

# VACANCY BULLETIN

## Employment 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, upcoming workshop dates are:

### Online Interview Skills

10th June, 1.00pm-2.00pm

### Graduates N2 Work

14th/15th & 21st/22nd June, 1.00pm-3.00pm

### LinkedIn

17th June, 1.00pm-2.00pm

### CV Preparation

22nd June, 11am-12pm

### Skills & Effective Job Searching

24th June, 11am-12pm

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

## Graduate N2 Work

Access2Employment are launching a new programme, Graduates N2 Work on **Monday 14th of June**. The course is aimed at graduates residing in West Lothian that would like to improve their career prospects.

To reserve a place or to find out more please call 0800 032 9768 or email [Access2employment@westlothian.gov.uk](mailto:Access2employment@westlothian.gov.uk) alternately register online [here](#)



Are you a graduate currently seeking employment & live in West Lothian?

## Graduate N2 Work

Starts 14th June 1pm - 3pm

Our experienced employment advisers are delivering a 4 part course to assist in enhancing graduates' employability tools.

The course will focus on graduate CV formats, online profiles, interview skills & tailored job searches.



West Lothian  
Council

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

- Support and Home Service Team Leader
- Nursery Nurse
- Pupil Support Worker
- Teachers
- ASCET Service Coordinator
- Leisure Assistant

To apply directly and for more information on these and other local authority vacancies, click [here](#)

## Public Sector

Early Years Officer (FT, Permanent), West Lothian - closes 16/06/21 [Details here](#)

Fleet, Recycling & Waste Services Manager (FT, Permanent), West Lothian - closes 11/06/21 [Details here](#)

Support at Home Service Care Worker (PT, Permanent), West Lothian - closes 16/06/21 [Details here](#)

Leisure Assistant (PT, Fixed Term), West Lothian - closes 13/06/21 [Details here](#)

Nursery Nurse x11 (FT, Fixed Term), West Lothian - closes 16/06/21 [Details here](#)

Women's Support Worker (FT), West Lothian. West Lothian Woman's Aid closes – 17/06/2021 [Details here](#)

Medical Receptionist (FT, 32 hours), Sighthill. NHS Scotland – closes 14/06/21 [Details here](#)

Work Based Assessor – Business (FT Permanent), Livingston. West Lothian College – closes 14/06/21 [Details here](#)

Work Based Assessor – Business (PT Fixed Term), Livingston. West Lothian College – closes 14/06/21 [Details here](#)

Work Based Assessor – Children and Young People (PT Permanent), Livingston. West Lothian College – closes 13/06/21 [Details here](#)

Clinical Services Secretary (PT), Wishaw, NHS Scotland – closes 11/06/21 [Details here](#)

Primary Care Nurse HMP (PT & FT) Addiewell, NHS Scotland - closes 5.07.21 [Details here](#)

## Developing New Skills



If you are thinking about developing your skills and knowledge to improve your employment opportunities or just for fun, why not explore your options by going along to West Lothian College's virtual information day on 10th June? If you are interested, more information on how to join is available [here](#)

## Quick Link to Larger Employers

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

For Almondvale Centre, information available [here](#)

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

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

Vacancies in Charity and Voluntary sector, info [here](#)

IQVIA Livingston - (45 jobs) click [here](#)

Civil Service jobs - click [here](#)

Tesco Careers - click [here](#)



## Retail / Hospitality

Bar staff (PT & FT), Bathgate. Ballencrieff [Details here](#)

Kitchen team (PT), Bathgate. Ballencrieff [Details here](#)

Customer Advisor (PT), Bathgate. Boots the Chemist [Details here](#)

Pharmacy Advisor – Dispenser (PT/FT) Various West Lothian. Boots the Chemist [Details here](#)

Sales Assistant, Livingston. Dunelm [Details here](#)

Sales Assistant (PT), Livingston. Fred Perry [Details here](#)

Store Colleague (FT), Livingston. Pets at home – closes 18/06/2021 [Details here](#)

Stylist (PT), Livingston. Levi's [Details here](#)

Retail team leader (PT), Livingston. Krispy Crème (6-20h) [Details here](#)

Cosmetics Sales Advisor (PT), Livingston. Este Lauder [Details here](#)

Coffee shop Manager (Temp FT), Livingston. Klondyke Garden Centre – closes 18/06/21 [Details here](#)

Coffee Shop assistant (PT), Broxburn. Williamsons Garden Centre [Details here](#)

Cook (FT), Livingston. Klondyke garden centre – closes 18/06/21 [Details here](#)

Customer Service Assistant (PT), Various West Lothian. Co-Op Scotmid – closes 30/06/21 [Details here](#)

Branch Supervisor (FT), Various West Lothian. Co-Op Scotmid [Details here](#)

Sales Assistant (PT), Livingston. Carpet Right – closes 24/06/21 [Details here](#)

## Age 16 - 24 on Universal Credit?

Various Kickstart vacancies are available in West Lothian.

**\*\*Trainee Chef at The Larder, Livingston\*\***

**\*\*Admin Assistant, Gordon Bow Plant Hire, Broxburn\*\***

Contact your jobcentre work coach for more details or email [stepsn2work@westlothian.gov.uk](mailto:stepsn2work@westlothian.gov.uk) for support.



[gov.uk/kickstart](https://gov.uk/kickstart)



## Featured Apprenticeship

6 x Apprenticeship roles are at Glenmorangie

Spirit & Operations: Production Associate' positions, based at the bottling site in Livingston.

Please follow the link [here](#) to apply.

For any support with your application or CV please contact [access2employment@westlothian.gov.uk](mailto:access2employment@westlothian.gov.uk)  
Freephone: 0800 032 9768

## Graduates/Apprenticeships

Graduate Programme 2021(FT), Edinburgh. Jurys Inn & Leonardo Hotels – closes 13/06/21 [Details here](#)

Ignite Graduate Programme 2021, home based travel role. Wheatley Group – closes 10/06/21 [Details here](#)

Graduate Programme (FT) various roles, Edinburgh. Deloitte [Details here](#)

Graduate Consulting - Actuarial Autumn 2021, Edinburgh. KPMG [Details here](#)

Fyffes Graduate – Operations Management Programme, Livingston. Fyffes via Henderson Brown [Details here](#)

Healthcare Support Worker Modern Apprenticeship (FT), Edinburgh. NHS – closes 10/06/21 [Details here](#)

Service Advisor Apprentice (FT), Livingston. Peoples Ford – closes 30/06/21 [Details here](#)

Manufacturing Engineer Apprentice (FT), Livingston. – closes 29/06/21 [Details here](#)

Software Engineer Apprentice (FT), Edinburgh. Lloyds Banking Group - closes 12/06/21 [Details here](#)

Electrician Apprentice (FT), Livingston. – closes 29/06/21 [Details here](#)

Welder Fabricator Apprentice (FT), Livingston. – closes 29/06/21 [Details here](#)

Machinist / Welder Technician (FT), x 6 positions available Livingston. – closes 30/06/21 [Details here](#)

## Office / Admin

Faculty Development Administrator (FT), Home working/Edinburgh. The Royal College of Surgeons – closes 21/06/21 [Details here](#)

Coordinator (FT), Edinburgh/Home Working (FT Fixed Term), Children's Health Scotland – closes 18/06/21 [Details here](#)

Volunteer Coordinator (PT), Bellshill. YMCA – closes 17/06/21 [Details here](#)

Administrator (FT), Edinburgh, HMP Edinburgh – closes 15/06/21 [Details here](#)

Compliance Administrator (FT), Bathgate. XPO Logistics [Details here](#)

Training Delivery Administrator (FT), Edinburgh. Amazon [Details here](#)

Senior IFA Administrator (FT), Linlithgow. Via Thornbury Recruitment [Details here](#)

Customer Service Assistant (FT), Broxburn. Garden Mile [Details here](#)

Customer Service Advisor (PT Weekends). Sky [Details here](#)

Receptionist (PT Casual), Livingston, Mercure Hotel – closes 6/07/21 [Details here](#)

Accounts Assistant/Sales Administrator (FT), Livingston. Arnold Clark – closes 16/06/21 [Details here](#)

Sales Administrator (FT), Grangemouth, Arnold Clark – closes 18/06/21 [Details here](#)

Repairs Administrator (FT), Bathgate/Falkirk, Link Group Ltd – closes 20/06/21 [Details here](#)

## Management

Optical Manager (FT, Permanent), Livingston. ASDA - 17/06/21 [Details here](#)

Store Manager (FT, Permanent), Livingston. Yours Clothing Via Networx Recruitment- closes 23/06/21 [Details here](#)

In House Recruitment Consultant, Home based. The Richmond Fellowship Scotland- closes 18/06/21 [Details here](#)

Training Manager (FT), Blackridge. Sibbald Training Ltd [Details here](#)

Technical Services Manager (FT, Permanent), Livingston. Simply Solutions [Details here](#)

Café Manager (FT, Permanent), Bathgate. Morrisons- closes 27/06/21 [Details here](#)

Project Manager (Clinical Trials) (FT, Permanent), Livingston/ remote working. IQVIA [Details here](#)

SEO Coordinator (FT), Broxburn. Ooni [Details here](#)

Coffee Shop Manager, Livingston. Klondyke Garden Centre- closes 18/06/21 [Details here](#)

Garden Centre Manager (FT), Livingston. Klondyke Garden Centre- closes 18/06/21 [Details here](#)

## Manufacturing / Production

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

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

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

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

Deputy Head Process Development (FT, Permanent), Livingston. Valneva [Details here](#)

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

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

Warehouse Operative (FT, Contract), Livingston. Via office Angels [Details here](#)

Production Supervisor (FT, Permanent), Broxburn. Broxburn Bottlers Ltd [Details here](#)

Production Supervisor (FT Permanent), Livingston. Via Lusona Consultancy Group Ltd [Details here](#)

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

Cleaning Assistant-Cleanroom (FT, Permanent), Livingston. Via BR Recruitment [Details here](#)

Banana Ripener (FT Permanent), Livingston. Via Nas Recruitment [Details here](#)

Food Production Operative (FT, Temporary), Shotts. Via Taskmaster [Details here](#)

Wafer Fab Production Operators (FT, Permanent), Bathgate. Broadex Technologies [Details here](#)

Machine Operator (FT, Contract), Livingston. via Blue Arrow [Details here](#)

Temp to Permanent Deliver Van Driver (FT), Livingston. Blue Arrow [Details here](#)

## Other Vacancies

Projection and Technical Manager (FT, Freelance), Livingston. 21CC Group - closes 11/06/21 [Details here](#)

Change and Campaigns Lead (FT Permanent), Livingston. Sky [Details here](#)

Customer Assistant (PT) West Lothian, Lidl. [Details here](#)

Dance, Singing or Drama Teachers/Assistants. (Freelance) Bathgate. Stage Skool [Details here](#)

## Featured Vacancy

**Craig Johnstone Joinery** are seeking applications for both a Kitchen Fitter & Joiner in West Lothian.

For further information and to apply, please contact: craigfraserjoinery@gmail.com or call 07763901059

## Other Vacancies

**Bloom Engagement Officer (FT), Homebased. Support in mind Scotland closes – 17/06/2021** [Details here](#)

**Customer Service Adviser (FT), Sighthill, Sykes – closes 11/06/21** [Details here](#)

**Assistant Manager (FT), Livingston. Pandora - closes 18/06/21** [Details here](#)

**Duty Manager, Newbridge. Premier Inn- closes 18/06/21** [Details here](#)

**Assistant Service Manager (FT Permanent), Edinburgh. NHS Lothian- closes 21/06/21** [Details here](#)

**Counter Fraud Specialist (FT Permanent), Livingston. NHS National Services Scotland- closes 24/06/21** [Details here](#)

**Business Manager (FT Permanent), Livingston. NHS Lothian- closes 14/06/21** [Details here](#)

**Assistant Trial Manager (FT Fixed Term), Edinburgh. The University of Edinburgh- closes 25/06/21** [Details here](#)

**Pharmacist (FT and PT), Various West Lothian. Boots the Chemist** [Details here](#)

## Financial Wellbeing

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** or fill in our online referral form [here](#) or email [moneyandhousing@westlothian.gov.uk](mailto: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.



## 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**, Email - [access2employment@westlothian.gov.uk](mailto:access2employment@westlothian.gov.uk) – Quote: Parent

## Warehouse Vacancies

**Warehouse Operative Days (FT, Permanent), Livingston. DHL Parcel UK – closes 11/06/21** [Details here](#)

**Warehouse Operative Nights (FT, Permanent), Livingston. DHL Parcel UK – closes 11/06/21** [Details here](#)

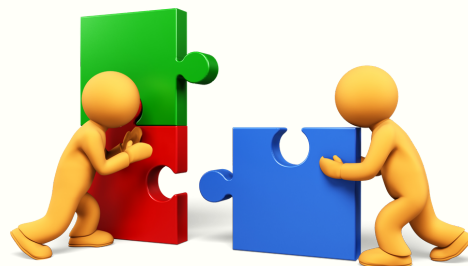
**Warehouse Operative Twilight Shift (FT, Permanent), Motherwell. Lidl UK – closes date 21/06/21** [Details here](#)

**Warehouse Operative Day Shift (FT, Permanent), Motherwell. Lidl UK – closes date 21/06/21** [Details here](#)

**Warehouse Operative Back Shift (FT, Permanent), Motherwell. Lidl UK – closes date 21/06/21** [Details here](#)

**Temporary Warehouse Worker/Packer (FT, PT, Temporary), Broxburn. Via Indeed** [Details here](#)

**Warehouse Colleague (FT), Livingston. DHL** [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](#) online

Register for the Vacancy Bulletin [here](#)

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