

# 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, March workshop dates are:

Participate in Online Interviews  
4 March, 11.00am-12.00pm

Introduction to Customer Service  
11.00am-12.00pm

LinkedIn Introduction, Profile and Networking  
11 March, 2.00pm-3.00pm

Introduction to Customer Service  
16 March, 11.00am-12.00pm

Skills, Effective Job Searching and CV  
16 March, 2.00pm-3.00pm

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

Introduction to Customer Service  
23 March, 11.00am-12.00pm

LinkedIn Introduction, Profile and Networking  
25 March, 2.00pm-3.00pm

Skills, Effective Job Searching and CV  
30 March, 11.00am-12.00pm

For more information or to register for a workshop



## Steps Towards a Winning CV

A2E Employment Advisers can work with you to improve your chance of being invited to

interview and securing a job. We will help you tailor your CV, ensuring it 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](#).



West Lothian  
Council

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

- Joiner
- Roofer
- Team Manager - Children & Families Team
- Housing Options Team Leader
- Housing Options Officer



## VACANCIES

Academic Administrator (FT), Broxburn. SRUC Scotland's Rural College - closes 03/03/21 [Details here](#)

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

Administration Assistant Data Input (FT Temporary), Livingston. via Cordant People [Details here](#)

Trainee Project Administrator (FT), Whitburn. via Reps.co.uk [Details here](#)

Administrator (Temp to Perm), Grangemouth. via Manpower [Details here](#)

Planning Administrator (FT), Bathgate. Kier Ltd - closes 05/03/2021 [Details here](#)

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

Project Coordinator (FT), Homebased. Equal Futures - [Details here](#)

Retail Assistant (FT), Livingston. The Range - closes 24/03/21 [Details here](#)

Barber Training Assistant (FT Permanent), Whitburn. DK75 Barber Academy - closes 27/03/21 [Details here](#)

Barber, Trainer (FT Permanent), Whitburn. DK75 Barber Academy - closes 27/03/21 [Details here](#)

Hair Stylist (FT Permanent), Whitburn. DK75 Hair & Beauty Studio - closes 25/03/21 [Details here](#)

Barber (FT Permanent), Whitburn. DK75 Hair & Beauty Studio - closes 25/03/21 [Details here](#)

Assistant Lab Technician (FT Permanent), Linlithgow. Express Microbiology Ltd - closes 22/03/21 [Details here](#)

Mobile Cleaning Supervisor (FT Permanent), Livingston. NECS (UK) Ltd - closes 01/04/21 [Details here](#)

Communications Officer (FT Fixed Term), Livingston. Improvement Service - closes 11/03/21 [Details here](#)

Support Worker (FT, PT and Relief Opportunities available Permanent), West Lothian. Autism Initiatives - closes 11/03/21 [Details here](#)

Early Years Lead Practitioner 3-5's (FT Permanent), Broxburn. Little Flyers - closes 23/03/21 [Details here](#)

Early Years Lead Practitioner 0-3's (FT & PT), Broxburn. Little Flyers - 23/03/21 [Details here](#)

# BUILD THE FUTURE

## NATIONAL APPRENTICESHIP WEEK 2021

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

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

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

Digital Administrator (FT Training Apprenticeship), Edinburgh Remakery – closes 10/03/2021 [Details here](#)

Bricklayer / Plasterer, (FT Training Apprenticeship), Bathgate. Jarvey Stone Ltd – closes 31/03/2021 [Details here](#)

Manufacturing Technical Apprentice (FT), Edinburgh Leonardo – closes 06/03/21 [Details here](#)

Manufacturing Apprentice (FT), Edinburgh. Leonardo – closes 06/03/21 [Details here](#)

Design Engineer Graduate Apprenticeship (FT), Edinburgh. Leonardo – closes 06/03/21 [Details here](#)

Welder/Fabricator Modern Apprenticeship (FT), Glasgow. Howden Fabrications – closes 26/03/21 [Details here](#)

Electrical Fitter Phase 1 Apprenticeship (FT), Rosyth. Babcock [Details here](#)

Welder Apprenticeship Phase 1 (FT), Rosyth. Babcock [Details here](#)

Mechanical Fitter Phase 1 Apprenticeship (FT), Rosyth. Babcock [Details here](#)

Pipe Work Phase 1 Apprenticeship (FT), Rosyth. Babcock [Details here](#)

Heavy Vehicle Service Technician Modern Apprenticeship (FT), Bathgate. Derek Bertram – closes 30/03/21 [Details here](#)

West Lothian Council apprenticeship opportunities will be announced on [Apprenticeship.scot](#) and [My Job Scotland](#) on 16th April, with a closing date of 2nd May.

For more information prior to this, contact Martin Graham, [Martin.Graham@westlothian.gov.uk](mailto:Martin.Graham@westlothian.gov.uk)/ 07918 997433 or email [Apprenticeships@westlothian.gov.uk](mailto:Apprenticeships@westlothian.gov.uk) for general enquiries.

We would encourage interested applicants to register on [My Job Scotland](#) for alerts and to seek assistance with applications from A2E employment advisers.

## Apprenticeships

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

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

Retail Apprentice - Career Starter Store (Fixed Term 1 yr programme), Bathgate. Aldi [Details here](#)

Apprentice in Retail - Career Starter Store (Fixed Term 1 yr programme), Livingston Houston Road. Aldi [Details here](#)

Accounts Administrator – Business & Administration Apprenticeship & AAT qualification (FT), Edinburgh. Micron Training – closes 31/03/21 [Details here](#)

Digital Marketing Apprenticeship (FT), Edinburgh. QA Training [Details here](#)

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

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

Arthur McKay Apprenticeship opportunities in Plumbing, Cable Networking, Heating & Ventilation and Electrical Installation [Details here](#)

## Links, Information and Videos:

<https://www.apprenticeships.scot/>  
<https://www.myjobscotland.gov.uk/search>  
<https://www.dyw-wl.com/jobs-board>  
<https://www.gtg.co.uk/>  
<https://findajob.dwp.gov.uk/search?>

### Further Education

[Ways of learning | SRUC](#)

[Apprenticeships | West Lothian College \(west-lothian.ac.uk\)](#)

DYW Regional Group Network- apprenticeship videos /information events

<https://www.dyw.scot/up2u.html>

<https://www.dyw.scot/sbpe2.html>

<https://www.youtube.com/playlist?list=PLDfWLeRezAhw-tzHGI6euR79U7wwTcjin>

Institute of Civil Engineering apprenticeship videos:

[Gavin Smith](#) - "Without apprenticeships, I would never have got to where I am today" - hear about Gavin's journey.. [view here](#)

[Ross Tweedie](#) - Ross was "a bit lost after school" and didn't know which path to take. A Modern Apprenticeship let him see he was on the right path for his career .. [view here](#)

[Kirsty Smith](#) - Kirsty has done both Modern & Graduate Apprenticeships ..[view here](#)

Ross Meechan – Ross has found his Apprenticeship experiences invaluable throughout his career – hear how he has progressed ..[view here](#)



# Additional Vacancies

**Retail Assistant (PT), Bathgate. Screwfix** [Details here](#)

**Kitchen Assistant (PT), Broxburn. Pepperwood Care via Indeed** [Details here](#)

**Store Assistant (FT), Livingston Houston Road. Aldi** [Details here](#)

**Store Assistant (FT), Livingston. Aldi** [Details here](#)

**Receptionist (PT), Livingston. Dhillon's** [Details here](#)

**Dog Walker (PT), Livingston. The Woof Pack Dog Walking and Pet Services** [Details here](#)

**Home Delivery Driver (PT), Livingston. Morrison's** [Details here](#)

**Logistics Operator (FT), Livingston. Smart Fleet Solutions** [Details here](#)

**Trade Counter Assistant (FT), Livingston. Window Supply Company** [Details here](#)

**Landscape Gardener (FT), West Calder. Five Sisters Zoo** [Details here](#)

**Customer Service Administrator (FT), Livingston. Success Recruit Ltd** [Details here](#)

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

**Warehouse Operative (FT), Livingston. Via Connect Appointments** [Details here](#)

**Counterbalance Forklift Driver (FT, Permanent), Bathgate. JBT Distribution** [Details here](#)

**Counterbalance Forklift Driver - Night Shift (FT, Permanent), Bathgate. JBT Distribution** [Details here](#)

**Early Years Deputy Manager/Leads 2-5's (FT Permanent), Livingston. Little Flyers - closes 23/03/21** [Details here](#)

**Care Home Assessors (FT Temporary), Lothians and Surrounding Areas. The Social Care Community Partnership closes 19/03/21** [Details here](#)

## Business Start Up



### 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](mailto:bgateway@westlothian.gov.uk)



## Financial Wellbeing

If you are worried about money, you are not alone. One third of adults surveyed in Scotland are concerned about their income level and one in four reported concerns with paying bills and managing debt during the pandemic.

The Advice Shop offers an online step by step guide to help you plan your finances. The quick and easy budgeting tool can be used to summarise your income and your essential spending and the online benefit calculator can help you to identify any potential ways to maximise your income.

For further advice, or to discuss your options with an adviser, contact the Advice Shop on 01506 283000 or email [advice.shop@westlothian.gov.uk](mailto:advice.shop@westlothian.gov.uk)

You can speak to a money advisor straight away to discuss your options by clicking [here](#) For more information visit: [www.westlothian.gov.uk/article/52811/Financial-Wellbeing](http://www.westlothian.gov.uk/article/52811/Financial-Wellbeing)

## Management

**Clinical Nurse Manager (FT Permanent), Livingston. NHS Lothian - closes 12/03/21** [Details here](#)

**Optical Manager (FT), Livingston. Asda - closes 23/03/21** [Details here](#)

**Assistant Catering Manager (FT Permanent), Livingston. NHS Lothian - closes 09/03/21** [Details here](#)

**Team Manager, Mental Health (FT Permanent), Livingston. NHS Lothian - closes 17/03/21** [Details here](#)

**Store Supervisor (FT), Livingston. Home Bargains- closes 24/03/21** [Details here](#)

**Salon Supervisor (PT), Broxburn. Sunshack** [Details here](#)

**Site Manager (FT Permanent), Livingston. Bellway Homes- closes 05/03/21** [Details here](#)

**Project Manager - Software (FT), Livingston. Morgan Phillips Group** [Details here](#)

**Associate Director, Accounting (FT), Livingston. IQVIA** [Details here](#)

**Shift Manager (FT), Livingston. DS Smith** [Details here](#)

**Despatch Manager (FT), Livingston. DS Smith** [Details here](#)

**Assistant Manager (FT), Winchburgh. Dominos** [Details here](#)

**Playgroup Manager (PT Term Time / Permanent), Edinburgh. Holy Corner Community Group - closes 1/03/21** [Details here](#)

**Health and Safety Manager (FT), Livingston. HB Projects Ltd - closes 12/03/21** [Details here](#)

**Deputy Manager (FT), Livingston Houston Road. Aldi** [Details here](#)

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

**Yard Manager (FT), West Calder. Lothian DIY and Building Supplies** [Details here](#)

**Laundry Supervisor (FT Fixed Term), Livingston. NHS Lothian- closes 09/03/2021** [Details here](#)



## Additional Vacancies

**Project Adviser (FT), Remote Working, Edinburgh based office. Foundation Scotland – closes 12/03/21 [Details here](#)**

**Administrator (25 hrs pw), West Lothian. via Murray Recruitment – [Details here](#)**

**Customer Service Agent (FT), Livingston. via Search Recruitment – closes 15/03/21 [Details here](#)**

**Employability Support Worker – Female (FT), Glasgow. GCA. - closes 10/03/21 [Details here](#)**

**Warehouse Operative (FT), Livingston. via Search [Details here](#)**

**Warehouse Operative - Early Morning (FT). via TRC Group [Details here](#)**

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

**Industrial Placement (Fixed Term,) Bathgate Region. Aldi [Details here](#)**

**Maintenance Engineer - Days (FT), Bathgate. Aldi [Details here](#)**

**Selector Ambient Days (FT), Bathgate. Aldi [Details here](#)**

**Selector Chiller - Days (FT), Bathgate. Aldi [Details here](#)**

**Retail Assistant (PT), Bathgate. Screwfix [Details here](#)**

**Skin Camouflage Co-ordinator (FT) Home-Based. Changing Faces – closes 22/03/21 [Details here](#)**

**Regional Relationships Coordinator (Mat Cover) (FT), Home-Based. Blood Cancer UK – closes 17/03/21 [Details here](#)**

**HR & Recruitment Co-ordinator (FT 6mth Fixed Term), Grangemouth. Bilfinger UK [Details here](#)**

**Communications Officer (FT 1year Fixed Term), Livingston. The Improvement Service (IS) – closes 11/03/21 [Details here](#)**

**Logistics Operations Coordinator (FT), Grangemouth. Samskip [Details here](#)**

**Logistics Distribution Correspondent (FT), Grangemouth. INEOS [Details here](#)**

**Sales Support/Administrator (FT), Home working then Livingston. via Nine Twenty Technology [Details here](#)**

**Payroll Assistant (FT) Home working then Grangemouth. Forth Ports Ltd – closes 22/03/21 [Details here](#)**

**Customer Service Advisor (FT Temporary), Edinburgh. Lloyds Bank via Blue Arrow [Details here](#)**

**Contracts Administrator (FT 1year FTC), Livingston. via BR Recruitment [Details here](#)**

**Correspondance Administrator (FT Temporary), Home working then Edinburgh. via Pertemps [Details here](#)**

**Prisoner Services Assistant (FT), Shotts. Scottish Prison Service – closes 10/03/21 [Details here](#)**

**Post Office Counter Assistant (PT 16hrs), South Queensferry. Scotmid Co-op – closes 12/03/21 [Details here](#)**

**Administrator (FT 30hrs), Addiewell. NHS Scotland – closes 12/03/21 [Details here](#)**

## Additional Vacancies

**Power Planner (FT Permanent), Livingston. Energy Assets [Details here](#)**

**General Operative (Permanent), Kirknewton. Tarmac Revelrig Quarry – closes 24/03/21 [Details here](#)**

**Skilled Labourer (FT), Edinburgh. Mark Miller Landscapes Ltd [Details here](#)**

**Assistant Development Manager x 2 (FT Permanent), Edinburgh. Places for People - closes 14/03/21 [Details here](#)**

**Landscaper/Driveway Installer (FT Permanent), Edinburgh. Labour Package Ltd – closes 08/03/21 [Details here](#)**

**Data Cabling Engineers (FT Permanent), Edinburgh. Recruitment Genius Permanent [Details here](#)**

**Telesales/Admin (FT Permanent), Livingston Village. SST Systems Limited [Details here](#)**

**HR Administrator (FT 8mth Fixed Term Contract), Livingston. SKY [Details here](#)**

**Senior Insight Solutions Analyst (FT Permanent), Livingston. SKY [Details here](#)**

**Service Desk Analyst (FT Permanent), Livingston. SKY [Details here](#)**

**Accountant (FT), Livingston. Valneva [Details here](#)**

**QC Technician Analytical (FT), Livingston. Valneva [Details here](#)**

**Facility Engineers (FT), Livingston. Valneva [Details here](#)**

**QA Specialist – Document Management (FT), Livingston. Valneva [Details here](#)**



## A2E Parental Employment Support

Are you a West Lothian parent looking for to find a job, change career or retrain/upskill?

Our dedicated advisers offer one-to-one support and assistance to parents to increase their household income through employment. Assistance offered includes:

- Personal development skills
- Employability support and assistance
- Career progression and promotion
- Funding towards training and education
- In work support to ensure sustainable employment
- Health and wellbeing sessions
- Support to secure financial security

Advisers work alongside parents to explore goals, aspirations and barriers. A personalised action plan will be created detailing steps and support offered and will also take into consideration all the constraints of family life. The support will ensure that individuals are in the best position to gain the employment they desire.

For more information or to book an appointment please – Visit - <https://www.westlothian.gov.uk/access2employment>

Call - 0800 032 9768, Email - [access2employment@westlothian.gov.uk](mailto:access2employment@westlothian.gov.uk) – Quote: Parent

## Additional Vacancies

**EShift 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](#)

**Store Assistant Manager (FT), Livingston. Home Bargains** – closes 12/03/21 [Details here](#)

**Charity Shop Manager (FT Permanent), Bathgate. Sense Scotland** - closing 08/03/21 [Details here](#)

**Delivery Manager (FT), Edinburgh. Enable** - closing 12/03/21 [Details here](#)

**Benefits, Budgeting and Debt Adviser (FT & PT), Edinburgh. Foodbank** - closes 12/03/21 [Details here](#)

**Trusts and Foundation Officer (PT), Remote Working. CECA** - closes 15/03/21 [Details here](#)

**Women's Support Worker (FT), West Lothian. WL Women's Aid** - closes 18/03/21 [Details here](#)

**National Deployment Assistant (FT Permanent), Livingston. via Simply Solutions** – closes 18/03/21 [Details here](#)

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

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

**Cartoning Shift Team Leader (F T Permanent), Bathgate, LumiraDx. via Michael Page** [Details here](#)

**Manufacturing Technician (FT Temporary), Oakbank, East Calder. via Morson Group** [Details here](#)

**Skilled Vehicle Prepper (FT Permanent), Livingston Village. Smart Fleet Solutions** [Details here](#)

**Senior Validation Specialist-Healthcare (FT Permanent), Livingston. via Eden Scott** [Details here](#)

**Manufacturing Technician-GMP (FT Permanent), Pharmaceutical, Livingston. via BR Recruitment** [Details here](#)

**Production Supervisor-Food & Drinks industry (FT Permanent), Broxburn. via Connect Appts** [Details here](#)

**Manufacturing Assistant –Cleanroom (FT Permanent), Mid Calder. Valneva Scotland** [Details here](#)

**Production Planner (FT Permanent), Edinburgh. Alpha Data** [Details here](#)

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

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

**Facilities Management Coordinatator (FT), Addiewell. Sodexo** – closes 08/03/21 [Details here](#)

**Education & Community Engagement Coordinator (FT), South Queensferry. Bear Scotland** [Details here](#)

**Telesales/Admin (FT), Livingston. SST Systems Ltd** – closes 31/03/21 [Details here](#)

## Additional Vacancies

**Junior Buyer/Procurement Coordinator – Pharmaceuticals (FT 1year FTC), Livingston. via BR Recruitment** [Details here](#)

**Office Junior (FT), Livingston. Green Cat Contracting Ltd** [Details here](#)

**Trainee Production Operator (FT Permanent), Ratho Station. via Eden Scott** [Details here](#)

**Power Planner (FT Permanent), Livingston. Energy Assets** [Details here](#)

**General Operative (Permanent), Kirknewton. Tarmac Revelrig Quarry** – closes 24/03/21 [Details here](#)

**Skilled Labourer (FT), Edinburgh. Mark Miller Landscapes Ltd** [Details here](#)

**Assistant Development Manager x 2 (FT Permanent), Edinburgh. Places for People** - closes 14/03/21 [Details here](#)

**Landscaper/Driveway Installer (FT Permanent), Edinburgh. Labour Package Ltd** – closes 08/03/21 [Details here](#)

**Data Cabling Engineers (FT Permanent), Edinburgh - Recruitment Genius Permanent** [Details here](#)

**Care Assistant (FT), Bathgate. Cera Care** [Details here](#)

**Sales Assistant (PT Flexible Shift Patterns), Livingston. WH Smith** [Details here](#)



## One to One Employment 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)



[Book an appointment](#)

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