

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:

Introduction to Customer Service
15 April, 11am-12pm

Applying for an Apprenticeship
19th April, 2pm-3pm

LinkedIn Introduction, Profile & Networking
20 April, 11am-12pm

Wellbeing
21 April, 10am-12pm

Skills & Effective Job Searching
22 April, 11am-12pm

Participate in Online Interviews
27 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](#)



Men N2 Work

Men N2Work, starting 27th April helps you set goals and progress towards employment. The

workshops, each Tuesday, Wednesday and Thursday over a four week period, are delivered via ZOOM, 10am-12pm. We explore health, wellbeing, goals and motivation in addition to employment skills. These include understanding your transferable skills, knowing where and how to apply for vacancies, preparing for interview and participation in mock interviews - for those who would find this helpful. All aimed at helping you progress towards sustainable employment.

For more information or to book onto the MN2W programme, please complete the enquiry form [here](#) or contact us via our Freephone number **0800 032 9768** and a member of the team will contact you to discuss.

Time to
Update
Your CV?

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** or complete our CV questionnaire [here](#)



Vacancies within West Lothian Council, include:

- Care Home Domestic
- Solicitor Property/Planning Team
- Teacher
- HR Support Assistant
- DASAT Worker
- Social Care Support Worker

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

FEATURED VACANCY



Executive Assistant (FT), West Lothian.
West Lothian Foodbank - Closes 30/04/21 - [Details here](#)

OTHER VACANCIES

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](#)

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

Wellbeing Outreach Development Worker (PT), remote working. The Bridge - closes 30/04/21 [Details here](#)

Development Officer (PT), Home working. Via BAVS - closes 26/04/21 [Details here](#)

Independent Advocate for Adults with a Physical Disability and/or Acquired Brain Injury (FT), West Lothian. Via EARS - closes 30/04/21 [Details here](#)

Communications Officer (PT), Flexible. Via Friends at the end - closes 04/05/21 [Details here](#)

Community Development Worker (PT), Edinburgh. Via B Healthy together - closes 19/04/21 [Details here](#)

Communication and Campaign Officer (FT/PT), Stirling. Via CRNS - closes 26/04/21 [Details here](#)

Front Desk Receptionist (PT), Livingston. Via LCS Garage Services [Details here](#)

Hire Desk Administrator (PT, Permanent), Bathgate. Via Eurohiredrive [Details here](#)

IT Project Manager, Edinburgh. Via Element [Details here](#)

Continuous Improvement Manager, Edinburgh. Via Element [Details here](#)

Design Project Manager (FT, Permanent), Edinburgh. Via Sweco- closes 30/04/21 [Details here](#)

Test Manager (FT, Permanent), Edinburgh. Via Natwest- closes 24/04/21 [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](#)

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

Food Delivery Driver (PT), Bathgate. Via Dream Drivers [Details here](#)

Assistant Manager (F/T), Livingston. The Fragrance Shop – Via retail Choice [Details here](#)

Customer Assistant (P/T), Broxburn. Via Lidl – closes 20/04/21 [Details here](#)

Sales Assistant (P/T, Temporary), Livingston. Via Dunelm Closes 20/04/21 [Details here](#)

Stock Assistant (P/T, Temporary) x 4 , Livingston. Via Next Stores – closes 23/04/21 [Details here](#)

Sales Assistant (P/T), Livingston. Via Deichmann. Closes 09/04/21 [Details here](#)

Retail Supervisor (F/T), Livingston. Via Farm Foods [Details here](#)

Retail Manager (F/T), Livingston. Via Fossil [Details here](#)

Lead Store Team Member (P/T & F/T) x6, Livingston. Via Home Bargains – closes 20/04/21 [Details here](#)

Sales Associate (P/T), Livingston. Via Hugo Boss [Details here](#)

Seasonal Sales Associate (P/T), Livingston. Via Gap [Details here](#)

Assistant Manager (F/T), Livingston. Via Tommy Hilfiger [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](#)

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](#)

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

Assistant Store Manager (F/T), Broxburn. Via Poundland – closing 30/04/21 [Details here](#)

Customer Advisor (P/T), Livingston. Via EE [Details here](#)

Asset Manager (FT, Permanent), Edinburgh. Via John Clegg & Co [Details here](#)

Home Manager (FT), Whitburn. Via HC One [Details here](#)

Purchase Ledger Clerk (FT), Broxburn. Via Eastern Western Motor Group [Details here](#)

Office Manager (PT or FT), Livingston. Via CJ Pressure Test & Chlorination Ltd – Closes 08/05/21 [Details here](#)

Customer Service Call Handler (FT Temporary), Work from Home. Via Go-Centric [Details here](#)

Finance Manager (FT), Home Working. Via Marys Meals – closes 29/04/21 [Details here](#)

Finance and Admin Officer (PT), Work from Home. Via Zero Tolerance – closes 03/05/21 [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

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

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

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

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

Front Desk Receptionist (PT), Livingston. Via LCS Garage Services [Details here](#)

Hire Desk Administrator (PT, Permanent), Bathgate. Via Eurohiredrive [Details here](#)

Senior Administrator (FT, Permanent), Livingston. Via GMB Portfolio Services [Details here](#)

Credit Controller (FT), Livingston. Via Stevenswood Ltd [Details here](#)

Sales Administrator (FT, Permanent), Broxburn. Via AK Stoddart Ltd [Details here](#)

Laboratory Project Services Coordinator (FT), Livingston. Via Q2 Solutions [Details here](#)

Administration Assistant (FT, Permanent), Livingston. Via Neo Recruitment Ltd [Details here](#)

Project Support Officer (FT, Fixed Term), Edinburgh. Via NHS Lothian [Details here](#)

Customer Advisor - Business Banking (FT, Temporary), Edinburgh. Via Blue Arrow [Details here](#)

Technical Administrator (FT), Newbridge. Via Dandara [Details here](#)

Events Coordinator (PT), Bathgate. Via Chalmers Entertainment Ltd [Details here](#)

Laboratory Project Services Coordinator (FT), Livingston. Via IQVIA [Details here](#)

Archives Assistant (FT, Fixed Term), Temporary Remote. Via the Scottish Government - Closes 28/04/21 [Details here](#)

Training Coordinator (FT, Temporary), Livingston. Via The Larder [Details here](#)

Accounts Assistant (FT), Newbridge. Via Eastern Western Motor Group [Details here](#)

Accounts Executive/Administrator (FT), Temporary Remote. Via Perceptive Medical Education Agency [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



Access2Employment is offering an 'Apply for an Apprenticeship' workshop on **19th April, 2.00pm** book [here](#), in addition to 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.

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](#)

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

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

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

LGV Tanker Driver Modern Apprenticeship (FT), Linlithgow. Via Scottish Water -Closes 18/04/21 [Details here](#)

Contact Centre Advisor Modern Apprenticeship (FT), Edinburgh. Via RBS - Closes 20/05/21 [Details here](#)

Light Vehicle Service Technician Modern Apprenticeship (FT), Newbridge. -Closes 30/05/21 [Details here](#)

Childcare Assistant Modern Apprenticeship (FT), Edinburgh - Closes 15/05/21 [Details here](#)

Childcare Assistant Modern Apprenticeship (FT), Currie - Closes 04/06/21 [Details here](#)

Student Residential Surveyor Graduate Apprenticeship (FT), Edinburgh - Closes 23/04/21 [Details here](#)

Financial Customer Service Modern Apprenticeship (FT), Edinburgh - Closes 22/05/21 [Details here](#)

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

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

Service Support Assistant Modern Apprenticeship (FT), Edinburgh. Via Origin Fitness - Closes 19/04/21 [Details here](#)

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

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

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

APPRENTICESHIPS .SCOT

From Skills Development Scotland

Additional Vacancies

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

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

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

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

Supply Chain Controller (FT, Permanent), Livingston. Via Valneva [Details here](#)

QC Co-Ordinator-Raw Materials (FT, Permanent), Livingston. Via Valneva [Details here](#)

Stores Person (FT, Permanent), Livingston. Via Valneva [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. Via Plexus Ltd [Details here](#)

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

Machine Operator (FT, Temporary), Livingston. Via Blue Arrow [Details here](#)

Production Operative (FT, Temporary), Mid Calder. Via Stem Recruitment [Details here](#)

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

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

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

Light Vehicle Service Technician Modern Apprenticeship (FT), Newbridge. - Closes 30/05/21 [Details here](#)

Warehouse Person (FT, Permanent), Newbridge. Via Menzies Distribution - closes 23/04/21 [Details here](#)

Warehouse and Trade Counter Assistant (FT, Permanent), Livingston. Via Spider [Details here](#)

Management

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

Assistant Store Manager (PT), Livingston. Via Lovisa [Details here](#)

Assistant Site Manager (FT, Permanent), Livingston. Via Bellway- closes 23/04/21 [Details here](#)

Optical Manager (FT, Permanent), Livingston. Via Asda- closes 20/04/21 [Details here](#)

Engineering Manager (FT, Permanent), Livingston. Via First UK Bus- closes 02/05/21 [Details here](#)

Office Manager (FT, Permanent), Livingston. Via CJ Pressure Test & Chlorination Ltd- closes 08/05/21 [Details here](#)

Facilities Manager (Permanent), Livingston. Via Simply Solutions [Details here](#)

Shift Managers (FT & PT Permanent), Livingston. Via Papa Johns [Details here](#)

Retail Assistant Store Manager (FT), Livingston. Via Three [Details here](#)

Principle Project Manager Onshore Wind (FT, Permanent), Edinburgh. Via EDF Renewables [Details here](#)

Warehouse / Production

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

Backs Warehouse Operative (FT, Permanent), Livingston. Via DX Network Service [Details here](#)

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

Warehouse Worker (FT, Permanent), Livingston. Via Unitrunk Ltd [Details here](#)

Warehouse Operative (FT, Temporary), Livingston. Via Blue Arrow [Details here](#)

Storeperson/Van Driver (FT, Permanent), Livingston. Guthrie Group [Details here](#)

Driver/Warehouse Operative (FT, Permanent), Livingston. Via Instock Disposables [Details here](#)

Warehouse Operative (FT, Temporary), Livingston. Via Taskmaster Resources [Details here](#)

Drive porter (FT, Permanent), Broxburn. Via Advanced Removals Scotland [Details here](#)

Yard Operative (FT, Permanent), Broxburn. Via T.T.S 24-7 [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](#)

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