

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:

CV Preparation

22nd July, 11am - 12pm

Skills & Effective Job Search

27th July, 11am - 12pm

Online Interview Skills

29th July, 1pm - 2pm
03rd August, 11am - 12pm

Customer Service

05th August, 11am - 12pm

Men N2Work - Starts 17th August

Women N2Work - Starts 31st August

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

Kick Start

Age 16 - 24 yrs

KICKSTART
SCHEME

gov.uk/kickstart

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.

Various positions across a variety of sectors are available, contact your Job Centre Work Coach today for more details.

Alternatively email stepsn2work@westlothian.gov.uk for support with your CV or application.



West Lothian
Council

There are 74 vacancies currently available in West Lothian on My Job Scotland, including:

- Plasterer
- Administrative Assistant
- IT Engineer
- Campaign Development Officer
- Social Care Support Worker
- Leisure Assistant
- Nursery Nurse

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

Public Sector

Plasterer (FT, Permanent), Livingston. WLC - closes 02/08/21 [Details here](#)

Administrative Assistant (FT, Fixed Term), Livingston. WLC - closes 01/08/21 [Details here](#)

IT Engineer (FT, Fixed Term), Livingston. WLC - closes 25/07/21 [Details here](#)

Campaign Development Officer, Homeless Young People (FT, Fixed Term), Bathgate. WLC - closes 01/08/21 [Details here](#)

Learning & Development Administrator (FT, Permanent), Bathgate. WLC - closes 01/08/21 [Details here](#)

Social Care Support Worker (PT, Permanent), Livingston. WLC - 02/08/21 [Details here](#)

Leisure Assistant (PT, Fixed Term), Fauldhouse. WLC - closes 01/08/21 [Details here](#)

Nursery Nurse (FT, Fixed Term), Livingston. WLC - closes 01/08/21 [Details here](#)

Allocation Officer (FT, Fixed Term), Livingston. WLC - closes 01/08/21 [Details here](#)

Pupil Support Worker (FT, Fixed Term), Longridge. WLC - closes 01/08/21 [Details here](#)

Research Assistant (FT, Permanent), Livingston. WLC - closes 01/08/21 [Details here](#)

Purchase to Pay & System Officer (FT, Permanent), Livingston. WLC - closes 01/08/21 [Details here](#)

Customer Service Centre Adviser (FT & PT, Permanent), Livingston. WLC - closes 01/08/21 [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

Crerar Academy – Graduate Management Programme (FT), Edinburgh – closes 3/8/2021 [Details here](#)

Media Search Analyst – work from home (PT & FT), UK wide. Telus International – closes 10/08/21 [Details here](#)

New Graduate Medical Sales (FT), Scotland. Chase Graduate Academy – closes 31/12/21 [Details here](#)

Food & Beverage Operations – Voyage Graduate Programme (Fixed Term FT), UK Wide. Marriot International – closes 21/07/21 [Details here](#)

Graduate Sales Executive (FT), Edinburgh. Aston Carter – closes 31/12/21 [Details here](#)

Graduate Trainee Recruiter Scheme (FT), Edinburgh. Aston Carter – closes 31/12/21 [Details here](#)

Junior Cloud Security Analyst (Fixed Term PT), UK Wide. Jisc – closes 31/08/21 [Details here](#)

Audit Assistant Graduate (CA) (FT), Edinburgh. RSM – closes 31/07/21 [Details here](#)

Tax Assistant Graduate (ATT/CTA/ACA) (FT), Edinburgh. RSM – closes 31/07/21 [Details here](#)

Graduate Data Engineer (FT), Edinburgh. SME Graduate Employment [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](#)

Graduate Engineer (FT), Glenrothes. Fife Council – closes 01/08/21 [Details here](#)

Skills for Business

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

Contact: 0800 032 9768 or email bgateway@westlothian.gov.uk to reserve your place.

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

SKILLS FOR BUSINESS PROGRAMME



For more information about how to register you can contact us at:
bgateway@westlothian.gov.uk

Apprenticeships

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](#)

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

Childcare Modern Apprenticeship (FT), Linlithgow. – closes 04/08/21 [Details here](#)

Software Developer Graduate Apprenticeship (PT), Edinburgh. PolyDigi Tech - closes 30/07/21 [Details here](#)

Medical Administrator Modern Apprenticeship (FT), Edinburgh. – closes 28/07/21 [Details here](#)

Finance Administrator Modern Apprenticeship (FT), Grangemouth. – closes 25/07/21 [Details here](#)

Bar and Waiting Apprentice (FT), Livingston. Brucefield Farm [Details here](#)

Medical Administrator Modern Apprenticeship (FT), Edinburgh. – closes 28/07/21 [Details here](#)

Office / Admin Vacancies

Accountant (FT), Remote Working. Cornerstone – closes 25/07/21 [Details here](#)

Receptionist (PT), Livingston. NHS Scotland – closes 23/07/21 [Details here](#)

Logistics and Customer Services Coordinator (FT), Bathgate. LumiraDx [Details here](#)

Personal Banker (PT), Bathgate. Royal Bank of Scotland [Details here](#)

People Administrator (FT Fixed Term), Livingston. Sky TV [Details here](#)

Customer Service Advisor (FT), Livingston. Via Time Recruitment [Details here](#)

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

Housing Services Assistant (PT Fixed Term), Livingston. Horizon Housing – closes 25/07/21 [Details here](#)

Group Accounts Executive (FT), Livingston. Sky TV [Details here](#)

Employment Aftercare Adviser (FT), Livingston. Fedcap Employment – closes 28/07/21 [Details here](#)

Warehouse Vacancies

Warehouse Operative – Backshift (FT), Eurocentral Motherwell. Lidl UK [Details here](#)

Warehouse Operative- Twilight (FT), Eurocentral Motherwell. Lidl UK [Details here](#)

Warehouse Operative- Nightshift (FT), Eurocentral Motherwell. Lidl UK [Details here](#)

Warehouse Operative (FT Permanent), Livingston. DHL [Details here](#)

Warehouse Operative (FT Permanent), Livingston. DX [Details here](#)

Selector - Days (FT Contract), Bathgate. Aldi [Details here](#)

Selector - Nights (FT Contract), Bathgate. Aldi [Details here](#)

Warehouse Cleaner – Days (FT Permanent), Bathgate. Aldi [Details here](#)

Warehouse Operative Days (FT, Permanent), Livingston. DHL – closes 23/07/21 [Details here](#)

Linehaul Driver (FT, Permanent), Livingston. DHL – closes 23/07/21 [Details here](#)

Warehouse Operative Night (FT, Permanent), Livingston. DHL – closes 23/07/21 [Details here](#)

Management Vacancies

Team Leader (PT) Livingston. Super drug [Details here](#)

Department Supervisor (PT), Livingston. The Range [Details here](#)

Learning and Development lead (FT), Bathgate. Road Haulage Association – Via LinkedIn [Details here](#)

Store Manager (FT Permanent), Livingston. H. Samuel- closes 02/08/21 [Details here](#)

Assistant Centre Director (FT), Livingston Village. Busy Bees- closes 22/07/21 [Details here](#)

Senior Nursery Room Manager (FT), Livingston. Busy Bees- closes 04/08/21 [Details here](#)

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

Operational Business Support Manager (FT Permanent), Livingston. NHS Lothian- closes 23/07/21 [Details here](#)

Duty Manager (FT), Edinburgh Airport. Premier Inn – closes 31/07/21 [Details here](#)

Duty Supervisor (PT), Livingston. Scotmid Co-Op – closes 06/08/21 [Details here](#)

Store Manager (FT), Broxburn. Semi Chem – closes 30/07/21 [Details here](#)

Store Manager (FT), Broxburn. Home Bargains – closes 29/07/21 [Details here](#)

Assistant Manager (FT), Livingston. The Entertainer [Details here](#)

Financial Help



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)

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.

Construction Vacancies

- Construction Estimator (FT, Permanent), Bathgate. DBM BC Ltd [Details here](#)
- Skilled Labourer (FT, Permanent), Edinburgh. EDEL LTD [Details here](#)
- Joiner (FT) Livingston. Projects Ltd - closes 05/08/21 [Details here](#)
- General Labourer (FT, Contract), Livingston. Thorn Baker Construction [Details here](#)
- Trainee Instructor (FT, Permanent), Falkirk. Sibbald training [Details here](#)
- Skilled Landscaper (FT, Permanent), Edinburgh. Armstrong Gardens and Landscapes [Details here](#)
- Technician Engineer (FT), Glenrothes. Fife Council – closes 01/08/21 [Details here](#)
- Groundworker (FT), West Lothian. [Details here](#)
- Groundworker & Dumper/ Roller Driver (FT), Edinburgh. [Details here](#)
- Technician Engineer (FT), Glenrothes. Fife Council – closes 01/08/21 [Details here](#)
- Pipefitter/Plumber (FT), Broxburn. [Details here](#)
- Data Cabling Engineer (FT), Livingston. [Details here](#)
- Road Worker (FT), Linlithgow. BEAR Scotland [Details here](#)

Men N2 Work

The next virtual Men N2 Work course will be start on 17th August.

If you would like to reserve a place on the course, or to find out more information please call 0800 032 9876 or email a2ewellbeingteam@westlothian.gov.uk

Hospitality Vacancies

- Various Chef roles (FT and PT), Livingston. Gather and Gather [Details here](#)
- Kitchen Assistant/Porter (FT), Livingston. Elio – closes 06/08/21 [Details here](#)
- Restaurant Team Member (FT), Livingston. Beefeater – closes 26/08/21 [Details here](#)
- Kitchen Team Member (FT). Livingston. Beefeater – closes 26/08/21 [Details here](#)
- Cleaner (PT). Livingston. Beefeater – closes 11/08/21 [Details here](#)
- Grill Chef (FT). Livingston. Beefeater – closes 07/08/21 [Details here](#)
- Kitchen team member/ Line Chef (FT), Livingston. Beefeater – closes 31/07/21 [Details here](#)
- Ground Floor Team Member (PT), Newbridge. Premier Inn – closes 31/07/21 [Details here](#)
- Team member - housekeeping (PT), Livingston. Premier Inn – closes 28/07/21 [Details here](#)
- Kitchen Assistant (FT), Livingston. Brucefield Farm [Details here](#)
- Kitchen Assistant (PT), Livingston. Brucefield Farm [Details here](#)
- Bar and Waiting Apprentice (FT), Livingston. Brucefield Farm [Details here](#)

Women N2 Work

The next virtual Women N2 Work course will be start on 31st August.

If you would like to reserve a place on the course, or to find out more information please call 0800 032 9876 or email a2ewellbeingteam@westlothian.gov.uk





Support and advice to help West Lothian residents into work

Men N2 Work

4 Week Employability Course


Tuesday, Wednesday and Thursday

This online course provides men with employment support to overcome obstacles preventing them from securing fair and sustainable employment

For more information
call 0800 032 9768
OR
access2employment@westlothian.gov.uk



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





Support and advice to help West Lothian residents into work

Women N2 Work

6 Week Employability Programme

3 x 2 hour sessions per week
Delivered online

The programme assists women who are considering returning to work or who are preparing to join the work force for the first time.

The topics covered provide tools and techniques needed to gain the job best suited to individuals needs and aspirations.

For more information
0800 032 9768
access2employment@westlothian.gov.uk



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

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](#)

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

Production Operator (FT Permanent), Livingston. via page
Group [Details here](#)

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

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

Production Operative (FT Temporary), Harthill. Via
EasyrecruitUK [Details here](#)

Engineering Team Leader (FT Permanent), Livingston.
Burton’s Biscuits Ltd [Details here](#)

Production Supervisor (FT Contract), Broxburn. Via Connect
Appts [Details here](#)

Production Operator (FT Permanent), Broxburn. Via Eden
Scott [Details here](#)

Factory Cleaner (FT Contract), Broxburn. Via Connect Appts
[Details here](#)

Quality Controller (FT Permanent), Livingston. Via Connect
Appointments [Details here](#)

Trainee Production Operator / Signmaker (FT Permanent),
Livingston. Scot Signs Ltd [Details here](#)

Production Operative (FT Temp-Perm), Livingston. Young’s
Seafood Ltd [Details here](#)

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

Production Operator (FT Permanent), Holytown. BRC
Reinforcement [Details here](#)

Retail Vacancies

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

Operations Customer Advisor (PT) Broxburn. Dobbie’s
Garden Centre – Closing 25/07/21 [Details here](#)

Operations Expert (FT) Broxburn. Dobbie’s Garden Centre –
Closing 25/07/21 [Details here](#)

Temp and Perm Customer Service Assistant (PT), Bathgate.
Semi Chem – Closing 23/07/21 [Details here](#)

Customer Service Assistant (PT), Uphall. Scotmid – Closing
23/07/21 [Details here](#)

Temporary Senior Sales Assistant (PT), Armadale. Semi
Chem – Closing 23/07/21 [Details here](#)

Customer Service Assistant (PT), Bathgate. Scotmid –
Closing 24/07/21 [Details here](#)

Store team members (PT), Bathgate. Home Bargains –
Closing 29/07/21 [Details here](#)

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

Sales Assistant (PT) Livingston. Mountain Warehouse –
closes 15/08/21 [Details here](#)

Customer Assistant (PT), Bathgate. Morrisons – closes
25/07/21 [Details here](#)

Key Holder (FT), Livingston. Yours Clothing – closes
05/08/21 [Details here](#)

Ted Baker(PT), Livingston. Ted Baker [Details here](#)

Customer Assistant (PT), Bathgate. Lidl – Closing 29/07/21
[Details here](#)

Customer Assistant (PT), Broxburn. Lidl – Closing
29/07/21 [Details here](#)

Key holder (PT), Livingston. Estee Lauder The Cosmetics
Company [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](#)

Business Gateway Workshops

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 3 key themes that will help you to develop a better understanding of starting your own business.

Business Start-Up: Marketing 17th July 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 22nd July 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 29th July 2021 18:00 - 20:00

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



www.bgateway.com/events



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](#)

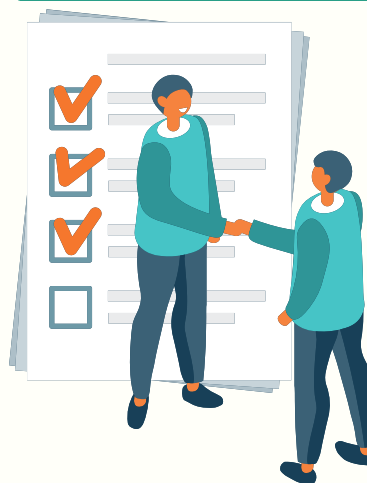
IQVIA Livingston - click [here](#)

Civil Service jobs - click [here](#)

Tesco Careers - click [here](#)



One to One 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 an Interview**

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



Freephone: [0800 032 9768](tel:08000329768)



access2employment@westlothian.gov.uk



[Book an appointment](#) online

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

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



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