

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 Searching

2nd September, 11am - 12pm

Online Interview Skills

9th September, 1pm - 2pm

Customer Service

14th September, 1pm - 2pm

LinkedIn

16th September, 11am - 12pm

For more information or to register for any workshops, please click [here](#)

Alternatively contact: 0800 032 9768 or email Access2employment@westlothian.gov.uk



West Lothian Council

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

- Solicitor Property & Planning Team
- Plasterer
- Specialist Court Advocacy Worker
- Sexual Violence DASAT Worker
- Early Years Officer
- Teachers
- Joiner

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

Public Sector

Solicitor Property/Planning Team (FT, Permanent), Livingston. WLC - closes 05/09/21 [Details here](#)

Plasters (FT, Permanent), Livingston. WLC - closes 13/09/21 [Details here](#)

Specialist Court Advocacy Worker (FT, Fixed Term), Livingston. WLC - closes 12/09/21 [Details here](#)

Sexual Violence DASAT Worker (FT, Fixed Term), Livingston. WLC - closes 12/09/21 [Details here](#)

Community Work Order Supervisor (FT, Fixed Term), Livingston. WLC - closes 09/09/21 [Details here](#)

Early Year Officer (FT, Permanent), Livingston. WLC - 08/09/21 [Details here](#)

Teacher of Biology (FT, Permanent), Linlithgow. WLC - closes 05/09/21 [Details here](#)

Teacher of Chemistry (PT, Permanent), Broxburn. WLC - closes 05/09/21 [Details here](#)

Teacher - Additional Support Needs (PT, Permanent), Broxburn. WLC - 05/09/21 [Details here](#)

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

IT Project Manager (FT, Fixed Term), Livingston. WLC - closes 12/09/21 [Details here](#)







Housing Options Officer (FT, Permanent), West Lothian. WLC - 07/09/21 [Details here](#)

Cleaners (PT, Permanent), West Lothian. WLC - 07/09/21 [Details here](#)

PARENTAL EMPLOYMENT SUPPORT

FOR BUSINESSES

Access2employment offer a Parental Employment Support Fund that could help to upskill employees that are parents.

- | | | |
|---|---|--|
|  Lone Parent |  From Ethnic Minority |  Child Under 1 Year Old |
|  3+ Children |  Aged Under 25 Years Old |  Has Disability or Cares For Disabled Child |

ELIGIBILITY

If you currently employ a parent that falls into at least one of the above categories, then they may be eligible for the Parental Employment Support that can help fund training to upskill them within your business.

CONTACT US

For more information about applying, please send a note of interest to:

 pesf@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 Work Experience Programme



Are you a recent Graduate? Are you currently unemployed or working in a job that doesn't utilise your degree? Do you live in West Lothian? Are you aged 24 or under?

If you answered yes to these 4 questions then West Lothian Council's Graduate Work Experience programme may be for you.

West Lothian Council are currently seeking applications:

- **Data Analyst** (FT, Fixed Term), Livingston. WLC - closes 05/09/21 [Details here](#)
- **Digital Marketing information Officer** (FT, Fixed Term), Livingston. WLC - 05/09/21 [Details here](#)

Graduate Vacancies

Procurement Assistant – Graduate (FT), Hamilton. South Lanarkshire Council [Details here](#)

Learning and Development Graduate (FT), Kevoek, Lasswade. Dobbies Garden Centres PLC [Details here](#)

Graduate Manufacturing Scientist (FT), West Lothian. First People Solutions [Details here](#)

Graduate CAD Technician (FT), Glasgow. Captiv8 Resources Ltd [Details here](#)

Innovation and Legal Technology Graduate (FT), Glasgow. Addleshaw Goddard [Details here](#)

Innovation and Legal Technology Graduate Scheme (FT), Edinburgh. Addleshaw Goddard [Details here](#)

Graduate Sales and Marketing Advisor (FT), Edinburgh. Castle 13 [Details here](#)

Graduate Electronics Design Engineer (FT), Glasgow. RE&M [Details here](#)

Graduate Software Developer/Analyst (FT), Livingston. Savantech [Details here](#)

Life Sciences Graduate (FT), Livingston. BR Recruitment [Details here](#)

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

Graduate Civil Engineer (FT), Glasgow. MWH Treatment [Details here](#)

Graduate Operations Analyst (FT), Glasgow. McCurrach [Details here](#)

Age 16 - 24 years Featured Vacancy

STEPS2 WORK

Brightridge Houston Industrial Estate Livingston are currently seeking applications for the below position:

Role: IT & Telecoms Trainee (Full Time)

In house training will be provided.

Send your CV to: lisa.miller@westlothian.gov.uk

*16-24 year olds only - West Lothian Jobs Fund eligibility conditions apply. Open to West Lothian Residents only. Applicants aged 16-18 must be unemployed, applicants 19-24 must be 3 months unemployed or have previously engaged with MCMC or another Employability Programme.

"The employer has claimed an exception under the Equality Act 2010"

Apprenticeships

Apprentice Customer Service Advisor (FT), Livingston. Sunbelt Rentals Closes – 10/09/2021 [Details here](#)

Digital Administrator Apprentice (FT), Bathgate. QA Apprenticeships closes – 23/09/2021 [Details here](#)

Apprentice HR Administrator (FT), Livingston. Energy Assets [Details here](#)

Business Support Apprentice (FT), Livingston. Mears [Details here](#)

Systems Administrator Apprentice (PT), Edinburgh [Details here](#)

Apprentice (FT), Livingston. Kwik fit [Details here](#)

Digital Applications Apprentice (FT), Broxburn. QA Apprenticeships – closes 13/09/2021 [Details here](#)

Sales Assistant (FT), Livingston. New Look – closes 29/09/2021 [Details here](#)

Software Developer (FT), Edinburgh. Heriot-Watt – closes 09/09/2021 [Details here](#)

Code Assistant (FT), Edinburgh. Space Intelligence - closes 10/09/2021 [Details here](#)

Software Developer (FT), Edinburgh. EnergySYS - closes 09/09/2021 [Details here](#)

Data Science (FT), Glasgow. Edify - closes 05/09/2021 [Details here](#)

Software Developer (FT), Glasgow. Edify - closes 04/09/2021 [Details here](#)

Software Developer (PT), Edinburgh. PolyDigi Tech - closes 10/09/2021 [Details here](#)

Construction Vacancies

- Electrician (FT), Broxburn [Details here](#)
- Labourer (FT), Livingston [Details here](#)
- CSCS Labourer (FT), Livingston [Details here](#)
- Welders / Fabricators (FT), Livingston [Details here](#)
- Bricklayer (FT Permanent), Edinburgh [Details here](#)
- Shopfitter / Carpenter (FT Temporary), Livingston [Details here](#)
- Road Worker (FT), Linlithgow. BEAR Scotland [Details here](#)
- Carpenter and Joiner (FT), Livingston. Craig Fraser Joinery Limited [Details here](#)
- CSCS Labourer (FT), Boness [Details here](#)
- Stonemason (FT), Edinburgh [Details here](#)
- Multi-Skilled Joiner (FT Permanent), Bathgate. Masterfix GB Ltd [Details here](#)
- Sorting Line Operative (FT, Temporary), Newbridge. Via Taskmaster Resources LTD [Details here](#)

Warehouse Vacancies

- Warehouse Team Leader Night (FT, Permanent), Livingston. DHL – closes 10/09/21 [Details here](#)
- Warehouse Pickers (Temporary), Livingston. Via Blue Arrow [Details here](#)
- Warehouse Shift Manager (FT, Permanent), Bellshill. DHL – closes 10/09/21 [Details here](#)
- Warehouse Operative/ Cask Handler (FT, Temporary), West Lothian [Details here](#)
- Food Packers (FT, Temporary), Livingston. Via Blue Arrow [Details here](#)
- Warehouse Operative (FT, Permanent), Livingston. Tesco – closes 06/09/21 [Details here](#)
- Warehouse Operative Nights (FT, Permanent), Livingston. Tesco – closes 06/09/21 [Details here](#)
- Warehouse Operative Night (PT, Permanent), Livingston. Tesco – closes 06/09/21 [Details here](#)
- Selector Days (Fixed Term), Bathgate. Aldi [Details here](#)
- Selector Nights (Fixed Term), Bathgate. Aldi [Details here](#)
- Selector Chiller Days (Permanent), Bathgate. Aldi [Details here](#)

Management Vacancies

- Supervisor (permanent), Livingston/ offshore. Found Ocean [Details here](#)
- Front of House Manager (FT), Livingston. Wagamama [Details here](#)
- Senior Finance Manager (FT), West Calder. Unyte Capital Ltd [Details here](#)
- Client Services Manager (permanent), Livingston. Simply Solutions National Property Maintenance [Details here](#)
- Facilities Manager (permanent), Livingston. Simply Solutions National Property Maintenance [Details here](#)
- New Business Manager (FT Permanent), Broxburn. Northgate Vehicle Hire [Details here](#)
- Project Set Up Manager- Clinical Trials (FT), Livingston/Work from home. IQVIA [Details here](#)
- Clinical Project Manager- Early Clinical Development (FT), Livingston. IQVIA [Details here](#)
- Associate Site Activation Manager (FT), Livingston. IQVIA [Details here](#)
- Learning and Development Lead (FT), Bathgate. Road Haulage Association [Details here](#)

Featured Local Vacancy

Signpost West Lothian



Family support worker (FT, fixed term), Livingston. Closes 10/9/21
To apply [Click here](#)

Join a busy team offering support to families of young people with additional support needs across West Lothian.

West Lothian Drug & Alcohol Service

West Lothian Drug and Alcohol Service
WLDAS
Reducing Harm, Supporting Recovery

West Lothian Drug & Alcohol Service is a well-established organisation with a history and reputation for delivering a wide range of effective alcohol, drug and tobacco services throughout West Lothian.

***Therapeutic Support Service Project Worker (Young People)**

***Therapeutic Support Service Project Worker (Adult Service)**

***Project Worker Young People & Bereavement (Grief Matters)**

[Click here to apply](#)

Starting Salary – £26,511.64 per annum (FTE pro-rata)
Closes 13/09/21.

Contact: Fiona 01506 446 648 for any additional information.

Manufacturing/Production

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

Part-Time Factory Operative Evenings (PT Permanent), Bo’Ness. Bakkavor [Details here](#)

Factory Team Leader -Days & Backshift (Ft Permanent), Bo’Ness. Bakkavor [Details here](#)

Soldering Production Operator (FT Permanent), Livingston. Via Realise Recruitment [Details here](#)

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

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

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

Semi-Skilled Machine Operator (FT Permanent), Livingston. Via Connect Appointments [Details here](#)

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

Industrial Cleaner (FT Permanent), Livingston. Via BR Recruitment [Details here](#)

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

Production Operator - 3 x 12hr shifts (FT Contract), Livingston. Via Blue Arrow [Details here](#)

Production Operative (FT Permanent), Motherwell, Honeywell [Details here](#)

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

Production Operator (FT Permanent), Whitburn. Rom-Tech [Details here](#)

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

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

Production Operator- Nightshift (FT Permanent), Livingston. Mitsubishi [Details here](#)

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

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

Factory Operative (FT, Temporary), Livingston. Stafforce Managed Service [Details here](#)

Production Operator (Temporary), Edinburgh. Via Cordant People [Details here](#)

Retail Vacancies

Grounds Maintenance Expert (FT), Broxburn . Dobbies Garden Centre – closes 02/10/21 [Details here](#)

Operations Customer Advisor (PT – temp), Broxburn. Dobbies Garden Centre – closes 19/09/21 [Details here](#)

Assistant Manager (FT), Bathgate. Farm Foods [Details here](#)

Retail Assistant (PT), Livingston. Farm Foods [Details here](#)

Apprentice Supervisor (FT), Bathgate. Farm Foods [Details here](#)

Customer Assistant Market street (PT), Livingston. Morrisons – closes 13/09/21 [Details here](#)

Customer Assistant – Home delivery (PT), Livingston. Morrisons – closes 13/09/21 [Details here](#)

Home delivery Drivers (PT), Livingston. Morrisons – closes 13/09/21 [Details here](#)

Florist (FT & PT), Livingston. Morrisons – closes 13/09/21 [Details here](#)

Pharmacy (PT), Livingston. Morrisons- closes 13/09/21 [Details here](#)

Sales Assistant (PT), Livingston. WHSmiths [Details here](#)

Sales Assistant (PT), Livingston. Guess – via Indeed [Details here](#)

Store Assistant Days (PT – temp), Livingston. Asda – closes 03/09/21 [Details here](#)

Customer Delivery Driver (FT), Livingston. Asda – closes 7/10/21 [Details here](#)

Section Leader (F/T), Livingston. Asda - closes 03/09/21 [Details here](#)



We are delighted to reintroduce in person appointments at our hubs across West Lothian commencing from the below start dates:

- Bathgate Partnership Centre - 04/8/21
- Livingston North Partnership Centre - 02/08/21
- Strathbrock Partnership Centre from - 08/09/21
- Fauldouse & Blackburn Partnership Centres - 01/09/21

Contact 01506 283053 or email MacmillanWestLothian@westlothian.gov.uk to book a face to face appointment

Support by telephone, email or online is still available.

New for September 2021 short health walks leaving Bathgate Partnership Centre, led by our friendly volunteers.

Call to book your place

Office / Admin Vacancies

Finance and Administration Assistant (FT), Livingston. Mears [Details here](#)

Key Accounts & CS Administrator (FT), Livingston. Via Success Recruit [Details here](#)

Finance Assistant (FT), Livingston. Via Office Angels [Details here](#)

Stock Controller (FT), Uphall Station. Via Connect Appointments [Details here](#)

Volunteer Coordinator (FT), West Lothian. Change, Grow, Live – closes 06/09/21 [Details here](#)

Community Fund Coordinator (PT), Remote Based. Foundation Scotland – closes 13/09/21 [Details here](#)

Governance and Events Coordinator (FT), Home Based/Edinburgh. Ramblers – closes 12/09/21 [Details here](#)

Wedding & Special Events Coordinator (FT), Ingliston. Royal Highland & Agricultural Society of Scotland – closes 06/09/21 [Details here](#)

Revenues Officer x 3.5 (FT & PT), Bathgate. West Lothian Council – Closes 05/09/21 [Details here](#)

Administrator/Finance Officer (FT), West Lothian/Edinburgh. ERS – closes 30/09/21 [Details here](#)

Committee Administrator (FT), Edinburgh. NHS Scotland – closes 09/09/21 [Details here](#)

Business Support Administrator (FT), Edinburgh. NHS Scotland – closes 03/09/21 [Details here](#)

Business Relationship Administrator (FT). Linlithgow. Policy Services Ltd [Details here](#)

Sales Administrator (FT), Bathgate. JGas [Details here](#)

Helpdesk Administrator (FT), Livingston. H&J Martin – closes 09/09/21 [Details here](#)

Customer Care Administrator (FT), Livingston. Bellway Homes – closes 10/09/21 [Details here](#)

Front Desk Receptionist (PT), Bathgate. M-Brace Orthodontics – closes 10/09/21 [Details here](#)

Receptionist/Admin Assistant (FT), Broxburn. Europa Bathrooms [Details here](#)

Administrative Assistant (FT), Broxburn. NHS Scotland – closes 03/09/21 [Details here](#)

Administrator (FT Temporary), Grangemouth. Via Manpower [Details here](#)

Hire Desk Administrator (FT), Bathgate. Eurohiredrive [Details here](#)

Hospitality Vacancies

Kitchen Team Member (FT), Livingston. Pizza Express – closes 05/09/21 [Details here](#)

Kitchen Team Member (FT), Livingston. Beefeater – closes 30/09/21 [Details here](#)

Grill Chef (FT), Livingston. Beefeater – closes 30/09/21 [Details here](#)

Deputy Manager (FT) Mid Calder. Fork and Field - Via Indeed [Details here](#)

Delivery Drivers (FT & PT), Livingston. Tony2Go – via indeed [Details here](#)

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

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

Barista (PT) Livingston. Almondvale Costa Coffee [Details here](#)

Front of House (PT), Livingston. Nando's [Details here](#)

Deputy General Manager (FT), Livingston. Nando's [Details here](#)

Waiting Staff (PT) Livingston. Prezzo [Details here](#)

Restaurant customer Advisor (PT), Broxburn. Dobbie's Garden Centre – closes 21/09/21 [Details here](#)

Reception Supervisor (FT) Livingston. Mercure Hotel - via Indeed [Details here](#)

Restaurant Crew Member (FT, Temporary) Livingston. Burger King [Details here](#)

Food service Team Member (FT) Livingston. Baxter Story [Details here](#)

Cleaner (PT), Livingston. Prezzo [Details here](#)

Chef (F/T & P/T), Livingston. Wagamama [Details here](#)

Featured Vacancy

Citizens Advice Bureau

Child Poverty Advisor
[Click here](#) to apply

Salary – £25,000 per annum

Citizens Advice Bureau West Lothian are looking for a suitable experienced adviser to focus on the reduction and prevention of child poverty within the West Lothian area.

For further details and information please email:
enquiries@cabwestlothian.casonline.org.uk



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](#)

Valneva - 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](#)



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

