

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, February workshop dates are:

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

Prepare a Professional CV
23 February, 11.00am-12.00pm

Introduction to Customer Service
25 February, 11.00am-12.00pm

Click Here

for more information or to register for a workshop.

THE WELLBEING TEAM



The Wellbeing Team offer a wealth of knowledge and experience in coaching, mental health support and personal development to empower individuals in reaching their goals and achieving their potential.

Using a person centred approach and providing clients with tools, techniques, therapies and support to empower and allow positive life changes to happen.

One to one support is available, with experienced advisers providing coaching and assistance to encourage positive personal development, tailored to individual needs. They help you identify long and short term life goals, and to develop a plan to achieve them. The service is client led and therefore all goals are based on clients wants and needs.

Using various techniques to support change and assist in goal setting, such as life coaching, talking therapy and wellness coaching.

For more information or to book an appointment, please phone **07799131203** or email **a2ewellbeingteam@westlothian.gov.uk**

PUBLIC SECTOR



West Lothian Council

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

- Payroll Assistant
- Head Teacher
- Social Care Support Workers x 5
- Waste Operatives
- Group Manager, Residential & Placement Service

Click Here

VACANCIES

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

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

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

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

Quality Administrator (PT 12mth Fixed Term Contract), West Lothian. via Escape Recruitment [Details here](#)

Electrical Maintenance Technician (FT Temporary), Livingston. via Blue Arrow Recruitment [Details here](#)

Client Services Administrator (FT Temporary), Bathgate. via Blue Arrow Recruitment [Details here](#)

Machine Operator x 5 (FT shift pattern), Livingston. via Blue Arrow Recruitment [Details here](#)

Senior Hardware Design Engineer (FT Permanent), Edinburgh. via Rise Technical [Details here](#)

Furniture Designer (FT Permanent), Edinburgh. via Rise Technical [Details here](#)

Product Support Engineer (FT Permanent), Linlithgow. via Rise Technical [Details here](#)

Cost Administrator (FT), Bathgate. Kier Construction – closes 12/02/21 [Details here](#)

Cable Puller Edinburgh Area (FT), Bathgate. Kier Construction – closes 11/02/21 [Details here](#)

Domestic Appliance Engineer x 2 (FT Permanent), EH Postcode Area. Lothian Domestic Ltd. [Details here](#)

Resource Operative (FT Permanent), Newbridge. Scottish Fire and Rescue Service – 09/02/21 [Details here](#)

Apprenticeships, Trainees, Juniors and Graduate Opportunities....

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](#)

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

Junior Warehouse Operator (FT Permanent), Livingston. Witherby Publishing Group – closes 14/02/21 [Details here](#)

Trainee Production Operator, Electrical / Mechanical (FT Permanent), Burnside. via Eden Scott [Details here](#)

Shift Runner Trainee (FT Permanent), Bathgate. A and Z Pizza Ltd – closes 15/02/21 [Details here](#)

Software Engineer Graduate x 3 (FT), Edinburgh. Leonardo's closes 06/03/21 [Details here](#)

Modern Apprentice Technician - Research and Development Team Member (FT), Currie. MiAlgae – closes 26/02/21 [Details here](#)

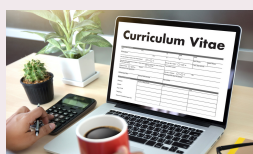
Business Support Assistant Modern Apprenticeship (FT), Livingston. Road Haulage Association Ltd – closes 20/02/21 [Details here](#)

Business Administrator Apprenticeship (FT), Broxburn. John Dunn Group – closes 26/02/21 [Details here](#)

Light Vehicle Mechanic (FT), Bathgate. Ace Tyres & Exhausts – closes 19/02/21 [Details here](#)

Engineering Apprenticeship x 6 (FT), Livingston. WGM Engineering – closes 28/02/21 [Details here](#)

Childcare Apprenticeship (FT), Broxburn. via Carousel Training – closes 29/03/21 [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](#).

APPRENTICESHIPS.SCOT

From Skills Development Scotland

Apprenticeships are an exciting option, with hands-on training and also the chance to put your skills into practice. An apprenticeship can help you build the experience and skills that employers want to see. No matter what stage you are at, an apprenticeship offers you the opportunity to work towards a bright future.

There are many ways to get involved, including Foundation Apprenticeships which can be combined with school or Modern Apprenticeships and Graduate Apprenticeships, where you have the opportunity to work towards a qualification or degree whilst working and earning.

For more information, take a look [here](#)

Additional Vacancies

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

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

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

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

Sales Executive (FT Permanent), Newbridge. Western VW [Details here](#)

Service Technician (FT), Broxburn. Western Commercial [Details here](#)

Parts Advisor (FT), Newbridge. Western VW [Details here](#)

S24h Breakdown Administration Co-Ordinator (FT), Broxburn. Western Commercial [Details here](#)

Service Technician (FT), Edinburgh. Western Nissan [Details here](#)

Sales Executive (FT), Newbridge. Western Toyota [Details here](#)

Spray Painter (FT), Broxburn. Accident Repair Centre [Details here](#)

Trainee Sales Executive (FT), Newbridge. Western Nissan [Details here](#)

Sales Executive (FT), Newbridge. Eastern BMW [Details here](#)

Sales Executive (FT), Newbridge. Eastern Mini [Details here](#)

Sales Executive (FT), Newbridge. Car Deal Warehouse Superstore [Details here](#)

Workshop Administrator (FT), Broxburn. Western Commercial [Details here](#)

Nightshift Cook (FT Permanent), Livingston. Elior [Details here](#)

Additional Vacancies

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

Retail Assistant (PT Permanent), Livingston. Farm Foods [Details here](#)

Sales Assistant (PT), Livingston. Foot Locker [Details here](#)

Sales Assistant (PT Permanent), Livingston. Screwfix [Details here](#)

Assistant Store Manager (FT), Livingston. Mountain Warehouse – closes 26/02/21 [Details here](#)

Supervisor (FT), Livingston Outlet. Starbucks [Details here](#)

Head Chef (FT Permanent), Livingston. Chain Runner Marstons [Details here](#)

Executive Chef (FT Permanent), Edinburgh. Gleneagles Town House [Details here](#)

Clean Room Operative/ Cleaner - Pharmaceutical Manufacturing (FT Permanent, Shifts), Livingston. via BR Recruitment [Details here](#)

Quality Assurance Specialist – GMP Pharmaceutical (FT Permanent,) Livingston. via BR Recruitment [Details here](#)

Temporary Production Operator (FT Temp, Shifts), Livingston. via Stem Recruitment [Details here](#)

Production Operative, Spirits Industry (FT Temp, Shifts), Drumshoreland. via Connect Appts. [Details here](#)

Financial Services Administration Assistant (FT), Edinburgh although Flexible. Johnston Carmichael – closes 28/02/21 [Details here](#)

Payroll Assistant (FT Fixed Term), Livingston. West Lothian Council – closes 21/02/21 [Details here](#)

Operations Administrator (FT), Livingston. JBT [Details here](#)

Personal Assistant (PT), Livingston. Enable - closes 26/02/21 [Details here](#)

Delivery Driver (FT), Bathgate. PCS Logistic Partners [Details here](#)

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

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

Admissions Administrator (PT Permanent), Edinburgh. SRUC Oatridge College [Details here](#)

Hire & Sales Co-ordinator (FT Permanent), Edinburgh. Gap Group Hire Solutions [Details here](#)

Financial Bookkeeper (Sessional PT), Remote Working, Edinburgh based office. The Nazareth Trust – closes 08/03/21 [Details here](#)

Site Administrator (FT Permanent), Holytown. Axione [Details here](#)

Warehouse Administrator (FT Permanent), Livingston. Tyres Life UK Ltd [Details here](#)

Operations/Despatch Assistant (FT Permanent), Bathgate. Eagle Couriers [Details here](#)

Additional Vacancies

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

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

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

Business Manager (PT Permanent), Edinburgh. Standards Commission for Scotland - closes 17/02/21 [Details here](#)

Playgroup Manager (PT Term Time / Permanent), Edinburgh. Holy Corner Community Group – closes 31/03/21 [Details here](#)

Assistant Project Delivery Manager (FT), Bathgate. Kier Group Plc [Details here](#)

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

Distributor Governance Manager (FT), Edinburgh. Standard Life [Details here](#)

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

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

Change Manager (PT), Bathgate. West Lothian 50+Network - closes 12.2.21 [Details here](#)

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

Team Administrator OPAL (PT or FT), Bathgate. Cyrenians – closes 22/02/21 [Details here](#)

Senior Community Coordinator (FT), Homebased. Leonard Cheshire – closes 3/03/21 [Details here](#)

Administrator (FT Temporary), Falkirk. via Manpower – closes 12/02/21 [Details here](#)

Service Administrator (FT), Broxburn, Western Commercial [Details here](#)

Administrator (FT Temporary), Bathgate. via Contracts Scotland [Details here](#)

Rental Controller (FT), Broxburn. McNicoll Vehicle Hire [Details here](#)

Customer Service Advisor – Financial Services (FT Permanent), Sighthill. Sykes – Closes 12/02/21 [Details here](#)

Client Services Administrator (FT Temporary), Bathgate. via BlueArrow [Details here](#)

Additional Vacancies

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](#)

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](#)

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

Programme Support Officer (PT), home based with travel
Edinburgh/Glasgow. Urban Uprising - closes 15.02.21
[Details here](#)

Health and Wellbeing Assistant (PT Permanent), various
including West Lothian. Wheatley Group [Details here](#)

Health and Wellbeing Co-ordinator, Wheatley Group (PT),
Edinburgh – closes 18/02/21 [Details here](#)

Adult community Service Co-ordinator (PT), Edinburgh.
Space - closes 17/02/21 [Details here](#)

Inhome Usage Tester (PT), Home based. UK Customer Panels
[Details here](#)

Customer Service Advisor (FT), Livingston. SKY [Details here](#)

Driving Instructor (FT), Livingston. My Four Wheels
[Details here](#)

Barista (FT and PT), Livingston. Starbucks [Details here](#)

Shift Supervisor (FT), Livingston. Starbucks [Details here](#)

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

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

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

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

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

Logistics Coordinator (FT), Broxburn. Ooni – closes 12/02/21
[Details here](#)

Sales Administrator (FT Permanent), Wishaw. SIG
Distribution – closes 16/02/21 [Details here](#)

Administrator (FT), Bathgate. Everwarm [Details here](#)

Admin Support Assistant (PT Permanent), Newbridge.
Seafood Scotland – closes 5/3/21 [Details here](#)

Secretary – Community Admin (PT 6mth Contract),
Broxburn/Livingston. NHS Scotland – closes 15/02/21
[Details here](#)

Stock Administrator (FT Temporary), Whitburn. Ceramic
Import and Manufacturing – closes 17/02/21 [Details here](#)



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.

Management

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

Head of Systems Project Management (FT Permanent), West
Lothian. via Escape Recruitment [Details here](#)

Director of Development (FT Permanent), Edinburgh. The
International Music and Performing Arts Charitable Trust –
closes 22/02/21 [Details here](#)

Director of Learning & Engagement (FT Permanent),
Scotland. Royal Scottish National Orchestra - closes
01/03/21 [Details here](#)

Used Vehicle Sales Manager (FT), Newbridge. Western VW
[Details here](#)

Store Manager (FT), Whitburn / Armadale. Subway – closes
02/03/21 [Details here](#)

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

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

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

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

Shift Station Manager (FT), Edinburgh. Network Rail –
closes 18/02/21 [Details here](#)

Care Home Manager (FT Permanent), Livingston. Heart
Resourcing [Details here](#)

Team Manager, Linlithgow. Dominos [Details here](#)

Scottish Hospitals Inquiry: HR Liaison Manager (FT Fixed
Term), Edinburgh. Scottish Government closes 18/02/21
[Details here](#)

SKILLS FOR BUSINESS PROGRAMME

Skills for Business is a programme for young entrepreneurs currently affected by unemployment but with a passion for future business success.

If you have a business idea and have ever wondered what it would be like to be your own boss, then Skills for Business could be just the starting point for you.



Dedicated Coach



Business Planning



Specialist Training



Grant Funding

Criteria

- Aged between 16 and 24
- Currently unemployed/underemployed, about to leave school or at risk of redundancy
- Must attend a virtual session with a business adviser to assess the viability of the business idea
- Must be able to commit to milestone meetings and attend a series of recommended webinars over the course of the programme



For more information about how to register you can contact us at:
bgateway@westlothian.gov.uk



Additional Vacancies

Finance Manager (FT Permanent), Livingston. The Larder – closes 25/02/21 [Details here](#)

Unit Manager- Nursing Home (FT Permanent), Edinburgh. Appoint Healthcare [Details here](#)

Head of Sales Operations (FT Permanent), Livingston SKY [Details here](#)

Global Logistics Manager (FT Permanent), Livingston. Edinburgh Instruments [Details here](#)

Distribution Centre Supervisor (FT Permanent), Livingston. SCS – closes 26/02/21 [Details here](#)

General Manager (FT Permanent), Edinburgh. Elior – closes 12/02/21 [Details here](#)

Venue Director (FT Permanent), Edinburgh. Elior – closes 19/02/21 [Details here](#)

Group Manager (FT Permanent), Edinburgh. Elior – closes 12/02/21 [Details here](#)

Hire Manager (FT), Sighthill. Gap Group Hire Solutions [Details here](#)

Resource Centre Manager (FT Permanent), Falkirk. Falkirk Council and Falkirk Community Trust closes 19/02/21 [Details here](#)

Additional Vacancies

Production Line Leader (FT Permanent), Livingston. Mitsubishi [Details here](#)

Site Supervisor (FT), Livingston. Jungheinrich Tesco Logistics [Details here](#)

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

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

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

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

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

Distributor Governance Manager (FT), Edinburgh. Standard Life [Details here](#)

Shift Manager (FT Permanent), Bathgate. A and Z Pizza Ltd – closes 09/03/21 [Details here](#)

Transport Manager (FT Permanent), Livingston. Kerr Transport closes 10/03/21 [Details here](#)

Operations Manager (PT Fixed Term), Gorebridge. Play Midlothian – closes 25/02/21 [Details 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



[Book an appointment](#)

To register for the Vacancy Bulletin



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