

VACANCY BULLETIN

Employment Skills Workshops

Access2Employment workshops will 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, May workshop dates are:

WomenN2Work

4 May, 10am-12pm, 3 days per week for six weeks

Create a Profile, Network and Find Jobs on LinkedIn

4 May, 11am-12pm or 18 May, 11am-12pm

Skills & Effective Job Searching

6 May, 11am-12pm or 20 May, 1pm-2pm

Online Interview Skills

11 May, 1pm-2pm or 25 May, 11am-12pm

Customer Service

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

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

Your journey to becoming an Entrepreneur starts here

Join our next series of free Start-Up webinars to discover the skills and knowledge needed to become a business owner. These webinars focus on 4 key themes that will help you to develop a better understanding of starting your own business.

Business Start-Up: Awareness 5th May 2021 10:00 - 11:30

This workshop aims to make you aware of the various requirements involved in setting up a business.

Business Start-Up: Marketing 12th May 2021 18:00 - 20:00

This webinar will help you to identify your customers, understand your competitors and plan an effective marketing strategy.

Business Start-Up: Business Planning 19th May 2021 18:00 - 20:00

Taking time to plan your business and seek advice before you start trading is time well spent. This webinar will help you create a robust business plan.

Business Start-Up: Finance 26th May 2021 18:00 - 20:00

This webinar will give you an introduction to the role of finance in the business including managing a profit and loss account and different sources of finance.



www.bgateway.com/events



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:0800 032 9768) or complete our CV questionnaire [here](#)



West Lothian Council

There are a number of vacancies currently available within West Lothian Council, including:

- Supply Venue Assistants
- Support Workers
- Criminal Justice Assistants
- Countryside Attendants
- Housing Support Workers
- Pupil Support Workers
- Administrative Assistants
- Safer Neighbourhood Team Officer
- Business Support staff

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

VACANCIES

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

Labourers (FT Temporary), Falkirk FK1 5AU. Site Force Construction. Closes 03/05/21 - [Details here](#)

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

Heat Presser (FT Permanent), Livingston. Endura [Details here](#)

Weekend Production Operative (FT Contract), Broxburn. Via Connect Appointments [Details here](#)

Training Specialist (FT Permanent), Livingston. Valneva [Details here](#)

Process Operator (FT Contract), Livingston. via Office Angels [Details here](#)

Administrator (FT), Falkirk. Grafton Group plc [Details here](#)

Finance & Compliance Team Leader (FT), Bellshill. Routes to Work Ltd [Details here](#)

Training Coordinator (FT), West Lothian. The Larder Training and Skills Academy - closes 30/04/21 [Details here](#)

Case Worker (FT), Across North Lanarkshire. Routes to Work Ltd [Details here](#)

Kickstart Employability Support Worker (FT), North Lanarkshire. Routes to Work Ltd [Details here](#)

Supervisor (PT), Livingston. ProCook [Details here](#)

Community Project Manager (PT), Blackburn. Blackburn Family Centre - closes - 21/05/21 [Details here](#)

Retail / Hospitality

Retail Supervisor (FT), Bathgate. Farmfoods - [Details here](#)

Merchandiser (PT), Livingston. UK Greetings cards - closes 05/05/21 - [Details here](#)

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

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

Store supervisor (FT), Livingston. Home Bargains - closes 15/05/21 [Details here](#)

Sales Consultant (PT), Livingston. Beaverbrooks [Details here](#)

Kitchen Assistant (FT), Bo'ness. Bakkavor - [Details here](#)

Sales Assistant (PT), Livingston. Jack & Jones [Details here](#)

Customer Service Assistant (PT), Whitburn. Euro Garages [Details here](#)

Customer Service Assistant (PT), Uphall. Scotmid - closes 07/05/21 [Details here](#)

Senior team leader (FT), Dedridge Livingston. Scotmid - closes - 07/05/21 [Details here](#)

Food to go Supervisor (FT), Bo'ness. Scotmid - closes 30/04/21 [Details here](#)

Store Team member (PT), Livingston. Home Bargains - closes 22/05/21 [Details here](#)

Housekeeper (FT), Livingston. The Chain Runner Marstons [Details here](#)

Line Chef (FT), Livingston. The Chain Runner Marstons [Details here](#)

Wedding and Events Manager (FT), Uphall. Macdonald Hotel and Resort [Details here](#)

Chef de Partie (FT), Broxburn. Dobbies Garden Centre - closes 17/05/21 [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

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

Distribution Order Processor (FT), Bathgate. Catalent - [Details here](#)

Payroll and Finance Administrator (FT), Livingston. XPO Logistics Inc - [Details here](#)

Communications Officer (PT), home working. Zero Tolerance Closes - 10/05/21 [Details here](#)

Store Assistant Manager (FT), Broxburn. Home Bargains - closes 12/05/21 [Details here](#)

Store Manager (FT), Broxburn. Home Bargains - closes 12/05/21 [Details here](#)

Restaurant Customer Advisor (PT), Broxburn. Dobbies Garden Centre - closes 17/05/21 [Details here](#)

Operations Customer Advisor (PT, Temporary), Broxburn. Dobbies Garden Centre - closes 09/05/21 [Details here](#)

Grounds Maintenance Expert (PT), Broxburn. Dobbies Garden centre - closes 20/05/21 [Details here](#)

Team Member (FT), Livingston. The Chain Runner Marstons [Details here](#)

Retail Supervisor (FT), Livingston. Fossil [Details here](#)

Store Supervisor (FT), Linlithgow. Tool Station - 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**

For more information or to book an appointment, please visit [here](#) or call - [0800 032 9768](tel:08000329768), Email - access2employment@westlothian.gov.uk - Quote: Parent

Office / Admin

Administrative Officers x 6 (FT & PT), Falkirk. Scottish Courts & Tribunals Service - Closes 7/05/21 [Details here](#)

Transport Clerk/Operator (FT), Livingston. DHL – closes 27/04/21 [Details here](#)

Special Projects Coordinator (FT), Livingston. West Lothian College – closes 03/05/21 [Details here](#)

Cloud Systems Administrator (FT), Livingston. CirrusHQ - [Details here](#)

Finance and Admin Officer (PT), Home Working. Zero Tolerance – closes 03/05/21 [Details here](#)

Administrative Assistant (FT Fixed Term), Whitburn, West Lothian Council – closes 2/05/21 [Details here](#)

Clerical Assistant (PT Fixed Term), Livingston, West Lothian Council – closes 2/05/21 [Details here](#)

Administrative Assistant (PT), Winchburgh, West Lothian Council – closes 2/05/21 [Details here](#)

Academic Coordinator (FT), Edinburgh. Heriot-Watt University Student Union – closes 10/05/21 [Details here](#)

Programme Coordinator (PT) – Can Do Edinburgh. Leonard Cheshire – closes 21/05/21 [Details here](#)

Administrator (FT) Temporary Remote, Livingston. Livingston Building Services [Details here](#)

Accounts Assistant (FT), Livingston. Bellway – closes 7/05/21 [Details here](#)

Front Desk Receptionist (PT), Bathgate. M-Brace Orthodontics – closes 7/05/21 [Details here](#)

Internal Sales Assistant (FT), Livingston. Via Brook Street [Details here](#)

Customer Sales Advisor (FT), Livingston. Via Search Consultancy [Details here](#)

Customer Care Representative (FT), Livingston. Iron Mountain [Details here](#)

Customer Administrator (FT Temporary), West Lothian. Via Escape Recruitment [Details here](#)

Training and Support Coordinator (FT), Remote Working. Via Cross Resourcing [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

Our 'Apply for an Apprenticeship' weekly online drop-in session offers support for young people within West Lothian.

The session looks at 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 or for more info please email: stepsn2work@westlothian.gov.uk

Contact Centre Advisor Modern Apprenticeship (FT), Edinburgh. 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](#)

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

Trainee Desk Hire Assistant Modern Apprenticeship (FT), Grangemouth - closes 13/05/21 [Details here](#)

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

Childcare Assistant Modern Apprenticeship (FT). Currie – closes 04/06/21 [Details here](#)

Vehicle Parts Advisor (FT), Broxburn. Bikespeed UK – closes 30/05/21 [Details here](#)

Forestry Operative Modern Apprenticeship (FT), West Calder. – closes 15/05/21 [Details here](#)

Hairdresser Modern Apprenticeship (FT), Edinburgh. Hair By Brown & Co - closes 04/06/21 [Details here](#)

HR Administrator Modern Apprenticeship (FT), Grangemouth. – closes 27/05/21 [Details here](#)

HR Administrator Modern Apprenticeship (FT), Edinburgh. - closes 16/05/21 [Details here](#)

Executive Support Officer Modern Apprenticeship (FT), Edinburgh Scottish Government – closes 07/05/21 [Details here](#)

Accounts & Business Advisory Team Graduate Apprenticeship (FT), Edinburgh. – closes 14/05/21 [Details here](#)

Office Administrator Modern Apprenticeship (FT), Edinburgh. - closes 30/04/21 [Details here](#)

Trainee Desk Hire Assistant Modern Apprenticeship (FT), Grangemouth. - closes 13/05/21 [Details here](#)

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

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

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

APPRENTICESHIPS .SCOT

From Skills Development Scotland



Management

Business Manager (FT, Permanent), Livingston. NHS Lothian- closes 03/05/21 [Details here](#)

Public Affairs Manager (FT, Permanent), Edinburgh. Friends of the Earth- closes 17/05/21 [Details here](#)

Digital and Web Content Manager (FT, Fixed Term), Edinburgh. Scottish Forestry- closes 10/05/21 [Details here](#)

Design Services Manager (FT Permanent), Livingston. A2E Limited [Details here](#)

Infrastructure Manager (FT Permanent), Edinburgh. Natwest Group- closes 06/05/21 [Details here](#)

Assistant Depot Manager (FT Permanent), Bonnyrigg. Howdens Joinery - closes 30/4/21 [Details here](#)

Assistant/ Deputy Manager, Livingston. Busy Bees Nursery - closes 18/05/21 [Details here](#)

Area Commercial Manager, Grangemouth. Etex Group [Details here](#)

HR Business Partner (FT Permanent), Livingston. West Lothian College- closes 05/05/21 [Details here](#)

Laboratory Project Manager (FT), Livingston. IQVIA [Details here](#)

Store Manager (FT), Livingston. Tile Giant [Details here](#)

Door Canvass Manager (FT Permanent), Bathgate. LTI Transformations- closes 07/05/21 [Details here](#)

Manager in Training, Livingston. Domino's [Details here](#)

Senior Team Leader (FT Permanent), Livingston. Scotmid Co-operative [Details here](#)

Team Leader (PT Permanent), Linlithgow. Costa Coffee- closes 30/04/21 [Details here](#)

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

Store Assistant Manager (FT), Broxburn. Home Bargains- closes 12/05/21 [Details here](#)

Communities Programme Manager (FT), Livingston. Sky [Details here](#)

Customer Service Inspector/ Liaison Manager (FT), Bathgate. Persimmon- closes 05/05/21 [Details here](#)

Procurement Manager, Livingston. NineTwenty [Details here](#)

Store Supervisor (FT), Bathgate. Home Bargains- closes 20/05/21 [Details here](#)

OX Support Manager (FT), West Lothian. Ooni [Details here](#)

Head of Digital Marketing and Ecommerce (FT), West Lothian. Ooni [Details here](#)

Global Compliance Manager (FT), West Lothian. Ooni [Details here](#)

Deputy Home Manager (FT Permanent), Livingston. Peacock Nursing Home- closes 31/05/21 [Details here](#)

Warehouse / Production

Warehouse assistant – Driver (FT, Permanent), Edinburgh. I.J. Mellis Cheesemonger [Details here](#)

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

Warehouse worker/LLOP Driver (FT, Temporary), Bathgate. Via Manpower [Details here](#)

Senior Material Handler (FT, Permanent), Livingston. Nine Twenty Engineering & Manufacturing [Details here](#)

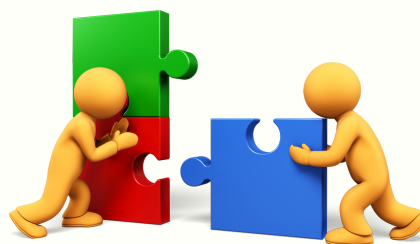
Warehouse Operative/Picker (FT, Permanent), Livingston. Via Staff Buddy Ltd [Details here](#)

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

Warehouse Operative (FT), Livingston. DHL – closes 07/05/21 [Details here](#)

Logistics & Operations Manager (FT), West Lothian. Ooni [Details here](#)

Lead Team Manager- Parcel Service (FT), Livingston. 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



**West Lothian
Council**