

# VACANCY BULLETIN

## Employment Workshops - Online!

Join any of our **Access2Employment** workshops to give you the confidence and skills to successfully find and apply for job vacancies and to succeed in an interview.

Our dedicated advisers will help you every step of the way in a friendly and supportive environment.

### CV Preparation

21st September, 11am - 12pm

### Wellbeing

23rd September, 10am - 12pm

### Online Interview Skills

23rd September, 11am - 12pm

### Customer Service

28th September, 1pm - 2pm



## A2E CV Preparation Workshop

Our new and improved CV workshop will take you through creating a CV to get you the best job for your skills and experience.

Our CV Workshop will include:

- 
- Why we have a CV
  - The Winning Formula for a CV
  - Building your CV Contact Details
  - **Personal Profile**
  - **Skills & Experience**
  - **Education & Achievements**
  - **Hobbies & Interests**
  - How to adapt & match your CV to the Job you are applying for.
  - Top Tips & your next steps working with Access to Employment.

> REGISTER NOW



West Lothian Council

There are 65 vacancies currently available in West Lothian on My Job Scotland, including:

- Community Estate Officer
- Careline Adviser
- Pupil Support Worker
- Engineer - Structure
- Road Operative
- Senior Development Worker
- Breakfast Supervisor Assistant

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

## Public Sector

Community Estate Officer (FT, Permanent), Whitburn. WLC - closes 26/09/21 [Details here](#)

Community Sport Coordinator (FT, Fixed Term), West Lothian. WLC - closes 26/09/21 [Details here](#)

Passenger Escort (PT, Fixed Term), Bathgate. WLC - 19/09/21 [Details here](#)

Careline Adviser (PT, Fixed Term), Livingston. WLC - 26/09/21 [Details here](#)

Catering Assistant (PT, Temporary & Permanent), WLC - closes 18/09/21 [Details here](#)

Roads Operative (FT, Permanent), Bathgate. WLC - 26/09/21 [Details here](#)

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

Inspector/Clerk of Works (FT, Permanent), Bathgate. WLC - closes 26/09/21 [Details here](#)

Advanced Pupil Support Worker (PT, Fixed Term), Livingston. WLC - 26/09/21 [Details here](#)

Breakfast Supervisory Assistant (PT, Fixed Term), Mid Calder. WLC - 26/09/21 [Details here](#)

Nursery Nurse (FT, Fixed Term), Whitburn. WLC - closes 26/09/21 [Details here](#)

Advanced Pupil Support Worker (PT, Fixed Term), Blackburn. WLC - 26/09/21 [Details here](#)

Clerical Assistant (PT, Fixed Term), Livingston. WLC - 26/09/21 [Details here](#)

Driver Labourer (FT, Permanent), Livingston. WLC - 03/10/21 [Details here](#)

# Apprenticeship & Graduate Opportunities



For Information on Apprenticeship vacancies, check the Apprenticeship.scot website [here](https://www.apprenticeshipscot.gov.uk)

For Information on Graduate vacancies, check the Prospects.ac.uk website [here](https://www.prospects.ac.uk)

## Age 16 - 24 on Universal Credit?



There are a number of jobs available in West Lothian & the surrounding areas if you are currently aged between 16 - 24 years and in receipt of Universal Credit.

**ADM Mobility (AbleWorld), Broxburn**  
Role: Sales Assistant 25hrs per week

**Linen Laundrette, Houston Industrial Estate**  
Role: Laundry Operative 25hrs per week  
Role: Deliver Assistant 25hrs per week

To apply: Please contact your jobcentre work coach.

Alternatively email [stepsn2work@westlothian.gov.uk](mailto:stepsn2work@westlothian.gov.uk) for any application guidance or support.

**\*\*Positions available via the kickstart scheme will provide training opportunities\*\***

## Graduate Vacancies

Graduate Programme Finance, Livingston. Sky [Details here](#)

Graduate Programme Technology Rotational, Livingston. Sky [Details here](#)

Graduate Programme Change Delivery, Livingston. Sky [Details here](#)

Investment Research Graduate Programme 2022, Edinburgh. Baillie Gifford via Bright Network [Details here](#)

Graduate Quantity Surveyor (FT), Newbridge. Clark Contracts [Details here](#)

Graduate Advanced Manufacturing - Energy and Marine, Rosyth. Babcock International [Details here](#)

Graduate Business Analyst (FT), Livingston. Energy Assets Ltd [Details here](#)

Graduate Web Developer and Marketing Assistant (FT), Edinburgh. RECRUITMENT [Details here](#)

Science Graduate, Falkirk. Rentokil [Details here](#)

Graduate Analyst 2022, Edinburgh. Stantec [Details here](#)

Pathways Leadership Program: Operations Manager Graduate, UK. Amazon [Details here](#)

## Age 16 - 24 years Featured Vacancy



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](mailto: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

Graduate Apprenticeship Civil Engineer, Livingston. WGM Engineering [Details here](#)

Modern Apprentice Sales Assistant, Livingston. New Look [Details here](#)

Modern Apprenticeship Civil Engineer, Livingston. WGM Engineering [Details here](#)

Modern Apprenticeship Document Management Assistant, Edinburgh. Via Rewards Training [Details here](#)

Apprentice Travel Consultant, Livingston. Hays Travel [Details here](#)

Retail Network Apprenticeships, Edinburgh. BMW [Details here](#)

Modern Apprenticeship Receptionist/Administrator, Edinburgh. Amey [Details here](#)

Apprentice Digital Office Assistant, Livingston. General and Technical Flooring [Details here](#)

Apprentice Baker, Edinburgh. Company Bakery [Details here](#)

Apprentice Facilities Team Member, Edinburgh. Prospect Housing, Edinburgh [Details here](#)

Army Apprentice (FT), MOD. Scotland [Details here](#)

Royal Navy Apprenticeships (FT), Mod. UK [Details here](#)

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

Childcare Modern Apprenticeship (FT), Currie [Details here](#)

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

## Construction Vacancies

Civil Groundworker (FT), Livingston. WGM Engineering

[Details here](#)

Electrical Project Engineer (FT), Livingston. WGM

Engineering [Details here](#)

Electrician (FT), Fife. Centrica [Details here](#)

Non CSCS Labourer (FT), Edinburgh. Hays [Details here](#)

Joiner (FT), Edinburgh. Hays [Details here](#)

Groundworker (FT), Livingston. WGM Engineering

[Details here](#)

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

Plumbers x2 (FT), Livingston. West Lothian Council – closes

31/10/21 [Details here](#)

Data Cabling Engineer (FT), Livingston [Details here](#)

## Warehouse Vacancies

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

Warehouse Operative Days (FT, Permanent), Livingston.

DHL – closes 24/09/21 [Details here](#)

Warehouse Operative Nights (FT, Permanent), Livingston.

DHL – closes 24/09/21 [Details here](#)

Warehouse Cleaning Operative Weekend (PT, Permanent),

Livingston. SE Commercial Services [Details here](#)

Warehouse Operative (FT, Permanent), Bathgate.

Alexander (Scotland) & CO LTD [Details here](#)

Recycling Operative (FT, Contract), Livingston. PMP

Recruitment [Details here](#)

Warehouse Operatives Nightshift (FT, Temporary),

Newbridge. DX Recruitment Scotland Ltd [Details here](#)

Warehouse Operative Days (Ft, Permanent), Motherwell.

Hermes [Details here](#)

Warehouse Operative (FT, Permanent), Livingston. Tesco

UK - closes 01/10/21 [Details here](#)

Warehouse Operative Nightshift (FT, Permanent),

Livingston. Tesco UK – closes 01/10/21 [Details here](#)

Warehouse Operative (PT), Livingston. Tesco UK – closes

01/10/21 [Details here](#)

## Management Vacancies

Deputy/Assistant Nursery - Livingston Village (FT), Livingston.  
Busy Bees- closing 11/11/21 [Details here](#)

Project Change Lead, Livingston. Sky [Details here](#)

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

Website Experience Manager (FT), Broxburn. Ooni [Details here](#)

Engineering Manager (FT Permanent), Livingston. First Careers  
[Details here](#)

Housing Manager (FT Permanent), Bathgate. West Lothian  
Council [Details here](#)

Store Manager (FT), Bathgate. Tool Station- closes 20/09/21  
[Details here](#)

Shift Leader (PT), Livingston. Foot Locker [Details here](#)

Shift Manager (FT Permanent), Livingston. Burtons Biscuits  
[Details here](#)

Store Manager (FT Permanent), Livingston. Sunglass  
Hut/Luxottica UK [Details here](#)

Assistant Manager (FT Permanent), Livingston. Guess [Details here](#)

Warehouse Service Team Manager Nightshift (FT), Livingston.  
Tesco- closes 20/09/21 [Details here](#)

## Featured Local Vacancies

### Diamond Home Assist



Community Support Worker (West Lothian)

Working in the community to support people with disabilities,  
complex needs and the elderly.

Part-time and Full-time positions available send CV [here](#)

### West Lothian Drug & Alcohol Service



\*Project Worker - Therapeutic Support Service

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

\*Project Worker - Grief Matters

[Click here to apply](#)

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.

## Scotmid in Armadale are seeking;

Full time Customer Service/Home Delivery Driver

Click [here](#) to follow the link to apply.

For all other vacancies click [here](#)





# Manufacturing/Production

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

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

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

EHS Advisor (FT Permanent), Bathgate. Catalent [Details here](#)

Medical Kit Builder (FT Contract), Livingston. IQVIA [Details here](#)

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

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

Team Manager x 2 (FT Permanent), Bathgate. Genius Foods [Details here](#)

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

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

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

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

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

Production Planner (FT Permanent), Livingston. Via HRC Recruitment [Details here](#)

Production Team Leader (FT Permanent), Edinburgh. Via DEFOUR Partnership [Details here](#)

Operations Lead Manufacturing (FT Permanent), Edinburgh. Via Defour Partnership [Details here](#)

Production Operatives (FT Permanent), Bathgate. Via Connects Appts [Details here](#)

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

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

Production Operators (FT Temporary), Livingston. Young’s Seafood [Details here](#)

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

# Retail Vacancies

Store Colleague (PT), Livingston. Pets at Home – closes 23/10/21 [Details here](#)

Store Member Assistant (PT Permanent), Livingston. Home Bargains – closes 02/10/2021 [Details here](#)

Store Manager (FT), Livingston. Flannels [Details here](#)

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

Assistant Store manager (FT), Livingston. Flannels [Details here](#)

Store Assistant Nights (PT Temporary), Livingston. Asda Supercentre – closes 17/09/21 [Details here](#)

Customer Delivery Driver (PT) Livingston. Asda Supercentre – Closes 16/12/21 [Details here](#)

Online Service Colleague (PT), Livingston. Asda Supercentre – closes 30/09/21 [Details here](#)

Sales Assistant (PT), Bathgate. WHSmith [Details here](#)

Night Manager (FT), Bathgate. Morrisons – closes 26/09/21 [Details here](#)

Sales Assistant (PT), Livingston. Superdry – closes 29/09/21 [Details here](#)

Sales assistant (FT), Livingston. Tile Giant – Via Indeed [Details here](#)

Sales Assistant(PT), Livingston. Shoe Zone – closes 9/10/21 [Details here](#)

Sales Team Mate (PT), Livingston. Under Armour [Details here](#)

Seasonal Retail Assistant (PT), Livingston. The Range [Details here](#)

Cleaning Assistant (PT), Livingston. The Range – closes 28/09/21 [Details here](#)

Click here to apply!

## BURTON'S BISCUIT CO

### JOB OPPORTUNITIES ARE AVAILABLE NOW!



COME AND BE PART OF THE MIX. VIEW OUR JOB OPPORTUNITIES AT OUR EDINBURGH AND LIVINGSTON BAKERIES

**EDINBURGH BAKERY**  
QUALITY HOUSE, SIGHTHILL INDUSTRIAL ESTATE, CALDER ROAD, EDINBURGH, MIDLOTHIAN, EH11 4HN

**LIVINGSTON BAKERY**  
PATERSON ARRAN, THE ROYAL BURGH BAKERY, NETTLEHILL ROAD, HOUSTON INDUSTRIAL ESTATE, LIVINGSTON, EH54 5DN

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- VARIOUS SHIFTS
- WORKING WEEK IS MON - FRIDAY
- £9.83 - £10.87 PER HOUR
- FIXED TERM AND PERM AVAILABLE
- FULL TRAINING PROVIDED
- PART-TIME & FULL TIME
- FIXED TERM CONTRACT BONUS\*\*



## Office / Admin Vacancies

Recruitment Consultant (FT Permanent), Livingston – closes 22/09/2021 [Details here](#)

Bottling and Logistics Administrator (FT Permanent), Livingston – closes 18/09/2021 [Details here](#)

Banking Administrator (FT), Edinburgh. Charles River – closes 16/09/2021 [Details here](#)

Store Member Assistant (PT Permanent), Livingston. Home Bargains – closes 02/10/2021 [Details here](#)

On Call Customer Service Assistant (PT), Edinburgh. Lloyds Banking – closes 16/09/2021 [Details here](#)

Office Administrator (FT Permanent), Livingston. Capital Cleaning Services – closes 24/09/2021 [Details here](#)

Operations Administrator (FT Contract), Bathgate. Via Office Angels [Details here](#)

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

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

Transport Administrator (FT), Bathgate. Via Manpower [Details here](#)

Executive Administration Assistant (FT Fixed Term), Livingston. IQVIA [Details here](#)

Programme Coordinator (PT), Fife/Home Based. Leonard Cheshire – closes 11/10/21 [Details here](#)

Power Planning Administrator [Details here](#)

Admin Assistant/Receptionist (FT), St Johns Livingston. NHS Scotland – closes 23/09/21 [Details here](#)

Administrator (FT), Newbridge. Bidfood [Details here](#)

Finance and Payroll Administrator (FT), Broxburn. ION Care and Support Ltd [Details here](#)

Administrator (PT Temporary), Livingston. Via Blue Arrow [Details here](#)

Services Contracts Coordinator (FT), Livingston. Kinly [Details here](#)

Special Events Admin Assistant (FT), Uphall. Macdonald Houston House Hotel [Details here](#)

## Hospitality Vacancies

Chef (FT), Livingston. Frankie and Benny's – closes 4/10/21 [Details here](#)

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

Chef(FT), Livingston. Wagamama [Details here](#)

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

Server (PT), Livingston. Chiquito – closes 06/10/21 [Details here](#)

Assistant Manager (FT), Livingston. Chiquito – closes 04/10/21 [Details here](#)

Kitchen Team Leader (FT), Bathgate. Toby Carvery [Details here](#)

Food Production Operative (FT), Bathgate. Toby Carvery [Details here](#)

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

Head chef (FT), Livingston. Tony Macaroni [Details here](#)

Pizza Chef (FT), Linlithgow. The Bridge Inn – Closes 30/09/21 [Details here](#)

Breakfast Chef (FT), South Queensferry. Scotts – Closes 30/09/21 [Details here](#)

Commis Chef (FT), Linlithgow. The Bridge Inn – Closes 30/09/21 [Details here](#)

Chef d Partie (FT), South Queensferry. Scotts – Closes 30/09/21 [Details here](#)

Bar Person/ Server (FT or PT) Livingston. La campana [Details here](#)

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

Barista (PT) Bathgate. Costa Tesco's [Details here](#)

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

Kitchen Team Member (PT), Livingston. Deer Park Beefeater – closes 28/10/21 [Details here](#)

Grill Chef (FT), Livingston. Deer Park Beefeater – closes 08/10/21 [Details 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](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**,

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](#)

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](mailto:access2employment@westlothian.gov.uk)



[Book an appointment](#) online

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

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