

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:

Skills & Effective Job Search

8th July, 11am - 12pm

Online Interview Skills

13th July, 1pm - 2pm

LinkedIn

15th July, 2pm - 3pm

Customer Service

20th July, 11am - 12pm

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

Kick Start Vacancies



gov.uk/kickstart

Age 16 - 24 yrs

Are you age 16 - 24 yrs and claiming Universal Credit? The Kickstart Scheme could be right for you!

Eligible participants can be referred to job vacancies through their local Job Centre Work Coach.

See below various **West Lothian Council** Kickstart vacancies currently seeking applications;

Trainee Facilities Management Assistant - Civic Centre x 2

Trainee Facilities Management Assistant - Schools x 2

Trainee Clerical Assistant - Deans Community High School x 1

Trainee Admin Assistant - Access2Employment x 1

Additional vacancies located in West Lothian include:

Assistant Animal Undertaker - I Care Pet Crem

HR Intern - Stevenswood

Contact your Job Centre Work Coach today for more details or email stepsn2work@westlothian.gov.uk for support with your application.



West Lothian Council

There are various vacancies currently available in West Lothian on My Job Scotland, including:

- Fleet, Recycling & Waste Service Manager
- Keyworker
- Support Worker
- Driver Labourer
- Countryside Attendant
- Class Teacher- Autism Resources
- Plumbers

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

Public Sector

Justice Assistant x 2 (PT, Fixed Term), Livingston. WLC - closes 07/07/21 [Details here](#)

Plumbers x 2 (FT, Permanent), Livingston. WLC - 18/07/21 [Details here](#)

Home Safety Telecare Operatives (FT, Fixed Term), Livingston - closes 16/07/21 [Details here](#)

Driver Labourer (FT, Permanent), Livingston. WLC - 09/07/21 [Details here](#)

Supply Cook/ Assistant Cook. Various Location. WLC - 31/12/21 [Details here](#)

Supply Care Home Domestic, Various Location in West Lothian. WLC - closes 31/12/21 [Details here](#)

Supply Social Care Support Worker, various location in West Lothian. WLC - closes 31/12/21 [Details here](#)

Fleet, Recycling & Waste Service Manager (FT, Permanent), Livingston. WLC - closes 11/07/21 [Details here](#)

Passenger Escort x 3 (PT, Fixed Term), West Lothian. WLC - closes 20/07/21 [Details here](#)

Keyworker (PT, Permanent), Livingston. WLC - closes 16/07/21 [Details here](#)

Support Worker (FT & PT, Temporary & Permanent), Livingston. WLC - closes 16/07/21 [Details here](#)

Countryside Attendant (PT, Fixed Term), West Lothian. WLC - closes 25/07/21 [Details here](#)

Project Officer (FT, Fixed Term), Livingston. WLC - closes 11/07/21 [Details here](#)

Apprenticeship & Graduate Opportunities



For Information on Apprenticeship vacancies, check the Apprenticeship.scot website [here](#)

For Information on Graduate vacancies, check the Prospects.ac.uk website [here](#)

Graduate N2 Work



Access2Employment are providing tailored Employability support for Graduates living in West Lothian seeking to explore Graduate opportunities.

Are you about to Graduate and need help finding your dream job?

Are you currently in work not using your qualifications to your full potential?

Contact A2E find out more. Call 0800 032 9768 or email Access2Employment@westlothian.gov.uk alternatively complete the online registration [here](#)

Graduate Vacancies

Graduate PMO Analyst (FT), Warriston, Edinburgh. FNZ, Global PMO [Details here](#)

Graduate Commercial Executive (FT), Glasgow. [Details here](#)

Graduate Trainee Recruitment Consultant (FT), Glasgow. Empiric Solutions Ltd [Details here](#)

Trainee Recruitment Consultant (FT), Glasgow. Spencer Ogden [Details here](#)

Graduate Sales Development Programme (FT) UK. Edmunds Electrical Limited [Details here](#)

Chartered Accountant Graduate (FT), UK. Institute of Chartered Accountants of Scotland (ICAS) [Details here](#)

Technical Operations Consultant (FT) Glasgow. FDM [Details here](#)

Graduate Pensions Administrator (FT), Edinburgh. Johnston Greer [Details here](#)

Graduate Technician Roads Maintenance (FT), Glasgow. Glasgow City Council [Details here](#)

Business Graduate (FT), Paisley. Recruitment IQ [Details here](#)

Graduate Quantity Surveyor (FT), Glasgow. Ross-Shire Engineering [Details here](#)

Graduate Developer (FT), Glasgow. Zorba Consulting [Details here](#)

Graduate Technical Operations Consultant (FT), Glasgow. FDM – closes 04/08/21 [Details here](#)

National Graduate Leadership Programme (FT), UK wide. Police Now – closes 31/07/21 [Details here](#)

Graduate Technical Consultant (FT), Glasgow. FDM – closes 04/08/21 [Details here](#)

West Lothian Council's

Graduate Work Experience Programme

Are you a recent graduate who lives in West Lothian? Age 24 or under? Click on the links below to apply!

Graduate Work Experience Programme - **Marketing Specialist**, (FT, Fixed Term), Livingston. WLC - closes 14/07/21 [Details here](#)

Graduate Work Experience Programme - **Community Engagement**, (FT, Fixed Term), Livingston. WLC - closes 14/07/21 [Details here](#)

Graduate Work Experience Programme - **Environmental Specialist**, (FT, Fixed Term), Livingston. WLC - closes 14/07/21 [Details here](#)

Graduate Work Experience Programme - **Youth Participation**, (FT, Fixed Term), Livingston. WLC - closes 14/07/21 [Details here](#)

Graduate Work Experience Programme - **Data Analyst**, (FT, Fixed Term), Livingston. WLC - closes 14/07/21 [Details here](#)

Graduate Work Experience Programme - **Digital Marketing**, (FT, Fixed Term), Livingston. WLC - closes 14/07/21 [Details here](#)

Apprenticeships

Parts Apprentice (FT), Airdrie. Fleet Factors Ltd – closes 14/07/21 [Details here](#)

Travel consultant Modern Apprenticeship (FT), Falkirk. Hays Travel – closes 27/07/21 [Details here](#)

Production Team Member (FT), Bathgate. Genius – closes 01/09/21 [Details here](#)

Office Administrator (FT), Linlithgow [Details here](#)

Assurance Business Apprenticeship (FT), Edinburgh [Details here](#)

Tax Business Apprenticeship (FT), Edinburgh [Details here](#)

Childcare Modern Apprenticeship (FT), Currie [Details here](#)

Digital Support Apprentice (FT), West Calder. – closes 14/07/21 [Details here](#)

Mechanical Maintenance Technician Modern Apprenticeship (FT), Livingston. Shin- Etsu - closes 30/07/21 [Details here](#)

Electrical Maintenance Technician Modern Apprenticeship (FT), Livingston. Shin- Etsu - closes 30/07/21 [Details here](#)

Bar and waiting staff (FT, Apprentice), Livingston. Stonehouse Carvery [Details here](#)

Chef (FT, Apprentice), Livingston. Stonehouse Carvery [Details here](#)

Chef (FT, Apprentice), Bathgate. Stonehouse Carvery [Details here](#)

Office / Admin Vacancies

Hire Controller (FT), Livingston. Sunbelt Rentals – closes 30/07/21 [Details here](#)

Admin Assistant (FT), West Calder. BFE Electricals – closes 28/07/21 [Details here](#)

Administrator (FT), West Lothian. Via Murray Recruitment [Details here](#)

DPS Customer Service Administrator (FT Fixed Term), Temp Remote/Livingston. Improvement Service – closes 25/07/21 [Details here](#)

Administrative Assistant (FT Temporary), Broxburn. Gordon Bow Plant Hire – closes 15/07/21 [Details here](#)

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

Backshift Administrator (FT), Livingston. Via Search Recruitment - closes 23/07/21 [Details here](#)

Programme Administrator (FT Fixed Term), Edinburgh. Blackwood Care Homes – closes 12/07/21 [Details here](#)

Communications and Digital Assistant (FT), Remote Working. Dartington Service Design Lab - closes 28/07/21 [Details here](#)

Customer Services Advisor (FT), Linlithgow. Arco – closes 14/07/21 [Details here](#)

Community Support Coordinator (PT), Home Based. Chest Heart and Stroke Scotland – closes 23/07/21 [Details here](#)

Management Vacancies

Management Opportunities (FT Permanent), Livingston. JD Sports - closes 22/07/21 [Details here](#)

Night Section Manager (FT Permanent), Livingston. Asda- closes 09/07/21 [Details here](#)

Shift Lead (FT), Livingston. Eurofins [Details here](#)

Assistant Centre Manager, Broxburn. Tyre City [Details here](#)

Centre Manager, Broxburn. Tyre City [Details here](#)

Head Chef/Kitchen Manager (FT Permanent), Livingston. Stack and Still Ltd [Details here](#)

Contracts Manager, Livingston. HB Projects- closes 21/07/21 [Details here](#)

Site Manager, Livingston. HB Projects- closes 21/07/21 [Details here](#)

Project Supply Chain Manager (Permanent), Livingston. NRL [Details here](#)

Senior Project Manager (FT Permanent), Livingston. NHS Lothian- closes 12/07/21 [Details here](#)

Contracts Manager (FT), Livingston. Kilmac [Details here](#)

Manufacturing / Production

Production Operative – Days (FT Permanent), Bo’Ness. Bakkavor [Details here](#)

Production Operative – Backshift (FT Permanent), Bo’Ness. Bakkavor [Details here](#)

Weekend Production Operative (FT Permanent), Bo’Ness. Bakkavor [Details here](#)

Inventory Control Associate (FT Permanent), Livingston. IQVIA [Details here](#)

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

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

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

Production Operator (FT Permanent), Livingston. Via Escape [Details here](#)

Production Operator (FT Temporary), Seafield. Via Brightwork Recruitment [Details here](#)

Production Operators (FT Permanent), Livingston. Mitsubishi [Details here](#)

Production Operator (FT Permanent), Livingston. Via RecruitmentIQ [Details here](#)

Bottling Operator (FT Contract), Broxburn. Via Connect Appointments [Details here](#)

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

Management Vacancies

Factory Team Leader (FT Permanent), Bo’ness. Bakkavor [Details here](#)

Stores Shift Manager (FT Permanent), Bo’ness. Bakkavor [Details here](#)

Shift Manager Day Shift (FT Permanent), Bo’ness. Bakkavor [Details here](#)

Shift Manager Backshift (FT Permanent), Bo’ness. Bakkavor [Details here](#)

Featured Local Vacancy

Maxi Construction Limited in Livingston are seeking to recruit a new team member.

Buying Department Vacancy, (FT) Livingston

CV's can be sent to:

action@maxiconstruction.co.uk

Click [here](#) for further information.



Construction Vacancies

Excavator Driver (FT, Permanent), Kirk of Shotts. HBS
[Details here](#)

360 Excavators (FT, Temporary), East Calder. Russell Taylor
[Details here](#)

General Labourer (FT, Temporary), Livingston. Apex Agency
[Details here](#)

Labourer (FT, Temporary), East Calder. Alltrades Recruitment Services
[Details here](#)

Labourer (FT, Contract), Balerno. Russell Taylor
[Details here](#)

Mobile Plant Operator (FT), Bellshill. Fritz EGGER - closes 18/07/21
[Details here](#)

CSCS Labourer / Fitter (FT, Temporary), Edinburgh. Approach Personnel
[Details here](#)

CPCS Plant operators (FT, Permanent), Edinburgh. Danny Sullivan Group
[Details here](#)

Excavator Operator (FT, Permanent), Carluke. Onyx Leisure Limited
[Details here](#)

General Labourer (FT, Permanent), Wishaw. Miller Fabrications Ltd
[Details here](#)

Plant Operator (FT, Permanent), Central Belt. Duncan Plant Hire Limited
[Details here](#)

Groundworker & Dumper/ Roller Driver (FT), Grangemouth
[Details here](#)

Data Cabling Engineer (FT), Livingston
[Details here](#)

Financial Help

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

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.

West Lothian Foodbank

We know that anyone can reach crisis point & WL Foodbank are here to help when that happens.

If you would like to find out how to access your local foodbank please contact the link [here](#) or call the Advice Shop (01506 283000) or Citizens Advice Bureau (01506 432977)



Hospitality Vacancies

Grill Chef (FT), Livingston. Beefeater Deer Park – closes 13/07/21
[Details here](#)

Pizza Chef (FT), Livingston. Pizza Express – closes 31/08/21
[Details here](#)

Duty Manager (FT), Newbridge. Premier Inn – closes 19/07/21
[Details here](#)

Supervisor(FT), Livingston. Frankie and Benny's
[Details here](#)

Chef (FT), Livingston. Chiquito
[Details here](#)

Sous Chef (FT), Linlithgow. The Bridge Inn – Closes 31/07/21
[Details here](#)

Breakfast Chef (FT), Linlithgow. The Bridge Inn – Closes 31/07/21
[Details here](#)

Barista/ Wait Staff (PT), Livingston. Artisan Cheesecakes – Via Indeed
[Details here](#)

Night Porter (FT, Permanent), Bathgate. Ennis Inns
[Details here](#)

Barista Maestro, Livingston. Costa Coffee
[Details here](#)

Waiting Staff (FT & PT), Bathgate. Cafebar 1912
[Details here](#)

Skills for Business Workshop

Do you know a young person who has been considering self-employment? The Skills for Business Programme might be a great starting point for them to get their idea off the ground

If you would like to reserve a place on the workshop please contact: 0800 032 9768

or email bgateway@westlothian.gov.uk

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



Delivered as part of the Young Person's Guarantee Scheme



For more information about how to register you can contact us at:

 bgateway@westlothian.gov.uk

Warehouse/Production Vacancies

Warehouse Operative (FT, Permanent), Livingston. Alliance Automotive – closes 18/07/21 [Details here](#)

Backs Warehouse Operative (FT, Permanent), Livingston. DX Network Service – closes 10/07/21 [Details here](#)

Warehouse Operative PM Shift (FT), Motherwell. LIDL UK – closes 08/07/21 [Details here](#)

Warehouse Operative Night Shift (FT), Motherwell. LIDL UK – closes 08/07/21 [Details here](#)

AM Warehouse Operative (PT), Caotbridge [Details here](#)

Warehouse Picker (FT, Permanent), Newbridge [Details here](#)

Warehouse Operative (Temporary), Livingston [Details here](#)

Warehouse Supervisor, Grangemouth - closes 16/07/21 [Details here](#)

Production Operator (FT Permanent), Livingston. Via Page Group [Details here](#)

Production Team Members (FT Permanent), Bathgate. Genius Foods [Details here](#)

Production Operator (FT Permanent), Livingston. Via Escape [Details here](#)

Production Operative – Days (FT Permanent), Bo’Ness. Bakkavor [Details here](#)

Production Operative – Backshift (FT Permanent), Bo’Ness. Bakkavor [Details here](#)

Weekend Production Operative (FT Permanent), Bo’Ness. Bakkavor [Details here](#)

Inventory Control Associate (FT Permanent), Livingston. IQVIA [Details here](#)

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

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

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

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

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

Production Operator (FT Permanent), Livingston. Via Escape [Details here](#)

Retail Vacancies

Store Team Member (PT), Livingston. Home bargains [Details here](#)

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

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

Customer Service Assistant (PT), Bathgate. Scotmid [Details here](#)

Sales Assistant (PT), Livingston. Card Factory – closes 11/07/21 [Details here](#)

Sales Assistant (PT), Livingston. One Below - closes 16/07/21 [Details here](#)

Supervisor (FT), Livingston. One Below – closes 16/07/21 [Details here](#)

Store Manager (FT), Livingston. Pavers Shoes – closes 08/07/21 [Details here](#)

Merchandiser (PT) Livingston. UK Greeting card – closes 8/09/21 [Details here](#)

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

Customer Service Assistant / Home Delivery Driver (FT) Armadale. Scotmid Coop – closes 10/07/21 [Details here](#)

Customer Service Assistant (FT), Whitburn. Lidl – closes 08/07/21 [Details here](#)

Sales Advisor (PT), Livingston. New Look – closes 04/08/21 [Details here](#)

Operations Customer Assistant (PT), Broxburn. Dobbies Garden Centre – closes 25/07/21 [Details here](#)

Operations Expert (FT), Broxburn. Dobbies Garden Centre – closes 25/07/21 [Details here](#)

Retail customer Service Advisor (FT), Livingston. Three [Details here](#)

Sales Advisor (PT), Livingston. New Look [Details here](#)

Customer Consultant (FT/PT), Livingston. The Body shop [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 and find out what courses are available to suit you.

Click here to find out more [here](#)

Featured Local Vacancy

ION Care are seeking applications for Home Care Assistants who Drive in West Lothian.



Permanent Contracts PT / FT
No experience is required, just a willingness to make a difference to the service users lives.

Please email andrew@ioncareandsupport.com or call 07949443313 for more info!

Energy Advice

If you would like advice on saving money on your energy bills, need help with dealing with fuel debt or would like to have a chat with the energy team, you can call the Advice Shop on:

01506 283000 and choose option 4 or e-mail the energy team at energy.advice@westlothian.gov.uk

Although they are not currently meeting face to face, the Advice Shop can offer advice over the telephone and if required, we can meet via video link. You can request to meet the energy team by video link [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**,
Email - access2employment@westlothian.gov.uk –
Quote: **Parent**

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 - click [here](#)

Civil Service jobs - click [here](#)

Tesco Careers - click [here](#)



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 an Interview

To book a telephone or online appointment with an Employment Adviser, contact us by:

 Freephone: **0800 032 9768**

 access2employment@westlothian.gov.uk

 [Book an appointment](#) online

Register for the weekly jobs Vacancy Bulletin [here](#)

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