

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

29th July, 1pm - 2pm
3rd August, 11am - 12pm

Customer Service

5th August, 11am - 12pm

Wellbeing

10th August, 10am - 12pm

CV Preparation

10th August, 1pm - 2pm

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](#)



West Lothian
Council

There are 76 vacancies currently available in West Lothian on My Job Scotland, including:

- Cook in charge
- Personal Care Worker
- Procurement Officer
- Learning & Development Officer
- Administrative Assistant
- Customer Service 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](#)

Cook In Charge (FT, Permanent), Craigshill. WLC - closes 06/08/21 [Details here](#)

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

Support at home - Personal Care Worker (PT, Permanent), WLC - closes 06/08/21 [Details here](#)

Campaign Development Officer - Age & Illness Team (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](#)

Administrative Assistant - Head of Service Support (FT, Fixed Term), Livingston. 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](#)

Development Worker - Health Hubs (FT, Fixed Term), Bathgate. WLC - 02/08/21 [Details here](#)

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

Housing Options Officer (FT, Fixed Term), WLC - closes 01/08/21 [Details here](#)

Age 16 - 24 yrs

KICKSTART
SCHEME

gov.uk/kickstart

Are you on Universal Credit & interested in a 6 month paid job with a local employer, funded by the Government on the Kickstart Scheme?

- Website & Online Sale Administrator - Thistle Gem Ltd
- Social Media Marketing Assistant - Thistle Gem Ltd

Contact your job centre work coach if you are interested in applying for any of the above positions.

Pre KickStart Course

Pre Kickstart Course will support you with CV writing, kickstart application processes, interview skills and setting goals.

Information session: **Thursday 19th August 2021**

If you are interested in attending please email StepsN2Work@westlothian.gov.uk

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

Deal Originator (FT), Flexible work location. Owner Venture Managers Ltd [Details here](#)

Digital Activation Executive (FT), UK. GroupM [Details here](#)

Graduate Assistant (FT), Edinburgh. mpdp Scotland [Details here](#)

Graduate Recruitment Consultant (FT), Glasgow. Hays Internal Recruitment [Details here](#)

Graduate/Junior IT Support Analyst x 4 (FT), Edinburgh. Redrock Consulting Ltd [Details here](#)

Graduate Recruitment Consultant (FT), Edinburgh. Nine Twenty Recruitment Ltd [Details here](#)

Graduate Recruitment Consultant (FT), New Town Edinburgh. Hays Internal Recruitment [Details here](#)

Graduate Junior Engineer (FT), Sauchie Alloa. Contract Scotland Ltd [Details here](#)

Graduate Sales (FT), UK. Edmundson Electrical Ltd [Details here](#)

Graduate Business Analyst (FT), Glasgow. Esure Group [Details here](#)

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

Graduate Building Surveyor (FT), Edinburgh. Gleeds [Details here](#)

Graduate Data Analyst (FT), Glasgow. McCurrach [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

Customer Service Apprenticeship, Broxburn. Keyline Civils Specialists [Details here](#)

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

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

Warehouse & Trade Counter Sales Apprentice (FT), Livingston. EDA Learning & Development - closes 18/08/21 [Details here](#)

Apprentice Manufacturing Engineer, Livingston. John Bean Technologies Corporation (JBT) [Details here](#)

Warehouse & Trade Counter Sales Apprentice, Livingston. EDA Learning & Development [Details here](#)

Modern Apprentice Business Administrator, Edinburgh. Edinburgh Womens Aid [Details here](#)

Modern Apprenticeship Childcare, Livingston. Via Carousel Training [Details here](#)

Apprentice IT Support Analyst, Bathgate. West Lothian Leisure [Details here](#)

Trainee Healthcare Assistant, Fauldhouse. Well Pharmacy [Details here](#)

Contact Centre Apprenticeships, Edinburgh. TSB Group [Details here](#)

Office / Admin Vacancies

- Office Administrator (FT), Linlithgow. Ander Tax Ltd
[Details here](#)
- Sales Administrator (FT), Livingston. Mitsubishi [Details here](#)
- Stock Administrator (FT), Newbridge. Via Manpower
[Details here](#)
- Office Administrator (FT), Whitburn. Erith Contractors Ltd
[Details here](#)
- Office Administrator (FT), Livingston. Locktel Ltd [Details here](#)
- Pallet Administrator (FT), Newbridge. Menzies Distribution
[Details here](#)
- Operations Administrator (FT), Blackridge. PHS Group
[Details here](#)
- ER&R Administrator (FT), Edinburgh. Scottish Prison Service
– closes 4/08/21 [Details here](#)
- Maintenance Planning Administrator (FT), Grangemouth.
Orion Group [Details here](#)
- Accounts Administrator (FT), Bathgate. Hugh Black & Sons
[Details here](#)

Warehouse Vacancies

- Warehouse Operative (FT Contract), Livingston. Via Search
[Details here](#)
- Warehouse Operative (FT Contract), Ladywell. Via Connect
Appts [Details here](#)
- Warehouse Order Picker (FT Contract), Bathgate. Via Nas
Recruitment Services [Details here](#)
- Weekend Warehouse Operative (FT Contract), Ladywell.
Via Connect Appts [Details here](#)
- Bottling & Logistics Administrator (FT Permanent).
Almondvale. Via Time Recruitment [Details here](#)
- Warehouse Operative (FT Temporary), Deans. Via 24-7
Recruitment [Details here](#)
- Warehouse Operator (FT Temporary), Livingston. Via Blue
Arrow [Details here](#)
- Warehouse Operative (FT Temporary), Grangemouth -
closes 30/07/21 [Details here](#)
- Warehouse Forktruck Driver - Counterbalance (FT,
Permanent). Bathgate. Menzies [Details here](#)
- Warehouse Cleaning (FT), Livingston. Via Cordant
People [Details here](#)

Management Vacancies

- Workshop Manager (FT Permanent), Livingston. Pullman Fleet
Solutions [Details here](#)
- Assistant Project Manager (Permanent), Livingston. NRL
[Details here](#)
- General Manager- Unscheduled Care (FT, Permanent),
Livingston. NHS Lothian- closes 05/08/21 [Details here](#)
- Store Manager, Livingston. Outdoor and Cycle Concepts
(Cotswold) - closes 20/08/21 [Details here](#)
- Project Manager (FT Permanent), Livingston. Livingston
Building Services [Details here](#)
- Assistant Store Manager, Livingston. PUMA [Details here](#)
- Trading Manager, Livingston. Chest Heart & Stroke Scotland-
closes 09/08/21 [Details here](#)
- Assistant Manager (FT Permanent), Livingston. Blue Lagoon
Fish & Chips [Details here](#)
- Site Manager (FT Permanent), Livingston. Complete Cleaning
Services Ltd [Details here](#)
- Operational Effectiveness Manager (FT), Livingston. IQVIA
[Details here](#)
- Operations Manager, Livingston. The Range- closes 31/07/21
[Details here](#)
- Deputy General Manager (FT), Livingston. Nandos
[Details here](#)
- Assistant Manager Designate, Livingston. Superdrug
[Details here](#)
- Technical Asset Manager (FT), Edinburgh. Cathcart Energy
[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

- Groundworker & Dumper/ Roller Driver (FT), Grangemouth [Details here](#)
- Pipefitter/Plumber (FT), Broxburn [Details here](#)
- Data Cabling Engineer (FT), Livingston [Details here](#)
- Joiner (FT) Livingston. Projects Ltd - closes 05/08/21 [Details here](#)
- Fitter (FT Permanent), Bathgate [Details here](#)
- Rigger (FT), Grangemouth [Details here](#)
- Pipefitter (FT), Grangemouth [Details here](#)
- Electrician (FT), Grangemouth [Details here](#)
- Electrician/ Approved Electrician (FT), Edinburgh [Details here](#)
- Labourer CSCS (FT, Temporary), Bathgate [Details here](#)
- Groundworker (FT), West Lothian. [Details here](#)
- Plumber (FT Permanent), Livingston. Via Aspirare Recruitment - closes 13/08/21 [Details here](#)
- Quantity Surveyor (FT), West Lothian. HB Projects [Details here](#)
- Site Manager (FT Permanent), Livingston. HB Contracts [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


- 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](#)
- Team member Housekeeping (PT), Bathgate. Premier Inn – closes 30/07/21 [Details here](#)
- Deputy General Manager (FT), Livingston. Nandos [Details here](#)
- Front of house (FT), Livingston. Nandos [Details here](#)
- Assistant Manager (FT), Livingston. Blue Lagoon Fish and Chips [Details here](#)
- Chef (FT), Livingston. Wagamama [Details here](#)
- Front of house (FT), Livingston. Wagamama [Details here](#)
- Waiting Staff/Counter Assistant (FT & PT), Livingston. Blue Lagoon Fish and Chips [Details here](#)
- Front of House Team Member (FT & PT), Livingston. The Saltire flaming grill [Details here](#)
- Chef (PT), Livingston. Prezzo [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





Support and advice to help West Lothian residents into work

Women N2 Work

6 Week Employability Programme

3 x 2hour 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.

Manufacturing/Production

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

Weekend Production Operative (P/T Contract), Bo’Ness. Bakkavor [Details here](#)

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

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

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

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

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

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

Bakery Operative (FT Permanent), Bathgate. Via Connect Appts. [Details here](#)

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

Process Operator (FT Contract), Livingston. Via Eden Scott [Details here](#)

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

HSE Manager (FT Permanent), Livingston. Via Eden Scott [Details here](#)

Production Technician (FT Permanent), Livingston. Ossur [Details here](#)

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

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

Production Operator (FT, Continental Shifts), West Lothian. Via Escape Recruitment [Details here](#)

Warehouse Operatives (FT, 3 shift patterns), Newbridge. Via Manpower [Details here](#)

Retail Vacancies

Assistant Store Manager (FT), Livingston. Puma [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](#)

Key Holder(FT), Livingston. Fred Perry – closes 23/08/21 [Details here](#)

Customer Service Assistant (PT), Bathgate. Scotmid – closes 13/08/21 [Details here](#)

Customer Service Assistant (PT), East calder. Scotmid – 06/08/21 [Details here](#)

Store delivery driver (FT), Livingston. Scotmid – closes 07/08/21 [Details here](#)

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

Various - Customer Assistant (FT & PT), Bathgate. Tesco [Details here](#)

Store assistant (PT), Livingston. Asda – closes 31/07/21 [Details here](#)

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

Key holder (PT), Livingston. Claire’s [Details here](#)

Store Supervisor (PT), Livingston. The North Face Store [Details here](#)

Featured Local Vacancies

Administrative Assistant required to support the Project Manager in Livingston on a Part-time basis.

- Contact: ladywellnn@hotmail.com for an Application form.



ENABLE Group are seeking applications for the below positions, click on the links below to apply.

- Personal Assistant [Details here](#)
- Team Facilitator [Details here](#)

ENABLE Group



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](#)

Advice Shop 1:1 Support



Do you feel anxious engaging with services?
Do you want to know if you are getting all the benefit help you should?

The Advice Shop's One2One Project is here to support anyone with a long-standing mental health condition with queries on benefits, debt, housing or energy advice.

If you have a long-standing mental health condition and struggle to engage with services, you may be eligible to have a dedicated One2One adviser to provide intensive support to make sure all your benefits are in place and to help with the claim process.

If you think you might be eligible, contact the Advice Shop today,

Tel: 01506 283000
or email: one2one@westlothian.gov.uk

For more information about the One2One Project [click 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**

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](#)



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

