

VACANCY BULLETIN

Challenging Poverty Week

Challenge Poverty week 2021

In support of Challenge poverty week 2021 Access2employment will be delivering a week of workshops designed to cover all you need to know when looking for work.

- Are you considering your current employment status, new directions and different choices?
- Are you worried or excited about how this new normal will affect you personally?
- How do we ensure our mindset is ready for the new challenge?
- Do you need advice on how this will impact your finances, incomings and outgoings?
- How do you put an effective plan in place to ensure you are in the best position for looking for work?

Regardless of your own concerns, circumstances, aspirations and background, there are sessions that will be of benefit to you.....and help you take that next step towards your new career.

Challenge Poverty Week 2021 Employability workshops

Monday 4th Oct	Tuesday 5th Oct	Wednesday 6th Oct
10am - 11am Transferable skills 2pm - 3pm Effective job searching	11am-12pm Money Matters 1pm - 2pm CV workshop	10am-11am Interview skills 1:30pm - 2:30pm Positive mindset, stress management
Thursday 7th Oct	Friday 8th Oct	
10am-11am Dealing with the knocks 11am - 11:45 Starting a business 2pm - 3pm Online Interview	9am - 3pm WLC Facebook Jobs Fair and Work club	

You can attend all of the workshops or sign up to the ones that are relevant to you by clicking [Register now](#) or call **0800 032 9768**

[REGISTER NOW](#)



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

- Senior Development Worker
- Social Care Support Worker
- IT AV Engineer
- Information Advice Officer
- Electricians Various Grades
- Fire Officer
- Plasterer

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

Public Sector

Waste Operative D, Various Recycling Centre's (FT Permanent) - closes 03/10/21 [Details here](#)

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

Catering Assistant (PT Permanent), Livingston. Various Locations - closes 03/10/21 [Details here](#)

Senior Development Worker (FT Permanent), Bathgate. WLC - 03/10/21 [Details here](#)

Pupil Support Worker (Ft Permanent), Addiewell. WLC - closes 10/10/21 [Details here](#)

Information Advice Officer (FT Fixed Term), Bathgate. WLC - closes 10/10/21 [Details here](#)

Plasterers (FT Permanent), Livingston. WLC - closes 24/10/21 [Details here](#)

Cleaner (PT Temp & Perm), West Lothian. WLC - closes 04/10/21 [Details here](#)

Customer Service Officer (PT, Temp & Perm), Broxburn. WLC - closes 03/10/21 [Details here](#)

Activity Co Ordinator (PT Permanent), Livingston. WLC - closes 03/10/21 [Details here](#)

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

Plumbers (FT Permanent), Livingston. WLC - closes 31/10/21 [Details here](#)

Joiner (Ft Permanent), Livingston. WLC - closes 30/11/2021 [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](#)

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.

Citizen Advice Bureau, West Lothian

Role: Project Support Administrator 25hrs/week

(To apply: Please contact your job centre work coach.

Alternatively email stepsn2work@westlothian.gov.uk for any application guidance or support.

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

Graduate Vacancies

Graduate Options – Software Engineer (FT), UK Wide. First Derivative [Details here](#)

Graduate Data Engineer (FT), UK Wide. Elastacloud – closes 31/10/2021 [Details here](#)

Graduate Programme (FT), UK wide. William Grant & Son – closes 12/10/2021 [Details here](#)

Business Analyst Graduate Programme (FT), UK Wide. Capita – closes 10/10/2021 [Details here](#)

Graduate Software Developer (FT), Glasgow. HMRC - FDM – closes August 2022 [Details here](#)

Graduate Software Test Consultant (FT), Glasgow. FDM – closes August 2022 [Details here](#)

Graduate Technical Consultant (FT), Glasgow. FDM – closes August 2022 [Details here](#)

Graduate Technical Operations Consultant (FT), Glasgow. FDM – closes August 2022 [Details here](#)

Project Management Graduate Programme (FT), Glasgow. Capita – closes 10/10/2021 [Details here](#)

Graduate Software Developer (FT), Edinburgh. TATA Consultancy Services Ltd [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

***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 Apprentice, Risk & Assurance, Edinburgh. Heriot Watt University [Details here](#)

Modern Apprentice Sandwich Artist (PT), Livingston. Subway [Details here](#)

Modern Apprentice BMW Aftersales Customer Service Parts Advisor, Edinburgh. Eastern Motor Company BMW. [Details here](#)

Modern Apprentice Business and Administration Operations. Bathgate. Microcom Training [Details here](#)

Modern Apprenticeship Retail Assistant, Edinburgh. New Look [Details here](#)

Modern Apprenticeship Healthcare Support Worker (Various), Edinburgh. NHS [Details here](#)

Roof Slater/Tiler Apprenticeship, Linlithgow. D Watson Roofing Ltd [Details here](#)

Border Force Apprentice, Edinburgh. Home Office [Details here](#)

Modern Apprenticeship Help Desk Administrator/ Digital Marketing, Edinburgh. Skanska [Details here](#)

TUI Retail Apprentice, Livingston. TUI [Details here](#)

Modern Apprenticeship Vehicle Parts Assistant, Newbridge. Scania GB LTD [Details here](#)

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

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

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

Construction Vacancies

Welder (FT), Rosyth. Babcock International – closes 04/10/21 [Details here](#)

Mechanical Warranty Engineer (FT), Rosyth. Babcock International [Details here](#)

Electrician (FT), Livingston. West Lothian Council – closes 10/10/21 [Details here](#)

Plasterer (FT), Livingston. West Lothian Council – closes 24/10/21 [Details here](#)

Building Standards Senior Structural Engineer (FT), Livingston. West Lothian Council – closes 10/10/21 [Details here](#)

Traffic Management Operative (FT), Livingston. The Clancy Group – closes 23/11/21 [Details here](#)

Painter & Decorator (FT), Edinburgh [Details here](#)

Road Works Officer (FT), North Lanarkshire Council. – closes 05/10/21 [Details here](#)

Builder (FT), Livingston. West Lothian Council – closes 03/10/21 [Details here](#)

Joiner (FT), Livingston. West Lothian Council – closes 30/11/21 [Details here](#)

Warehouse Vacancies

Warehouse Operators (FT Temporary), Bathgate. Via Staffplus Recruitment [Details here](#)

Warehouse Picker (FT Permanent), Livingston. Via Staff Buddy [Details here](#)

Warehouse Operative (FT Temporary), Livingston. Via Pertemps network Group [Details here](#)

Stockroom Assistant (FT Permanent), Livingston. British Heart Foundation – closes 11/10/21 [Details here](#)

Warehouse Operative (FT Permanent), Newbridge. Bestway Wholesale [Details here](#)

Warehouse Stock and Integrity Clerk (FT Permanent), Livingston. Tesco – closes 02/10/21 [Details here](#)

Sortation Associate (Temporary), Livingston. Amazon [Details here](#)

Warehouse Operative (FT, Permanent), Livingston. Tesco UK – closes 01/10/21 [Details here](#)

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

Warehouse Operative Night (FT, Permanent), Livingston. DHL – closes 01/10/21 [Details here](#)

Warehouse Pickers Sunday to Thursday (PT Temporary), Livingston. Via Blue Arrow [Details here](#)

Management Vacancies

Associate Manager- Inside Sales- Global Market Insights (FT), Livingston. IQVIA [Details here](#)

Director of Business Systems (FT), Livingston. IQVIA [Details here](#)

Regulatory Affairs Manager- Clinical Trials (FT), Livingston. IQVIA [Details here](#)

Project Set- Up Manager in Clinical Trials (FT), Livingston. IQVIA [Details here](#)

General Manager (FT), Livingston. DS Smith [Details here](#)

Production Manager (FT), Linlithgow. Findlater's Fine Foods Ltd [Details here](#)

Shift Manager (FMCG/ Manufacturing) (FT Permanent), Livingston. Burton Biscuits Co [Details here](#)

Squad Manager (Permanent), Livingston. Sky [Details here](#)

Delivery Manager (Permanent), Livingston/ Flexible location. Sky [Details here](#)

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

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

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

Quality Assurance Manager (FT), Bo'ness. Bakkavor [Details here](#)

Store Manager (FT), Livingston. Cotswold Outdoor- closes 18/10/21 [Details here](#)

Team Manager- Buildloan Broker Desk, Livingston. BuildStore [Details here](#)

Warehouse Service Team Manager Nightshift (FT), Livingston. Tesco- closes 06/10/21 [Details here](#)

Featured Local Vacancies

City & County Healthcare Group West Lothian are seeking:



- Care Assistant (Pay Rate: £9.50 - £10.50 per hour)

Outline of duties: Personal care, preparing and serving meals/snacks, assistance with medication, light domestic duties, companionship

For more information and how to apply click [here](#)

Four Season's Window Cleaning

- Windows cleaners position 25h/week

Outline of duties: cleaning of domestic windows, use of ladder. No experience necessary as full training will be provided, uniform will be provided on completion of probation period.

To apply send CV [here](#)



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](#)

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

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

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

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

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

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

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

Packing Operator - 3 Shift Rotation (FT Contract), Bathgate. Via Blue Arrow [Details here](#)

Nightshift Production Operator (FT Contract), Livingston. Via Connect Appts [Details here](#)

Production Supervisor (FT Permanent), Livingston. Via Global Logistics Staff Ltd [Details here](#)

Packing & Production Operators – Christmas Temps (FT Contract), Livingston. Via Blue Arrow [Details here](#)

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

Production Manager (FT Permanent), Linlithgow. Findlater Fine Foods [Details here](#)

Clinical Trials Materials Technician -Kit Builder (FT Permanent), Livingston. IQVIA [Details here](#)

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

Production Operative (FT Permanent), Ladywell. Via Connect Appts [Details here](#)

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

Senior Operative (FT Permanent), Ladywell. Via Connect Appts [Details here](#)

Production Operator (FT Temporary), Livingston. Young Seafood via Stafforce [Details here](#)

Production Operative (FT), Livingston. Via Randstad CPE [Details here](#)

Machine Operator (Temporary), (FT), Livingston. via Blue Arrow [Details here](#)

Retail Vacancies

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

Customer Service Assistant (PT), Pumpherston Livingston. Scotmid – closes 15/10/21 [Details here](#)

Customer Service Assistant (PT), Deans Livingston. Scotmid – closes 09/10/21 [Details here](#)

Customer Assistant (PT Permanent), Ladywell Livingston. [Details here](#)

Store Assistant – Days (PT Temporary), Armadale – closes 30/09/2021 [Details here](#)

Retails Assistant (FT Permanent), Livingston. Farmfoods [Details here](#)

Sales Assistant (FT / PT, Livingston. WHSmith [Details here](#)

Customer Assistant (PT), Livingston. Marks & Spencers [Details here](#)

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

Retail Assistant (PT Permanent), Livingston. The Food Warehouse [Details here](#)

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

Customer Sales Advisor (PT), Livingston. Halfords [Details here](#)

Casual Stocktaker (FT), Livingston [Details here](#)

Stock Assistant (FT), Edinburgh. Next PLC [Details here](#)

Stock Assistant (FT), Livingston. Aldi [Details here](#)

Team Leader (FT), Livingston. The Body Shop [Details here](#)

Key Holder / Sales Assitant (PT Permanent), Livingston. The Fragrance Shop [Details here](#)

Key Holder (FT), Livingston. Puma [Details here](#)

Customer and Trading Manager (PT), Livingston. Sainsbury’s [Details here](#)

General Sales Assistant (PT Temporary), Livingston. Matalan [Details here](#)

Retail Trainee Lab Technician (FT Permanent), Bathgate. Specsavers [Details here](#)

Temporary Retail Supervisor (PT Temporary), Livingston. Forever Love [Details here](#)

West Lothian Drug & Alcohol Service

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

***Bereavement and young People Worker, Grief Matters**
part time 25 hours per week

Starting Salary - £26,511.64 per annum (FTE pro - rata)

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.

[Click here to apply.](#)

Office / Admin Vacancies

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

Interim Fundraising & Marketing Assistant (FT), Home Based/Edinburgh. Age Scotland – closes 17/10/21 [Details here](#)

Training Officer (PT Fixed Term), Livingston. Citizens Advice Bureau – closes 24/10/21 [Details here](#)

Administrator (FT), Livingston. Clancy [Details here](#)

Office Administration (FT), Broxburn. Europa Bathrooms [Details here](#)

Office Administrator (FT), Livingston. Nisha Enterprises [Details here](#)

HR & OD Administrator (FT Fixed Term), Remote Working/Edinburgh. Via Pertemps [Details here](#)

Weekend Receptionist (PT), Bathgate. Kaim Park Hotel [Details here](#)

Receptionist Evenings (PT), Newbridge. Via Uber Recruit [Details here](#)

Customer Experience Team (FT & PT Temporary), Livingston. Schuh [Details here](#)

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

Customer Service Officer x2 (PT Temp & Perm), Broxburn/Linlithgow. West Lothian Council – Closes 3/10/21 [Details here](#)

HR Administrator (FT or PT), Home/Office Based. Volunteering Matters – Closes 6/10/21 [Details here](#)

Finance & Administration Assistant (PT Permanent), Bathgate. Livingston Cleaning Services – closes 27/10/21 [Details here](#)

Business Continuity Adviser (FT Permanent), Edinburgh. Scottish Government – closes 21/10/21 [Details here](#)

HR Support Officer (FT Permanent), Edinburgh. Scottish Government – closes 30/09/21 [Details here](#)

Information and Cyber Security Officer (FT Permanent), Livingston. Scottish Government – closes 06/10/21 [Details here](#)

Development Officer (PT), West Calder. West Calder and Harburn Community Development Trust – closes 10/10/21 [Details here](#)

Contact Tracing Team Leader (FT Fixed Term), Home Working. NHS Scotland – closes 03/10/21 [Details here](#)

Hospitality Vacancies

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

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](#)

Crew Member (FT), Livingston. McDonalds [Details here](#)

Overnight Crew Member (FT), Livingston. McDonalds [Details here](#)

Team Member (FT), Livingston. KFC [Details here](#)

Store Team Member Café and Bakery (PT), Livingston. Home Bargains – closes 27/10/2021 [Details here](#)

Food and Beverage Assistant (FT), Livingston. Don Pollo Peri Peri [Details here](#)

Restaurant Assistant (PT Temporary), Livingston. Dobbies Garden Centre – closes 22/10/2021 [Details here](#)

Team Member – Kitchen (FT), Bathgate – closes 01/10/2021 [Details here](#)

Front of house / Barista (PT Temporary), Livingston – closes 07/10/2021 [Details here](#)

Chef/Cook (FT Permanent), Linlithgow. HC-One Ltd – closes 22/10/2021 [Details here](#)

Kitchen Team (FT Permanent), Livingston. Pizza Express – closes 22/10/2021 [Details here](#)

Waiter/Waitress (FT Permanent), Livingston. Pizza Express – closes 22/10/2021 [Details here](#)

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

Front of House Roles (FT Permanent), Edinburgh. The Alchemist Bar & Restaurant [Details here](#)

Team Member - House Keeping (Contract), Livingston. Premier Inn [Details here](#)

Advice Shop



Are you worried about the financial costs of moving into work? Do you have debt which is out of control? Are you concerned about rising energy costs.

The Advice Shop is a free, impartial and confidential service and is here to help with queries on benefits, debts, housing or energy advice.

For more information, or to request advice or assistance, please contact the Advice Shop [here](#) or call **01506 283000**

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](#)



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