

# 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:

- IT AV Engineer
- Information Advice Officer
- Electricians Various Grades
- Fire Officer
- Plasterer
- Supervising Social Worker
- Personal Care Worker

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

## Public Sector

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](#)

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

Joiner (FT Permanent), Livingston. WLC - closes 30/11/21 [Details here](#)

Property Capital Programme & Projects Principal (FT Permanent), Livingston. WLC - closes 13/10/21 [Details here](#)

Supervising Social Worker (Ft Permanent), Broxburn. WLC - closes 13/10/21 [Details here](#)

Support at Home - Personal Care Workers (Pt Permanent), West Lothian. WLC - closes 13/10/21 [Details here](#)

Social Care Practitioner (PT&FT Permanent & Temporary), Whitburn. WLC - 13/10/21 [Details here](#)

Head of Service, Housing, Customer 7 Building Services (FT Permanent), Livingston. WLC - closes 10/10/21 [Details here](#)

Customer Service Centre Advisers (FT & PT Permanent), Livingston. WLC - closes 10/10/21 [Details here](#)

Electricians Various Grades (FT Permanent), Livingston. WLC - closes 10/10/21 [Details here](#)

Building Standards Senior Structural Engineer (FT Permanent), Livingston. WLC - closes 10/10/21 [Details 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.

## West Lothian Council

**Role: Trainee Facilities Management Assistant School based**  
**Element Materials Technology Shared Services Limited**

**Role: Sales Ledger Admin Assistant**  
**HR Administration Assistant**  
**Accounts Payable Administrator**

## Hunthtlen Ltd

**Role: Charcuterie Production Assistant, West Calder**

## McNicoll Vehicle Hire Ltd:

**Role: Valet, Uphall**

## CDS (Superstore International) Ltd (The Range)

**Role: Retail Assistant, Livingston**

## Eagle Courier

**Role: Operations Assistant (37.5hrs-£9.50)**

## Livingston FC

**Role: Catering Assistant (25hrs - NMW)**

## Ingliston Hotels Limited

**Role: Breakfast Assistant (25hrs - NMW)**

**General Assistant (25hrs - NMW)**

## Rioch and Robertson( Nurture Nursery)

**Role: Nursery Housekeeper, Bathgate**

(To apply: Please contact your job centre 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

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

**Project Coordinator/Data Analyst (FT), Livingston.**  
**IntaPeople Limited [Details here](#)**

**Graduate Opportunities (FT), Edinburgh. Cushman & Wakefield [Details here](#)**

**Operations Graduate (FT), Newbridge. VPZ [Details here](#)**

**Audit Graduate Programme 2022 (FT), Across Scotland.**  
**Anderson Anderson and Brown Careers – closes 04/11/21 [Details here](#)**

**Business Advisory Group Graduate Programme 2022 (FT), Across Scotland.**  
**Anderson Anderson and Brown Careers – closes 04/11/21 [Details here](#)**

**Software and Systems Graduate Programme 2022 (FT), Across Scotland.**  
**Anderson Anderson and Brown Careers – closes 04/11/21 [Details here](#)**

**Wealth Management Graduate Programme 2022 (FT), Across Scotland.**  
**Anderson Anderson and Brown Careers – closes 04/11/21 [Details here](#)**

# Apprenticeship & Graduate Opportunities



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

## 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

**IT Support Engineer Apprentice, Edinburgh. QA Limited**  
**[Details here](#)**

**Apprentice Administration Assistant, Edinburgh. NSL**  
**[Details here](#)**

**Apprentice Transport Admin Assistant, Shotts. Davidson Brothers (Shotts) Ltd [Details here](#)**

**Apprentice Light Vehicle Mechanic, Bathgate. RCA Garage Services [Details here](#)**

**Apprentice Office Junior/Administrator, Edinburgh.**  
**Corstorphine Gas Services Ltd [Details here](#)**

**Apprentice Business and Administration Operations Assistant. Bathgate [Details here](#)**

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

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

**Apprentice Administration Support Officer Edinburgh.**  
**Scottish Government [Details here](#)**

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

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

## Construction Vacancies

**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](#)

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

**Mechanical Fitter (FT), West Calder. Sodexo** [Details here](#)

**Maintenance Technician (FT), Falkirk** [Details here](#)

**360 Excavator (FT), West Calder** [Details here](#)

**Non-CSCS Labourer (FT), Bathgate** [Details here](#)

**Joiner (FT), Edinburgh** [Details here](#)

**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](#)

## Warehouse Vacancies

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

**Forklift Driver (FT), Livingston** [Details here](#)

**Fruit Packer / Loader (FT), Livingston** [Details here](#)

**Warehouse operative £500 Bonus (FT), Livingston**  
[Details here](#)

**Picker Packer (FT), Livingston** [Details here](#)

**Production Operative (FT), Ladywell** [Details here](#)

**Kickstart Warehouse Assistant (PT Temporary), Livingston – closes 15/10/21** [Details here](#)

**Cleaner (FT), Livingston – closes 27/10/21** [Details here](#)

**Warehouse Operative (FT Permanent), Livingston – closes 23/10/21** [Details here](#)

**Nights Warehouse Operative (FT Permanent), Livingston. DX Network – closes 21/10/21** [Details here](#)

**Warehouse Assistant (PT Fixed Term), Livingston. Carpetright – closes 17/10/21** [Details here](#)

**Warehouse & Logistics Supervisor (FT Permanent), Livingston. Guthrie Group Ltd** [Details here](#)

**Warehouse Selector (FT Permanent), Bathgate**  
[Details here](#)

## Management Vacancies

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

**Team Manager Am Shift (FT), Livingston. Yodel** [Details here](#)

**Store Manager (FT Permanent), Bathgate. Domino's Pizza- closes 26/10/21** [Details here](#)

**Customer Experience Delivery Manager (Permanent), Livingston. Sky** [Details here](#)

**Strategic Comms Lead (Manager) (Permenant), Livingston. Sky** [Details here](#)

**RPA Team Leader (Permanent), Livingston. Sky** [Details here](#)

**Duty Manager (FT), Armadale. Xcite- closes 13/10/21**  
[Details here](#)

**Wedding Events Manager (FT Permanent), Queensferry. Dundas Castle Ltd- closes 15/10/21** [Details here](#)

**Site Manager COVID 19 Rapid Test Centre (FT), Edinburgh Airport. Sodexo- closes 01/11/21** [Details here](#)

**Assistant Manager, Whitburn Heartlands. KFC** [Details here](#)

**General Manager, Livingston. KFC** [Details here](#)

**Sales Manager, Livingston. The Range- closes 30/10/21**  
[Details here](#)

**Store Manager -Footwear (Permanent), Livingston. Via C2 Recruitment- closes 29/10/21** [Details here](#)

**Site Manager- BB Homes (Permanent), Livingston. Balfour Beatty** [Details here](#)

**Assistant Store Manager (FT Permanent), Livingston. Tempur UK LTD** [Details here](#)

**Maintenance Manager (FT Permanent), Uphall. MacDonald Houston House Hotel – closes 27/10/21** [Details here](#)

The banner features the Amberstone Security logo on the left, which includes a stylized orange and yellow 'A' icon. The text 'amberstone SECURITY' is in white. The main headline 'WE'RE HIRING SIA Stewards & Safety Stewards' is in large, bold, yellow and white letters. Below this is a button that says 'Click for more details >'. On the right side, there are three circular inset images: the top one shows a night view of a stadium, the middle one shows a person in a white security uniform with a magnifying glass over their head, and the bottom one shows two people in high-visibility yellow vests. The background of the banner is dark with a subtle pattern of light dots.

**amberstone**  
SECURITY

**WE'RE HIRING**  
**SIA Stewards &**  
**Safety Stewards**

Click for more details >

**Amberstone Security are recruiting for safety stewards to work across multiple local event venues throughout the year. Current SIA Security Guarding / SIA Door Supervisor licence and/or NVQ Level 2 Spectator Safety qualifications desirable but not essential as full training will be given.**

**To apply [click here](#) or contact Amanda Rettie on 07483 091761 or email [events.recruit@amberstone.co.uk](mailto:events.recruit@amberstone.co.uk)**

**Amberstone Security have further security guarding positions available across Scotland** [Details here](#)

# Manufacturing/Production

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

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

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

Bottling Hall Operator (FT Temporary), Seafield. Via Brightwork 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 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](#)

Operations Director (FT Permanent), Livingston. API Foilmakers Ltd [Details here](#)

Production Supervisor (FT Permanent), Falkirk. Via Morgan Philips [Details here](#)

Bottling Hall Operative (FT Contract), Ladywell. Via Connect Appts [Details here](#)

Planner (Ft Permanent), Livingston. Via Hays Recruiting [Details here](#)

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

Production Operative (FT Temporary), Newbridge. Via Manpower [Details here](#)

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

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

Quality Auditor (FT Permanent), Deans. Young's Seafood [Details here](#)

Fruit Packer / Loader (FT Contract), Deans. Via Connect Appts [Details here](#)

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

Chill Operative (FT Permanent), Bellshill. Muller Dairy [Details here](#)

# Retail Vacancies

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](#)

Store Assistants – Nights (PT), Livingston. Asda Superstore – closes 11/10/21 [Details here](#)

Customer Assistant (PT), Livingston. Morrisons – Closes 17/10/21 [Details here](#)

Customer Assistant (PT), Bathgate. Morrisons – Closes 24/10/21 [Details here](#)

Customer Assistant (PT), Bathgate. Morrisons – Closes 24/10/21 [Details here](#)

Customer assistant- Home delivery (PT), Livingston. Morrisons – Closes 17/10/21 [Details here](#)

Home Delivery Drivers (PT), Livingston. Morrisons – Closes 17/10/21 [Details here](#)

Florist (FT and PT), Livingston. Morrisons – Closes 25/10/21 [Details here](#)

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

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

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

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

Store Team Member x 6 (PT), Livingston. Home Bargains – Closes 27/10/21 [Details here](#)

Store Team Member café and bakery (PT), Livingston. Home Bargains – Closes 27/10/21 [Details here](#)

Store Cleaner (PT), Broxburn. Home Bargains – closes 30/10/21 [Details here](#)

Store Team Member (PT), Broxburn. Home Bargains – Closes 30/10/21 [Details here](#)

Store Team Member (PT), Bathgate. Home Bargains – Closes 30/10/21 [Details here](#)

Sales Associates (PT), Livingston. Timberland [Details here](#)

Customer Delivery Driver (PT), Livingston. Asda Superstore – Closes 30/10/21 [Details here](#)

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

## Part-Time Children and Young Person's Support Worker

We currently have a vacancy for Part-Time Children and Young Person's Support Worker to join our fantastic team of dedicated professionals supporting women and children to recover from Domestic Abuse. The post is for 28 hours per week (Tuesday-Friday office hours), plus participation in an out of hours on-call rota (once every 5-6 weeks).

To Find out more information and to apply [click here](#)





## 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](#)

**Temporary Administrator (FT), Edinburgh. Brightworks** [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](#)

**Residential Sales Administrator (FT Permanent), Bathgate. LSL Property Services** [Details here](#)

**Customer Service Administrator (30hrs shift option/5 days Rota), Livingston. Yodel** [Details here](#)

**Administrator (FT), Livingston. Via Office Angels** [Details here](#)

**Operations Support Administrator (FT), Livingston. Via Office Angels** [Details here](#)

**Part Time Workshop Administrator** [Details here](#)

**Customer Service Administrator (FT Temporary), Bathgate. Via Office Angels** [Details here](#)

**Housing Services Administrator (FT Fixed Term), Bathgate. Link Housing** – closes 15/10/21 [Details here](#)

**Finance & Administration Assistant (PT), Bathgate. Livingston Cleaning Services** [Details here](#)

**Finance Assistant (FT), Livingston. Via Hays** [Details here](#)

**Accounts Payable Assistant (FT Fixed Term), Livingston, Sky** [Details here](#)

**Administrator/Finance Officer (FT), West Lothian, EARS** - closes 31/12/21 [Details here](#)

**Junior Office Administrator (FT), Livingston. Instock** [Details here](#)

**Customer Service Administrator (FT Fixed Term), Livingston. Improvement Service** [Details here](#)

**Legal Secretary (FT), Livingston. KC Law** [Details here](#)

**Team Member/Receptionist (FT), Uphall. MacDonald Houston House Hotel** [Details here](#)

## Hospitality Vacancies

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

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

**Various Catering Roles (FT & PT), Livingston. Gather and Gather** [Details here](#)

**Room attendant (FT & PT), Edinburgh Airport Newbridge. Premier Inn** – closes 30/10/21 [Details here](#)

**Food and Beverage Team Member ( FT & PT), Edinburgh Airport Newbridge. Premier Inn** – closes 30/10/21 [Details here](#)

**Ground floor team member (PT), Edinburgh Airport Newbridge. Premier Inn** – closes 11/10/21 [Details here](#)

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

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

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

**Kitchen Porter (FT & PT), Livingston. Wagamama** [Details here](#)

**Various positions in West Lothian (FT & PT), West Lothian. McDonalds** [Details here](#)

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

**Restaurant Assistant Manager (FT), Livingston. Burger King** [Details here](#)

**Restaurant Shift Manager (FT), Livingston. Burger King** [Details here](#)

**Team Member / Receptionist ( FT), Livingston. Macdonald Houston House** – Via Indeed [Details here](#)

**Catering Assistant (PT), Bathgate. Andy's Coffee House** – Via Indeed [Details here](#)

**Food and Beverage Assistant (FT), Livingston. Don Pollo Peri Peri Ltd** – Via Indeed [Details here](#)

**Barista (P/T), Bathgate. Costa Tesco** [Details here](#)

**Food and Beverage Assistant (F/T), Livingston** – via Indeed [Details here](#)

**Team Member (FT Permanent), Livingston. Starbucks** [Details here](#)

**Barista (FT), Bathgate. Costa Limited** [Details here](#)

**Front of house (PT), Bathgatw. Lickilicious Candy Lounge** [Details here](#)

**Catering Assistant (FT Permanent), Livingston** [Details here](#)

**Bar Staff (PT), Bathgate. Stonegate Group** [Details here](#)

**Bar Staff (PT), Edinburgh. Toby Carvery** [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](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](#)



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

