston. via Connect Appointments [Details here](#)

Amazon Seasonal Team – Warehouse Operative (FT and PT available) Bathgate. via Adecco [Details here](#)

# Additional Vacancies

**Logistics Coordinator (FT) Livingston.** via ESS Recruitment [Details here](#)

**Social Care Practitioner (PT permanent) Limecroft Care Home Livingston.** West Lothian Council [Details here](#)

**Administrator (FT Fixed Term to 28/05/21) Livingston.** via PRS Recruitment [Details here](#)

**Temp Cleaners (Saturday shift) Bathgate.** via Blue Arrow [Details here](#)

**Gatehouse Security Officer (FT) Livingston.** via Axis Studios [Details here](#)

**Equipment Maintenance Engineer (FT) Livingston.** via Enigma People Solutions [Details here](#)

**Catering Assistant Bank (PT Temp) Armadale.** Care UK Plc [Details here](#)

**Boiler Installation Engineer (FT Permanent) Bathgate.** Resourcing Group Ltd [Details here](#)

**Administration Assistant (FT Temporary) Livingston.** via Morgan Hunt Recruitment [Details here](#)

**Fabric Engineer (FT Permanent) Livingston.** via Omni RMS [Details here](#)

**Health & Safety Advisor (FT Permanent) West Lothian.** via Escape Recruitment [Details here](#)

**Commercial Administrator (FT) Livingston.** via Networkx Recruitment [Details here](#)

**Radiographer (FT Permanent) Lothian.** NHS Scotland [Details here](#)

**Clerical Officer (FT Permanent) Livingston.** St John's Hospital [Details here](#)

**Staff Nurse RMN (FT Permanent) Armadale.** Tippethill House Hospital [Details here](#)

**Trainee Surgical Advanced Nurse Practitioner (FT Permanent).** NHS Lothian – closes 09/12/20 [Details here](#)

**Administrative Assistant MA (FT) Edinburgh.** Scottish Government – closes 9/12/20 [Details here](#)

**Advocacy Worker (FT) Flexible.** MND Scotland – closes 4/1/20 [Details here](#)

**Recovery CoOrdinator (FT/15 mth contract) West Lothian.** Change, Grow, Live – Closes 16/12/20 [Details here](#)

**Women's Support Worker (FT) West Lothian.** West Lothian Women's Aid – closes 8/1/20 [Details here](#)

**360 Excavator Operator (FT Contract Permanent) Broxburn.** NRS Group [Details here](#)

**Yard Operative / FLT Driver - Livingston** [Details here](#)

**Gates Person – Labourer (FT Temp Contract) James Gray Trades.** Edinburgh [Details here](#)

**Groundworker (FT Temp Contract) Livingston.** Russell Taylor [Details here](#)



# Management Positions

**Facilities Manager, Employee Experience (FT) Broxburn.** Glenmorangie – closes 16/12/20 [Details here](#)

**Quality Control Manager (FT Permanent) Livingston.** via ESS Recruitment [Details here](#)

**Property Manager (FT) West Lothian.** via Search Recruitment [Details here](#)

**Shop Manager Flooring Estimator (FT) West Calder.** Tasteful Flooring [Details here](#)

**Business Development Executive (FT) Livingston.** via Networkx Recruitment - closes 17/12/20 [Details here](#)



**Better off**  
West Lothian

# Financial Wellbeing

The Advice Shop is working with the Scottish Illegal Money Lending Unit to raise awareness of a new local project to prevent people from falling into the hands of illegal money lenders or loan sharks. An illegal money lender or loan shark is anyone who is lending money without having authorisation from the Financial Conduct Authority.

Illegal Money Lenders often prey on the most vulnerable people in society and can leave them in financial difficulty. Training is being provided for front line staff and our community planning partners to enable them to support clients sensitively, as well as knowing who to actively refer on for additional help and support. If you are in a vulnerable situation, speak to a member of the team who will help.

After speaking with the advice shop, we aim for client's to be in a position where they:

- Are more secure in their tenancies
- Have increased life skills in relation to financial literacy
- Have an increased financial stability and resilience
- Have options for dealing with their debts
- Have increased and improved their budgeting skills and have a saving habit and by transitioning to bank accounts and other affordable credit lenders giving clients an alternative to illegal money lending
- Have a greater knowledge and awareness of illegal money lending and the harm surrounding it

The FREE online training for service providers can be booked as a training session for individual teams or a brief overview at team meetings. For further information on support or for providers to book onto the training, please phone 01506 283000 option 4 or e-mail [moneyandhousing@westlothian.gov.uk](mailto:moneyandhousing@westlothian.gov.uk)

# Young People

Apprentice Engineer (FT) Bo'ness. Bakkavor [Details here](#)

IT Technical Support Apprenticeship (FT) Livingston. GP Strategies [Details here](#)

IT Support Technician Graduate Apprenticeship (FT) Currie. Celestia UK [Details here](#)

Food Technologist Apprenticeship (FT) Bo'ness. Bakkavor [Details here](#)

Advance Technical Engineering Apprenticeship (FT) Scotland. Roche Diagnostics – closes 11/12/20 [Details here](#)

Junior Data Engineer (FT) Flexible. Department for Environment, Food & Rural Affairs – closes 13/12/20 [Details here](#)

Procurement Graduate Apprenticeship (FT) Edinburgh. Via Leonardo – closes 15/12/20 [Details here](#)

Childcare Modern Apprenticeship (FT) Armadale. Via Carousel Training – closes 21/1/21 [Details here](#)

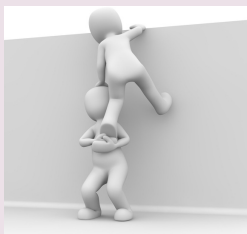
Childcare Modern Apprenticeship (FT) Broxburn. Via Carousel Training – closes 15/12/2020 [Details here](#)

Design Engineer Graduate Apprenticeship (FT) Edinburgh. Via Leonardo – closes 23/12/20 [Details here](#)

Project Manager Graduate Apprenticeship (FT) Edinburgh. AETHIC Skin Care [Details here](#)

Life Science Modern Apprenticeship (FT) Livingston. Q2 Solutions IQVIA [Details here](#)

Apprentice Engineer (FT) Livingston. Jungheinrich Engineering [Details here](#)



## The Wellbeing Team

West Lothian Council's Wellbeing Team are a pre-employability service with a focus on positive personal development. Advisers support clients to identify long and short-term life goals and help in achieving them using various techniques, tools and therapies.

The Wellbeing Workshop provides a taster session of many of the approaches offered by our advisers. It considers the impact of fitness, nutrition, routine and sleep on wellbeing and also provides practical techniques such as mindfulness, meditation and journaling as methods of dealing with stress, anxiety and unhelpful thoughts. It increases self-awareness and provides positive practices to enhance emotional and physical wellbeing. The next workshop is scheduled for Tuesday the 15th of December 10am-12pm online via zoom.

If you would like more information or to reserve a place on the workshop, please email [a2ewellbeingteam@westlothian.gov.uk](mailto:a2ewellbeingteam@westlothian.gov.uk)



## Pathway Foundation Apprenticeships

Would you like to be paid to gain real skills and work experience in thriving industry sectors? Are you aged 16-18 years of age? If so, Pathway Foundation Apprenticeships may be the way forward for you. Starting in January, 2021 with a choice of Business, Childcare or Software Technology programmes, these apprenticeships last 6 months, with 50% of your time spent in college and the remainder in the workplace. More information available [here](#).

Places are limited so contact Daniel Evans now to register interest - [devans@west-lothian.ac.uk](mailto:devans@west-lothian.ac.uk)

## Additional Vacancies

Apple-Expert (Various opportunities) Edinburgh & Glasgow Stores. Apple Retail [Details here](#)

Florist (FT) Livingston. Morrisons [Details here](#)

Tool Hire Regional Manager (FT) Lanarkshire. Jewson [Details here](#)

Field Service Engineer (FT) Edinburgh. Candy & Candy [Details here](#)

Class 2 Driver (FT) Livingston. Via Connect Appointments [Details here](#)

Senior Care Assistant (FT) Livingston. SCRT Ltd [Details here](#)

Administrative Assistant - Research Support (FT fixed term 12 months) - closing 18/12/20 [Details here](#)

Buildings Officer – General Trustees (FT permanent) Edinburgh. The Church of Scotland - Closing 1/12/20 [Details here](#)

Courier Delivery Driver (Self Employed) West Calder (EH55). Yodel – closing 03/01/21 [Details here](#)

Telesales Executive (FT Permanent) Livingston. via DMA Recruitment [Details here](#)



## Women N2 Enterprise

Women N2 Enterprise will be running a series of funded workshops for inspiring female entrepreneurs looking for the stepping stones towards a successful business. The course is run by experienced advisers who will provide the guidance and support on your journey to becoming an entrepreneur.

The sessions will cover The big Idea on 3rd February 2021, Sizing up the market on 10th February, Money week on 17th February and Planning for Success on 24th February. The virtual workshops will run from 10am to 11:30am For full details and booking arrangements please send your note of interest to [gateway@westlothian.gov.uk](mailto:gateway@westlothian.gov.uk)

## Additional Vacancies

**Early Years Practitioners – Supply (08:30am to 12noon Mon – Friday term time) Community Play Groups across 6 playgroups in West Lothian** If interested in applying please contact [Claire@communityplaygroups.org](mailto:Claire@communityplaygroups.org) or your Access2employment Employment Adviser for further information.

**Administrator - Data Input (FT) Livingston. via Cordant People** [Details here](#)

**Labourer x 2(FT/Temp) Livingston. via Example Recruitment** [Details here](#)

**Labourer (FT) West Calder. via Search Consultancy** [Details here](#)

**Laboratory Analyst (FT) Livingston. Eurofins Scientific** [Details here](#)

**Senior Customer Planning Analyst (FT) Livingston. SKY** [Details here](#)

**Administrator (PT Permanent) Livingston. via Indeed – closes 11/12/20** [Details here](#)

**Site Operative (FT) Bellshill. Fritz EGGER** [Details here](#)

**General Labourer (FT Temporary) Livingston. Tec Source Limited** [Details here](#)

**Environment Forester (FT Permanent) West Calder. Forestry and Land Scotland** [Details here](#)

**Ground Worker (FT Temporary) Edinburgh. Apex Agency – Edinburgh** [Details here](#)

**Labourers with IPAF (FT Temporary) Motherwell. Pyramid Services** [Details here](#)

**Labourer (FT Temp for 2 weeks) West Calder. via Linsco Recruitment** [Details here](#)

**Labourer/Painter (FT) Coatbridge. WM Services (Scotland) Ltd** [Details here](#)

**Painter and Decorator/Ames Tapers (FT). Edinburgh. Cush Décor** [Details here](#)

**Painter and Decorator (FT Permanent) Edinburgh. Stockbridge Decorators** [Details here](#)

**Water Operative/Mate (FT) Oakbank. Clancy Group** [Details here](#)

**Water Leakage Supervisor (FT) Oakbank. Clancy Group – closes 28/12/20** [Details here](#)

**General Labourer/Cleaner (FT / PT) Airdrie. Apex** [Details here](#)

**Joiner (FT Temp) Edinburgh. CJC** [Details here](#)

**Working Foreman / Covid Compliance Officer (FT) Edinburgh. via CDM** [Details here](#)

**Electricians (FT Temporary-Permanent Opportunities - immediate start) base West Lothian travel within Scotland** [Details here](#)

**Electrical Maintenance Engineer (FT Permanent) Ladywell, Livingston. via Candidate Source Ltd** [Details here](#)

**Document Processing Operatives (FT) Craigshill, Livingston. via Connect Appointments** [Details here](#)

**Cleaner (FT Permanent) Winchburgh, West Lothian. via Hays Recruitment – closes 10/12/2020** [Details here](#)

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Start Up**

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Freephone: **0800 032 9768**



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



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