

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, April workshop dates are:

Participate in Online Interviews

13 April, 11am-12pm or 27 April, 11am-12pm

Applying for an Apprenticeship

14 April, 1pm-2pm

Introduction to Customer Service

15 April, 11am-12pm

LinkedIn Introduction, Profile & Networking

20 April, 11am-12pm

Wellbeing

21 April, 10am-12pm

Skills & Effective Job Searching

22 April, 11am-12pm

CV Workshop

29 April, 11am-12pm

For more information or to register for the workshops, please email Access2employment@westlothian.gov.uk or complete the online registration form [here](#)



Time to be your own boss?

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 a business. We also offer a range of webinars throughout March to help you develop your idea.

- Business Start-up – Business Planning
- Business Start-up – Finance Webinar
- Business Start-up – Marketing
- Starting a Business in Challenging Times

More information on webinars are available [here](#) or contact us on [01506 283400](tel:01506283400) to book an appointment with an adviser.

CV Assistance

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 and present this in a well structured layout to avoid common mistakes.

For assistance, please call [0800 032 9768](tel:08000329768) or complete our CV questionnaire [here](#)



West Lothian Council

Vacancies within West Lothian Council, include:

- Cook in Charge
- Asymptomatic Testing Operative
- HR Support Assistant
- Benefit and Financial support operative
- Stores Operative
- Facilities
- Catering Assistants
- Social Care
- Teachers

For more information on these and other local authority vacancies, click [here](#)

OTHER VACANCIES

Customer and Facilities Assistant (PT x2), Livingston, West Lothian Council – Closes 11/04/21 - [Details here](#)

Programme Manager (FT), Dunfermline. Fife Council - [Details here](#)

Customer Services Assistant (PT), Livingston, West Lothian Council – Closes 11/04/21 - [Details here](#)

Data Analyst (FT) Edinburgh/Glasgow. NHS - Closes 12/4/21 [Details here](#)

Facilities Officer, Bathgate West Lothian Council - Closes 11/4/21 - [Details here](#)

Almond Project Women's Worker, Livingston. West Lothian Council - Closes 13/4/21 - [Details here](#)

DASAT Worker, Livingston. West Lothian Council - Closes 13/4/21 - [Details here](#)

Children's Worker, Livingston. West Lothian Council - Closes 13/4/21 - [Details here](#)

Supply Care Practitioner, Various Locations West Lothian. West Lothian Council - Closes 31/12/21 - [Details here](#)

Support Worker, Linlithgow, Ark People housing - Closes 11/5/21 - [Details here](#)

Clerical Officer (FT), Livingston, NHS Scotland - Closes 13/04/21 - [Details Here](#)

Secretary (FT), West Lothian, NHS Scotland - Closes 14/04/21 - [Details here](#)

HR Support Assistant (FT Fixed Term), Livingston, NHS Scotland - Closes 14/04/21 - [Details here](#)

Plant Supervisor (Permanent), Edinburgh. Tarmac. Closes 15/04/21 - [Details Here](#)

Landscape Supervisor (FT, Permanent) Edinburgh. Armstrong Gardens and Landscapes - [Details Here](#)

Construction Labourer (FT, Permanent) Edinburgh EH10. Gad Build - [Details Here](#)

LABOURERS (FT Temporary), Falkirk FK1 5AU. Site force Construction. Closes 3/05/21 - [Details Here](#)

Retail / Hospitality

Department Manager Pets (FT), Livingston. Dobbies Garden Centre – closes 18/04/21 - [Details here](#)

Customer Service Representative (FT), Livingston. Office Angels – Closes 15/04/21 - [Details here](#)

Store Manager (F/T), Bathgate. Dnisi Coffee Company – via indeed - [Details here](#)

Store Assistant (F/T), Bathgate. Dnisi Coffee Company – via Indeed - [Details here](#)

Customer Delivery Representative(F/T), Newbridge. Bestway Wholesale – via Indeed - [Details here](#)

Sales Assistant (P/T), Livingston. Dichmann - [Details here](#)

Retail Assistant (P/T) Bathgate. Screwfix - [Details here](#)

Customer Service Assistant (P/T), Livingston Deans. Scotmid – closes 16/04/21 - [Details here](#)

Temporary Branch Supervisor (F/T), Livingston. Scotmid – closes 16/04/21 - [Details here](#)

Customer Service Assistant (P/T), Livingston Deans. Scotmid – closes 16/04/21 - [Details here](#)

Merchandise (P/T), Livingston. UK Greetings cards – closes 05/05/21 - [Details here](#)

Barista (P/T), Livingston. Costa Coffee - [Details here](#)

Barista (F/T), Livingston. Costa Coffee – Next - [Details here](#)

Front of house (P/T), Livingston. Nandos - [Details here](#)

Server (P/T), Livingston. Chiquito - [Details here](#)

Night Assistant (F/T), Livingston. Mercure Hotel – closes 04/05/21 - [Details here](#)

Room attendant (F/T), Livingston. Mercure Hotel – closes 04/05/21 - [Details here](#)

Operations Manager (F/T), Livingston. Mercure Hotel – closes 28/04/21 - [Details here](#)

Junior Sous Chef (F/T), Livingston. Stones Bar and Grill at the Elmtree Inn – via Indeed - [Details here](#)



Financial Wellbeing

Do you have debts? Are you constantly robbing Peter to pay Paul? Are you having sleepless nights because you are worried about how you are going to pay your council tax or rent/mortgage or credit card?

Did you know the **Advice Shop** has an experienced and dedicated Money Advice Team who although may not be able to meet with you face to face at the moment are able to help you explore your options to deal with problem debts.

If you are struggling with debt and would like to speak to one of our money advisors contact our team at the Advice Shop on [01506 283000](tel:01506283000) or fill in our online referral form [here](#) or email moneyandhousing@westlothian.gov.uk If you want to be more in control of your spending why not try our budgeting tool by visiting [here](#)

This is worrying time for everyone and our Money Advice Team at the Advice Shop are here to try and help.

Other Vacancies

Business Development Manager (PT, Fixed Term), Polbeth. Polbeth Community HUB SCIO – closes 20/04/21 - [Details here](#)

Business Development Manager (FT), Polbeth. Polbeth Community Hub – closes 20/04/21 - [Details here](#)

Support Worker (FT), Grangemouth. Link Living – closes 12/04/21 - [Details here](#)

Counselling Team Leader (FT), Bathgate. S.M.I.L.E Counselling – closes 21/04/21 - [Details here](#)

Digital Marketing Officer (FT), Cornerstone, home working – closes 12/04/21 - [Details here](#)

Training Co-ordinator (FT), Livingston. The Larder Training & Skills Academy, closes 30/04/21 - [Details here](#)

Counselling Development Worker (PT/Fixed Term), Livingston. The Bridge Community Project - [Details here](#)

Wellbeing Outreach Development Worker (PT/Fixed Term), Livingston - [Details here](#)

360 Operator (FT- Contract), Edinburgh - [Details Here](#)

Site Labourers (FT – Contract), Midlothian. New Housing Projects - [Details Here](#)

Bookings and Customer Experience Manager (FT, Permanent) Temporarily remote Short Stay Edinburgh – Edinburgh EH11 1GT - [Details Here](#)

Store Manager (FT, Permanent) Cluster Based in Bathgate [Details Here](#)

Shift Manager (Permanent), Torphichen, Bathgate (EH48), EH48 3BP - [Details Here](#)

Children and Families worker (PT), Edinburgh. Carrick Knowe Parish Church – Closes 16/04/21 - [Details Here](#)

Iriss Resource Manager (FT), Home working. Iriss – Closes 19/04/21 - [Details Here](#)



A2E Parental Employment Support

Are you a West Lothian parent looking for a job, change of career or to retrain/upskill? Our dedicated advisers offer one-to-one support and assistance to parents to help increase their household income through employment. Assistance 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**

Working with you, we will help you to explore goals, aspirations and barriers and help you create your personalised action plan, detailing how you can work towards achieving your employment goals.

For more information or to book an appointment, please visit [here](#) or call - **0800 032 9768**, Email - access2employment@westlothian.gov.uk – Quote: Parent

Office / Admin

Telesales Agent (FT Temp), Home Based, via Change Recruitment - closes 12/04/21 - [Details here](#)

Accounts Payable Assistant (FT), West Lothian, via Change Recruitment - Closes 13/04/21 - [Details here](#)

Community Involvement Coordinator (PT), Home Based, CHSS - Closes 16/04/21 - [Details here](#)

Operations Assistant (FT), Sighthill, Napier University - Closes 18/04/21 - [Details here](#)

Customer Services Consultant (Various FT & PT) Home based then Edinburgh, Harvey Nichols - Closes 12/04/21 - [Details here](#)

Project Admin (FT Temp), Grangemouth, Wellstobias - Closes 28/04/21 - [Details here](#)

Accounts Assistant (FT), Grangemouth, Arnold Clark - Closes 16/04/21 - [Details here](#)

Telemarketer (FT, Permanent), Bathgate. Via LTI Transformations - [Details here](#)

Associate Tutor (PT), Glasgow. Via Glasgow University - [Details here](#)

Research Support Co-ordinator (FT), Glasgow. Via Glasgow University - [Details here](#)

Data Input Administrator (FT, Temporary), Livingston. Via Cordant People - [Details here](#)

Operations Co-ordinator (FT, Permanent), Edinburgh. Via Tikkurila UK - [Details here](#)

Welfare Support Officer (FT), Home based. Via Poppy Scotland - Closes 19/04/21 - [Details here](#)

Fundraising Officer (PT), Edinburgh. Via RSPB - Closes 18/04/21 - [Details here](#)

Training Co-ordinator (FT), West Lothian. Via The Larder - closes 30/04/21 - [Details here](#)

Community Development Worker (PT), Edinburgh. Via B Healthy Together - Closes 16/04/21 - [Details here](#)

Collective Advocacy development Worker (FT), Digital Delivery. Via People First Scotland - Closes 27/04/21 - [Details here](#)

Larger

Livingston Designer Outlet frequently have opportunities - for the latest vacancies, see [here](#)

Employers

Almondvale Centre, information available [here](#)

For current NHS vacancies, see [here](#)

Opportunities at SKY view info - [here](#)

For vacancies in the public and third sectors, info [here](#)

For Livingston Jobs at IQVIA - click [here](#)

For Civil service Jobs - click [here](#)

For Tesco Careers - click [here](#)

Apprenticeships & Young People

Starting Thursday 8th April, Access2Employment will be offering a weekly drop-in session for young people within West Lothian. The session will go over upcoming opportunities as well as going over the weekly A2E Jobs Bulletin.



Although it would be nice to see you please feel free to leave your camera off until you feel more comfortable within the group. If you would like to join in the session please email stepsn2work@westlothian.gov.uk requesting a link to the drop-in sessions.

Warehouse Assistant Modern Apprenticeship (PT), Bathgate. Worldwide Tradelink- Closes 18/04/21 - [Details here](#)

Business Analyst Modern Apprenticeship (FT), Edinburgh - Closes 15/04/21 - [Details here](#)

Trainee Site Manager Graduate Apprenticeship (FT), Currie - Closes 18/04/21 - [Details here](#)

Customer Service Modern Apprenticeship (FT), Livingston. SKY - Closes 01/05/21 - [Details here](#)

Vehicle Parts Advisor Modern Apprenticeship FT, Broxburn. - Closes 29/04/21 - [Details here](#)

Light Vehicle Service Technician Modern Apprenticeship FT, Grangemouth. - Closes 29/04/21 - [Details here](#)

Trainee Quarry Operative (FT), Lanark. - [Details here](#)

Army Apprentice (FT), Scotland. - [Details here](#)

Royal Navy Apprenticeships (FT), UK. - [Details here](#)

Customer Service Apprenticeship (FT), Livingston. Sky - Closes 02/05/21 - [Details here](#)

Customer Sales Apprenticeship (FT), Livingston. Sky - Closes 02/05/21 - [Details here](#)

Trainee Smart Repairer (FT), Livingston. Smart Fleet Solutions - [Details here](#)

Trainee Estate Agent (FT), Linlithgow. Paul Rolfe - [Details here](#)

Store Management Apprentice (FT), Livingston & Bathgate. Aldi - [Details here](#)

Service Support Apprentice, Edinburgh, OriginFitness via QA Apprenticeships - Closes 01/05/21 - [Details here](#)

Business Administration Apprentice, Edinburgh, TC Young via QA Apprenticeships - Closes 10/04/21 - [Details here](#)

Warehouse Assistant (Modern Apprenticeship), Bathgate, Worldwide Tradelink Ltd - Closes 18/04/21 - [Details here](#)

IT & Telecommunications (Modern Apprenticeship), Livingston, via Sixth Sense - Closes 26/04/21 - [Details here](#)

Apprentice Vehicle Parts Advisor, Broxburn, Bikespeed UK via Remit Training - Closes 29/04/21 - [Details here](#)

Light Vehicle Mechanic (Modern Apprenticeship), Broxburn, Car Craft via SMTA Ltd - Closes 16/04/21 [Details here](#)

Heavy Goods Vehicle Maintenance Apprentice (FT), Airdrie. GTG/Independent Garage [Details Here](#)

For info and more apprenticeship vacancies, check the Apprenticeship.scot website [here](#)

Additional Vacancies

Trainee Site Manager Graduate Apprenticeship (FT), Edinburgh. McLaughlin & Harvey - closes 18/04/21 - [Details here](#)

Commis Chef Modern Apprenticeship (FT), Bo'ness. Richmond Park Hotel - closes 19/04/21 - [Details here](#)

Home Care Assistant, West Lothian. Hazel Head - closes 31/05/21 - [Details here](#)

Manufacturing Supervisor (FT Permanent), Livingston. Valneva - [Details here](#)

Manufacturing Shift leader (FT Permanent), Livingston. Valneva - [Details here](#)

Q.A Specialist (FT Permanent), Livingston. Valneva - [Details here](#)

Manufacturing Technician, FT (Permanent), Livingston. Via BR Recruitment - [Details here](#)

Supply Planning & Bottling Production Manager (FT Permanent), Livingston. Via Brightwork Recruitment - [Details here](#)

Process Operator (FT Temporary), Livingston. Via Eden Scott [Details here](#)

Manufacturing Shift Leader (FT Permanent), Livingston. Via BR Recruitment - [Details here](#)

SQE Co-Ordinator (FT Temporary), Whitburn. Via Adecco - [Details here](#)

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

Packers (FT Temporary), Livingston. Via Blue Arrow - [Details here](#)

Manufacturing Machine Crew Member (FT Temporary), Grangemouth. Via Saica Group - [Details here](#)

Special Repair Operator (FT Permanent), Livingston. Plexus Ltd - [Details here](#)

Graduate/ Junior Materials Planner (FT Permanent), Livingston. Burtons Biscuits - [Details here](#)

Maintenance Engineer (Permanent), Bathgate. Via Aldi Stores - [Details here](#)

Management

Director (FT), Homebase, Scotland. Making Rights Real - closes 20/04/21 [Details here](#)

Team Leader- Front of House & Bar, South Queensferry. Buzzworks- closes 31/05/21 [Details here](#)

Energy Policy Manager (FT), Bathgate. Contract Scotland Recruitment - [Details here](#)

Survey Manager (FT), Bathgate. Contract Scotland Recruitment - [Details here](#)

Quality Regulatory Compliance Manager (FT, Permanent) - [Details here](#)

Warehouse Manager (FT, Permanent) Bathgate. Via JBT Distribution - [Details here](#)

Area Manager (FT, Permanent) Livingston. Autism Initiatives Scotland - closes 15/04/21 - [Details here](#)

Assistant Manager (FT, Permanent) Edinburgh Hotel Chocolat - [Details Here](#)

Project Manager (FT, Permanent) Livingston. ClickNetherfield Ltd [Details Here](#)

Assistant Site Manger – Housing (Permanent) Livingston, West Lothian - [Details Here](#)

Warehouse / Production

Warehouse Assistant Modern Apprenticeship (PT 25hrs), Bathgate. Worldwide Tradelink – closes 18/04/21 [Details here](#)

Warehouse Operative – Night Shift (FT, Permanent), Newbridge. Via Menzies – closes 18/04/21 - [Details here](#)

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

Parcel Sorter (FT, Temporary), Livingston. Via Connect Appointments - [Details here](#)

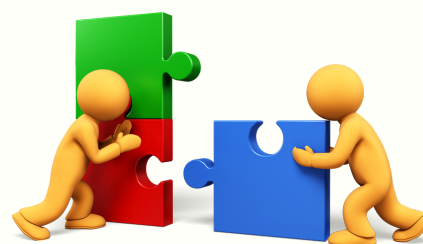
Order Picker (FT, Temporary), Livingston. Via Connect Appointments - [Details here](#)

Warehouse Picker/Packer (FT, Permanent), Livingston. Via Staff Buddy Ltd - [Details here](#)

Night Warehouse Operative (FT, Permanent), Livingston. Via DX Network Service – closes 17/04/21 - [Details here](#)

Yard Operative (FT, Permanent), Broxburn. Via T.T.S 24-7 – closes 28/04/21 - [Details here](#)

Warehouse Operative Inbound (PT), Livingston. Via Yodel - [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](tel:0800 032 9768)



access2employment@westlothian.gov.uk



[Book an appointment](#) online

Register for the Vacancy Bulletin [here](#)

To unsubscribe, please complete this [form](#)



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

