

# 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:

### Customer Service

5th August, 11am - 12pm

### Wellbeing

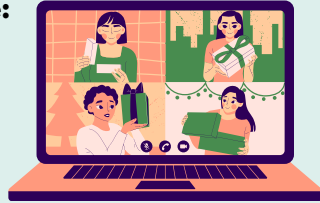
10th August, 10am - 12pm

### CV Preparation

10th August, 1pm - 2pm

### LinkedIn

12th August, 10am - 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](mailto:Access2employment@westlothian.gov.uk) or complete the online registration form [here](#)



## West Lothian Council

There are 32 vacancies currently available in West Lothian on My Job Scotland, including:

- Cook in charge
- Waste Operative
- Teachers
- Facilities Officer
- Plumber
- Welfare Rights Officer
- Joiner

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

## Public Sector

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

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

Project Officer (Ft, Fixed Term), Livingston. WLC - closes 08/08/21 [Details here](#)

Plumber (FT, Permanent), Livingston. WLC - closes 16/08/21 [Details here](#)

Welfare Rights Officer (FT, Fixed Term), Bathgate. WLC - closes - 11/08/21 [Details here](#)

Joiner (FT, Permanent), Livingston. WLC - closes 16/08/21 [Details here](#)

Procurement Officer (FT, Permanent), Livingston. WLC - closes 06/08/21 [Details here](#)

Senior Cleaner (PT, Permanent), East Calder. WLC - 12/08/21 [Details here](#)

Waste Operative "E" (FT, Permanent), Bathgate. WLC - 12/08/21 [Details here](#)

Catering Assistant (PT, Permanent), East Calder. WLC - closes 12/08/21 [Details here](#)

Cleaner (PT, Permanent), East Calder. WLC - closes 12/08/21 [Details here](#)

Teacher of Music (FT, Fixed Term), Bathgate. WLC - closes 15/08/21 [Details here](#)

Business Support Officer (FT, Fixed Term), Livingston. WLC - closes 10/08/21 [Details here](#)

## Age 16 - 24 yrs

**KICKSTART  
SCHEME**

[gov.uk/kickstart](http://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](mailto: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](mailto:Access2Employment@westlothian.gov.uk) alternatively complete the online registration [here](#)

## Graduate Vacancies

Data Analyst (FT), Edinburgh. Tracsis Traffic Data Ltd [Details here](#)

Graduate Account Manager (FT), Motherwell. Europa Worldwide Group [Details here](#)

Graduate Field Sales Advisor (FT), North East, Central, West and South West Scotland. Graduate Recruitment Bureau [Details here](#)

Graduate Engineers (FT), Edinburgh. BEAR Scotland Ltd [Details here](#)

Graduate Quantity Surveyor (FT), Bellshill. EGTB Group [Details here](#)

Graduate Construction Co-ordinator (FT), Edinburgh. Robertson Group [Details here](#)

Trainee/Graduate Design Engineer (FT), Coatbridge. Powerlines Group [Details here](#)

Policy/Planning Graduate (FT), Edinburgh. Homes for Scotland [Details here](#)

Graduate Actaurial (FT), Edinburgh. Core-Asset Consulting [Details here](#)

Graduate Analog Designer (FT), Edinburgh. Dialog Semi Conductor [Details here](#)

Graduate/Trainee Food Technologist (FT), Wiston ML12. Scottish Gourmet [Details here](#)

Graduate Internal Account Manager (FT), Edinburgh. Pareto Law [Details here](#)

Graduate Cloud Engineer (FT), Edinburgh. Ekco [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](mailto: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](mailto:bgateway@westlothian.gov.uk)

## Apprenticeships

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

Warehouse Recycling Operative Apprenticeship, Edinburgh. Changeworks Recycling Recruitment [Details here](#)

Chef apprenticeship, Livingston. Stonehouse Pizza & Carvery [Details here](#)

Modern Apprenticeship Hairdresser, Edinburgh. Bryony Quate [Details here](#)

Enquiries & Admissions Modern Apprentice, Livingston. West Lothian College [Details here](#)

Workforce Development Modern Apprentice, Livingston. West Lothian College [Details here](#)

Modern Apprenticeship Administration Assistant, Edinburgh. Microcom Training [Details here](#)

Digital Marketing Apprentice, Livingston. Via QA apprenticeship [Details here](#)

Apprentice Hire Desk, Livingston. Sunbelt Rentals Careers [Details here](#)

Graduate Apprenticeship Quantity Survey, Edinburgh. Currie & Brown [Details here](#)

IT Software Development Graduate Apprenticeship, Edinburgh. Infographics [Details here](#)

Graduate Apprenticeship Trainee Data Scientist, Livingston. Improvement Service [Details here](#)

## Office / Admin Vacancies

- HR Administrator (FT), Livingston. Amberstone [Details here](#)
- Administrator (FT), Bathgate. Everwarm [Details here](#)
- Office Coordinator (FT), Edinburgh. The Scottish Salmon Company - closes 06/08/2021 [Details here](#)
- Warehouse Administrator (FT, Permanent), Bathgate. Menzies Distributions [Details here](#)
- Customer Service Administrator (FT), Bathgate. Menzies Distribution [Details here](#)
- Admin/Finance Officer (FT), Livingston. EARS Independent Advocacy Service - closes 01/09/2021 [Details here](#)
- Project Administrator (FT), Livingston. West Lothian College - closes 10/08/2021 [Details here](#)
- Sales Support Administrator (FT), Livingston. Uber Recruit [Details here](#)
- Regional Administration Assistant (FT), Bathgate. ALDI [Details here](#)
- Executive Administration Assistant (FT), Livingston. IQVIA [Details here](#)
- Reception - Team Member (PT), Livingston. Whitbread - closes 09.08.21 [Details here](#)

## Warehouse Vacancies

- Warehouse Operative (FT, Contract), Motherwell. LIDL UK - closes 13/08/21 [Details here](#)
- Warehouse Colleague (FT, Permanent), Livingston. DHL [Details here](#)
- Warehouse Operative (FT, Permanent), Livingston. DHL [Detail here](#)
- Warehouse Picker (FT, Permanent), Livingston. Via Staff Buddy [Details here](#)
- Warehouse Cleaning Operative (FT, Permanent), Livingston. Via SE Commercial Service [Details here](#)
- Warehouse Operative Backshift (FT, Temporary), Livingston. Via Blue Arrow [Details here](#)
- Warehouse Operative (FT, Permanent), Livingston. Tesco - closes 16/08/21 [Details here](#)
- Warehouse Operative Nightshift (FT, Permanent), Livingston. Tesco - closes 07/08/21 [Details here](#)
- Warehouse Operative Dayshift Booker Grocery (FT, Permanent). Livingston. Tesco - closes 13/08/21 [Details here](#)
- Warehouse Operative Dayshift (FT, Permanent), Livingston. Tesco - closes 13/08/21 [Details here](#)

## Management Vacancies

- 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](#)
- Trading Manager, Livingston. Chest Heart & Stroke Scotland- closes 09/08/21 [Details here](#)
- Dual Site Stores Manager (FT), Livingston. Fossil [Details here](#)
- Nursery Centre Director, Livingston. Busy Bees- closes 25/08/21 [Details here](#)
- Production Manager, Lanark. Border Biscuits [Details here](#)
- Site Manager (Responsive Repairs), Bathgate. Novus Property Solutions [Details here](#)
- Sales Manager, Livingston. The Range - closes 08/08/21 [Details here](#)
- Senior Land Manager, Bathgate. Persimmon Homes [Details here](#)
- Floor Manager (FT Permanent), Livingston. River Island [Details here](#)
- Team Manager, Linlithgow. Dominos [Details here](#)
- Project Manager- Clinical Trials, Bathgate. Catalent [Details here](#)
- Flow Cytometry Associate Manager (FT), Livingston. IQVIA [Details here](#)
- KFC Assistant Restaurant General Manager (FT Permanent), Bathgate. Euro Garages [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](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.

# Construction Vacancies

Joiner (FT) Livingston. Projects Ltd - closes 05/08/21  
[Details here](#)

Plumber (FT Permanent), Livingston. Via Aspirare Recruitment - closes 13/08/21 [Details here](#)

Painter (FT), Edinunburgh. [Details here](#)

Builder (FT), Edinburgh. [Details here](#)

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

Pipefitter/Plumber (FT), Broxburn. [Details here](#)

Labourer CSCS (FT) temp, Bathgate [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](#)

Road Worker (FT), Linlithgow. BEAR Scotland [Details here](#)

Construction Side Fitter (FT, Permanent), Wishaw. Miller Fabrication Ltd [Details here](#)

# Hospitality Vacancies

Housekeeping Supervisor (FT Permanent), Livingston Designer Outlet. ABM [Details here](#)

Housekeeping Supervisor (FT Permanent), Livingston Designer Outlet. ABM [Details here](#)

Groundsperson (30hrs Shift Pattern, Permanent), Livingston Designer Outlet. ABM [Details here](#)

Sales Adviser (FT Permanent after 3 months), Livingston Designer Outlet. Hugo Boss [Details here](#)

Grill Chef (FT), Edinburgh Airport. Premier Inn – closes 10/08/21 [Details here](#)

Reception/F&B/Ground Floor Team Member (FT), Edinburgh Airport. Premier Inn – closes 10/08/21 [Details here](#)

Reception Team Member (24hrs over 3 days), Livingston. Premier Inn – closes 09/08/21 [Details here](#)

Night Team Member (24hrs over 3 days), Livingston. Premier Inn – closes 12/08/21 [Details here](#)

Housekeeping Team Member (20hrs over 3 days), Livingston. Premier Inn – closes 05/08/21 [Details here](#)

Kitchen Team Member (FT), Livingston. Beefeater – closes 26/08/21 [Details here](#)

Cleaning Team Member (PT), Livingston. Livingston - closes 11/08/21 [Details here](#)

Housekeeping Team Member (24hrs over 4 days), Bathgate. Premier Inn – closes 06/08/21 [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](mailto:a2ewellbeingteam@westlothian.gov.uk)

## 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](mailto: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](mailto: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 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.

For more information  
0800 032 9768  
[access2employment@westlothian.gov.uk](mailto:access2employment@westlothian.gov.uk)



EUROPE & SCOTLAND  
European Social Fund  
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## Manufacturing/Production

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

**Factory Team Leader – Days & Backshift (FT Permanent), Bo’Ness, Bakkavor** [Details here](#)

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

**Warehouse Operative (FT Contract), Livingston. Valneva** [Details here](#)

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

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

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

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

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

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

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

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

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

**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 Operative (FT Contract), Broxburn. Via Connect Appts** [Details here](#)

## Retail Vacancies

**Retail Customer Service Adviser (FT Permanent – flexible options available), Livingston. EE** [Details here](#)

**Retail Customer Service Adviser (PT Permanent), Livingston. EE** [Details here](#)

**Seasonal Sales Assistant (Various Contracts - Initial 3 months contract), Edinburgh St James. Pandora – closes 27/08/21** [Details here](#)

**Supervisor (FT), Edinburgh St James. Pandora – closes 27/08/21** [Details here](#)

**Retail Customer Advisor (FT), Livingston. Three** [Details here](#)

**Retail Customer Adviser (PT), Livingston. Three** [Details here](#)

**Sales Adviser (PT Permanent), Livingston Designer Outlet. SD Home of Menswear** [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](#)

**Various part time job opportunities with NEXT** [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](#)

## Featured Local Vacancies

### RECRUITING NOW!

You have the power to change a life.

SUPPORT WORKER POSITIONS AVAILABLE (PART TIME/FULL TIME)

Are you a kind, caring individual with a passion for helping people? If so, this is the job for you.

We will provide you with all of the training necessary to be part of our team, so no experience is necessary.

Positions available in:

- Glasgow (Southside)
- Falkirk
- West Lothian (Linlithgow & Bathgate)

#### BENEFITS INCLUDE:

- Starting from £9.50/hr, increases upon good performance.
- 28 days full holiday pay.
- Fully paid training/qualifications.
- Full pension scheme.

#### CONTACT US HERE:

- 0141 423 4689
- [recruitment@carelinehomesupport.com](mailto:recruitment@carelinehomesupport.com)

**Careline**  
Home Support

If you would like to find out more information, please visit us at:  
[www.carelinehomesupport.co.uk](http://www.carelinehomesupport.co.uk)

## Featured Local Vacancies

**West Lothian Youth Action Project has secured funding from the Scottish Government and West Lothian Council to create additional posts as detailed below:**

- Mental Health Worker
- Practical Skills Worker
- Sessional Staff



For further information or to apply, follow this [link](#)

## 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](mailto: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](mailto: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](mailto: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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