

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:

LinkedIn

12th August, 10am - 12pm

CV Preparation

17th August, 11am - 12pm

Skills & Effective Job Search

19th August, 11am - 12pm

Online Interview Skills

24th 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](#)



Kickstart Course

Are you 16 to 24 years old on Universal Credit ?

Interested in gaining a 6 month paid job with a local employer ?

Access2employment is offering an online course that will make sure you are ready to apply.

Topics include:

- CV Writing
- Kickstart application process
- Interview skills
- Goal setting



If you are interested please sign up to our information session on Thursday the 26th of August by emailing stepsn2work@westlothian.gov.uk

For more information or to book:
Freephone: 0800 032 9768

Email: stepsn2work@westlothian.gov.uk or contact your Job Centre Plus Work Coach



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West Lothian
Council

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

- Home Safety Service Support Worker
- Anti - Poverty Manager
- Crisis Care Worker
- Business Network Adviser
- Leisure Assistant
- Senior Cleaner
- Joiner

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

Public Sector

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](#)

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

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

Home Safety Service Support Worker (PT, Permanent), Broxburn. WLC - closes 17/08/21 [Details here](#)

Anti - Poverty Manager (FT, Permanent), Bathgate. WLC - closes 29/08/21 [Details here](#)

Support at Home Service - Crisis Care Worker (PT, Permanent), West Lothian. WLC - closes 17/08/21 [Details here](#)

Business Network Adviser (FT, Fixed Term), Livingston. WLC - closes 17/08/21 [Details here](#)

Apprentice Road Worker (FT, Fixed Term), Bathgate. WLC - closes 17/08/21 [Details here](#)

Leisure Assistant (PT, Fixed Term), Fauldhouse. WLC - closes 15/08/21 [Details here](#)

Ecology and Bio - Diversity Officer (Open Space), (FT, Fixed Term), Bathgate. WLC - closes 15/08/21 [Details here](#)

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

Graduate Trainee Paralegal (FT), Edinburgh. No company name [Details here](#)

Application Engineer - Graduate (FT), Edinburgh. FDM [Details here](#)

Graduate Developer (FT), Edinburgh. In Technology Group Ltd [Details here](#)

Graduate Application Support Engineer (FT), Glasgow. Cathcart Associates [Details here](#)

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

Graduate Quantity Surveyor (FT), Cambuslang – Glasgow. Defour Partnership [Details here](#)

Graduate Electrical Engineer (FT), Cambuslang – Glasgow. Defour Partnership [Details here](#)

Health & Safety Advisor (FT), Glasgow. The Clancy Group [Details here](#)

Recruitment Assistant (FT), Glasgow. McCurrach [Details here](#)

Bioinformatician (FT), Ratho Mains – Newbridge. Aviagen Group Ltd [Details here](#)

Assistant Quantity Surveyor (FT), Academy Park – Glasgow. WGM Engineering Ltd [Details here](#)

Graduate Apprenticeship Test & Assembly Technician (FT), Edinburgh. Herriot-Watt University – closes 27/08/2021 [Details here](#)

Graduate Apprenticeship Trainee Data Scientist (FT), Livingston. – 21/08/2021 [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

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

Apprentice Technician (FT), Edinburgh. Saltire Motorcycles [Details here](#)

Customer Service Apprenticeship (FT Permanent), Edinburgh. Travis Perkins [Details here](#)

Travel Consultant (FT), Livingston. Hays Travel – closes 15/09/2021 [Details here](#)

Childcare (FT), Livingston. Carousel Training – closes 04/10/2021 [Details here](#)

IT Service Desk Assistant (FT), Edinburgh. QA Apprenticeships – closes 05/09/2021 [Details here](#)

Business Administration (FT), Livingston. HB Projects – closes 17/08/2021 [Details here](#)

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

Apprentice Service Engineer (FT), Craiglinn – Glasgow. GP Strategies Apprenticeships – Scotland [Details here](#)

Apprentice Hire Desk – Customer Service (FT), Livingston. Sunbelt Rentals [Details here](#)

Apprentice Training Team Administrator - Business & Administration (FT), Livingston. Sunbelt Rentals [Details here](#)

Office / Admin Vacancies

Admin/Finance Officer (FT), Livingston. EARS Independent Advocacy Service - closes 01/09/2021 [Details here](#)

Personal Banker (PT), Bathgate. Nat West Group [Details here](#)

Engagement Consultant (FT), Livingston. Fedcap Employment [Details here](#)

Employee Relations Consultant (FT, Fixed Term), Livingston. Sky TV [Details here](#)

Receptionist (FT, Temporary), Livingston. Via Office Angels [Details here](#)

Outbound Call Centre Agent (FT Temporary), Uphall Station. Via Connect Appointments [Details here](#)

Receptionist (PT), Armadale. Arnold Clark [Details here](#)

Waiting List Coordinator (FT), Livingston. NHS Scotland - closes 19/08/21 [Details here](#)

Medical Receptionist (PT), West Calder. NHS Scotland - closes 3/09/21 [Details here](#)

Administrator (FT 6 month contract), Bathgate. via Escape Recruitment [Details here](#)

Warehouse Vacancies

Warehouse Operative (FT), Livingston. via Search Recruitment - closes 29/08/21 [Details here](#)

Warehouse Operative Days (FT Temporary - may lead to Permanent), West Lothian. via Search Recruitment [Details here](#)

Yard Operative (FT), Livingston. MGM Timber - closes 13/08/21 [Details here](#)

Warehouse Operative (FT Shift Work), Livingston. GXO Logistics [Details here](#)

30 X Backshift Warehouse Operatives (Temporary - shift options), Livingston. Tesco via Blue Arrow [Details here](#)

Parcel Sorter (FT), Livingston. via Blue Arrow [Details here](#)

Forklift Driver X 6 - Counterbalance (FT Temporary), Bathgate, via Blue Arrow [Details here](#)

Warehouse Lead (FT) Edinburgh. via Blue Arrow [Details here](#)

Warehouse Operative / Forklift (FT Permanent), Bathgate. via Escape Recruitment [Details here](#)

Warehouse House Operative, Bathgate. Amazon [Details here](#)

Management Vacancies

Team Manager Nights (FT), Livingston. YODEL [Details here](#)

Assistant Programme Manager (FT), South Gyle. NHS Scotland - closes 25/08/21 [Details here](#)

Regional Account Manager (FT), Livingston. Sunbelt Rentals - closes 29/08/21 [Details here](#)

Store Manager, Livingston. Outdoor and Cycle Concepts (Cotswold) - closes 20/08/21 [Details here](#)

Nursery Centre Director, Livingston. Busy Bees- closes 25/08/21 [Details here](#)

Estates Programme Manager (FT Fixed Term), South Gyle. NHS Scotland - closes 12/08/21 [Details here](#)

Colleague Experience Manager (FT), Livingston/Remote Working. Sky TV - closes 18/08/21 [Details here](#)

Office Manager (FT), Linlithgow. SBRC - closes 15/08/21 [Details here](#)

Front of House Manager (FT), Livingston. Wagamama [Details here](#)

Digital Marketing Manager (FT), Livingston. Schuh [Details here](#)

Senior Investment Manager (FT Fixed Term), Edinburgh/Home Based. National Lottery - closes 22/08/21 [Details here](#)

Senior Partnership and Practice Manager (FT Fixed Term), Scotland. Save The Children - closes 30/08/21 [Details here](#)

Cask Whiskey Sales Manager (FT), Scotland. Aceo [Details here](#)

Project Manager (FT), Livingston. TribePost Ltd - closes 05/09/21 [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

- Plumber (FT Permanent), Livingston.** Via Aspirare Recruitment - closes 13/08/21 [Details here](#)
- Carpenter and Joiner (FT), Livingston.** Craig Fraser Joinery Limited [Details here](#)
- Planner (FT, Permanent), Livingston.** Energy Assets [Details here](#)
- Landscaper (FT, Permanent), Edinburgh.** Stephen Ogilvie Garden Design, Build & Horticulture [Details here](#)
- Recycling Operative / Labourer (FT, Permanent), Bathgate.** Total Recycling Scotland [Details here](#)
- Dry Lining Apprenticeship (FT, Contract), Livingston.** Cameron Drywall Contractors Ltd [Details here](#)
- Quantity Surveyor, Livingston EH54 8AF.** HB Projects Ltd. - closes 26/08/21 [Details here](#)
- Roofer (FT, Permanent), Falkirk.** Alpha Roofing [Details here](#)
- Zone Supervisor (FT, Permanent-Remote), Bathgate.** National Grid - closes 19/08/21 [Details here](#)
- Foreman (FT, Permanent), Broxburn.** FIELD AND LAWN LTD [Details here](#)
- Project Manager.** Livingston. Green Cat Contracting Ltd [Details here](#)
- Multi Skilled Engineer (FT), Edinburgh.** Morrison Construction [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

- Night Team Member (24hrs over 3 days), Livingston.** Premier Inn - closes 12/08/21 [Details here](#)
- Kitchen Team Member (FT), Livingston.** Beefeater - closes 26/08/21 [Details here](#)
- Assistant Manager (FT), Livingston.** Five Guys [Details here](#)
- Crew Member (FT), Livingston.** Five Guys [Details here](#)
- Crew Member (PT), Livingston.** Five Guys [Details here](#)
- Chef (FT), Livingston.** Wagamama [Details here](#)
- Front of House Manager (FT), Livingston.** Wagamama [Details here](#)
- Kitchen Team Member (FT), Livingston.** Beefeater - closes 26/08/21 [Details here](#)
- Bar and Waitress Apprenticeship (FT), Livingston.** Stonehouse Pizza and Carvery [Details here](#)
- Kitchen Assistant (FT), Livingston.** Brucefield Farm [Details here](#)
- Chef (FT), Livingston.** Brucefield Farm [Details here](#)
- Kitchen Team Leader (FT), Livingston.** Brucefield Farm [Details here](#)
- Chef Apprenticeship (FT), Livingston.** Stonehouse Pizza and Carvery [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





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






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



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](#)

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

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

Supply Chain Supervisor (FT Permanent). Valneva [Details here](#)

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

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

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

Production Operators-Weekend (FT Contract), Ladywell. Via Connect Appointments [Details here](#)

Production Operators-Backshift (FT Contract), Ladywell. Via Connect Appointments [Details here](#)

Production Operators-Early Shift (FT Contract), Ladywell. Via Connect Appointments [Details here](#)

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

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

Document Processing Operatives (FT Contract) Livingston. Via Connect Appointments [Details here](#)

Production Operator (FT, Permanent), Livingston. Livingston Precision Engineering Ltd. [Details here](#)

Production Welder (FT, Contract, Permanent), Livingston. Livingston Precision Engineering Ltd. [Details here](#)

Retail Vacancies

Sales Assistant (FT and PT), Livingston. Thistle gem – Via Indeed [Details here](#)

Sales Assistant (PT), Livingston. Lidl – closes 23/08/21 [Details here](#)

Sales Assistant (PT), Livingston. Lidl – closes 19/08/21 [Details here](#)

Retail Team Member (PT), Livingston. Greggs [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](#)

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

Sales Assistant (PT) Livingston. Roman Originals [Details here](#)

Retail Sales Consultant (FT), Livingston. Beaverbrooks [Details here](#)

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

Multiple Retail Roles (FT and PT), West Lothian. Iceland [Details here](#)

Multiple Retail Roles (FT and PT) West Lothian. Home Bargains [Details here](#)

Store Assistant Days (PT), Armadale. ASDA - closes 14/08/21 [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



If you would like to find out more information, please visit us at:
www.carelinehomesupport.co.uk

Featured Local Vacancies

West Lothian Drug and Alcohol Service are seeking application for the below position detailed below:

- **Business Manager**



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

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**,

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**



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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