

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.

Transferable Skills

25th November, 1pm - 2pm

Effective Job Searching

7th December, 11am - 12pm

CV Preparation

9th December, 1pm - 2pm

Wellbeing

14th December, 10am - 12pm

For more information or to register for the workshops, please email Access2employment@westlothian.gov.uk or complete the online registration form [here](#)



West Lothian Council

There are 100 vacancies currently available in West Lothian on My Job Scotland, including:

- CSC Revenues Officer
- Administrative Assistant
- Information Advice Officer
- Payroll Assistant
- Employment Development Officer
- Inspector - Public Utilities

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

Public Sector

Campaign Development Officer (FT Permanent), Bathgate. WLC - closes 02/12/21 [Details here](#)

Information Advice Officer (PT Permanent), Bathgate. WLC - closes 02/12/21 [Details here](#)

Payroll Assistant (FT Fixed Term), Livingston. WLC - closes 01/12/21 [Details here](#)

Class Teacher (FT Fixed Term), Bathgate. WLC - closes 05/12/21 [Details here](#)

Support at Home Service (PT Permanent), West Lothian - closes 01/12/21 [Details here](#)

Employment Development Officer (FT Fixed Term), Livingston. WLC - closes 28/11/21 [Details here](#)

Tree and Woodland Operatives (FT Fixed Term), Beecraigs Country Park. WLC - 28/11/21 [Details here](#)

Leisure Assistant x 2, (Permanent & Temporary), Fauldhouse Partnership Centre - closes 28/11/2021 [Details here](#)

Caring for Peter in Livingston

"I'm helping people live better lives, every single day"

John, 37, Care Worker from Armadale



Care jobs in West Lothian

- Competitive salary
- Work in your local area
- Flexible hours & permanent jobs
- Pension scheme & other benefits
- There are no SVQ qualifications required to apply
- We will support you in gaining vocational qualifications whilst you work



Apply here: westlothianhscp.org.uk/jobs or search care jobs West Lothian



Elm Cottage Care Ltd
Registered Home

Elm Cottage Care Home are currently looking for 2 18 hour backshifts which are Monday, Tuesday and Wednesday 3pm-9pm for the 1st week and Thursday, Friday and Saturday 3pm-9pm for the second week, Applicants are also required to have a PVG.

Applicants must be 18 or over to apply.

If you would like to apply for the position please contact Tracy or Pamela on 01506 811656.

Management Vacancies

Area Manager (FT). Livingston. BT Open Reach- closes 25/11/21 [Details here](#)

Business Manager (FT Fixed Term), Livingston. NHS Lothian- closes 25/11/21 [Details here](#)

Project Manager (PT Fixed Term), Blackburn. Community Action Blackburn- closes 29/11/21 [Details here](#)

Project Manager (FT Permanent), Livingston. Clancy Group- closes 16/12/21 [Details here](#)

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

Manager (FT), Livingston. Home Start West Lothian [Details here](#)

Retail Assistant Store Manager (FT) Livingston. Three [Details here](#)

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

Store Manager (FT Permanent), Livingston. Bensons for Beds- closes 31/12/21 [Details here](#)

Assistant Manager (FT), Bathgate. Toby Carvery [Details here](#)

Deputy Manager (FT), Bathgate. Toby Carvery [Details here](#)

Civils Manager (FT Permanent), Livingston. Ipsum Drainage (Scotland) Ltd [Details here](#)

Office / Admin Vacancies

Receptionist (FT), Ingleston. Amaris Hospitality - closes 5/12/21 [Details here](#)

Regional Relationships Coordinator (FT Fixed Term), Homebased. Blood Cancer UK – closes 1/12/21 [Details here](#)

Charity Assistant (FT), Broxburn. River Kids – closes 1/12/21 [Details here](#)

Service Administrator (FT Contract), Bathgate [Details here](#)

Administrator (FT Permanent), Livingston [Details here](#)

Sales Administrator (FT Permanent), Livingston [Details here](#)

Customer Service Administrator (FT Contract), Livingston [Details here](#)

Finance Administrator (FT Contract), Livingston [Details here](#)

Depot Administrator (Permanent), Bathgate. Pollock Ltd [Details here](#)

Customer Service Administrator (PT), Livingston. Yodel [Details here](#)

Office and Stock Assistant (Permanent), Livingston [Details here](#)

Human Resources Administrator (FT Permanent), Livingston [Details here](#)

HR Administration Apprenticeship Programme (FT), Livingston. Sky – closes 14/01/2022 [Details here](#)

Administration Assistant (Permanent), Livingston. NHS Scotland [Details here](#)

Construction Vacancies

Inspector – Public Utilities (FT), Livingston. West Lothian Council – closes 28/11/21 [Details here](#)

Plumber Multi Skilled (FT), Glenrothes. Kingdom Housing – closes 26/11/21 [Details here](#)

Electrician Multi Skilled (FT), Glenrothes. Kingdom Housing – closes 30/11/21 [Details here](#)

Mechanical Engineer (FT), Livingston. XPO Logistics [Details here](#)

Facilities Operative (PT), Broxburn. [Details here](#)

Maintenance Manager (FT), Bathgate. Aldi Distribution Centre [Details here](#)

Electrical Maintenance Engineer (FT), Livingston. [Details here](#)

Service Technician (FT), Livingston. Sunbelt Rentals UK – closes 26/11/21 [Details here](#)

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

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

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

Plasterer (FT), Livingston. West Lothian Council – closes 31/12/21 [Details here](#)

Warehouse Vacancies

Labourer / Van Driver (FT), Edinburgh. PRS Scotland – closes 28/11/21 [Details here](#)

Warehouse Operative (FT Permanent), Livingston. DHL – closes 26/11/21 [Details here](#)

Warehouse Operative (FT Temporary), West Lothian. Connect- closes 18/12/21 [Details here](#)

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

Warehouse Operatives (FT Temporary), Livingston. Connect Appointments [Details here](#)

Warehouse Order Picker (FT Temporary), Bathgate. Connect Appointments [Details here](#)

Picker/Packer (FT Temporary), Livingston Connect Appointments [Details here](#)

Warehouse Operative (FT PT Permanent), Livingston. GXO Logistics [Details here](#)

Warehouse Operative (FT Temporary), Livingston. Staffline [Details here](#)

Warehouse Operatives (Festive Temps), Livingston. Tesco- closes 28/11/21 [Details here](#)

Warehouse Operative (FT Permanent) Livingston. Pertemps [Details here](#)

Warehouse Operative (FT Permanent), Livingston. DHL [Details here](#)

Apprenticeship & Graduate Opportunities



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

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



The West Lothian Job Fund offers paid training positions within West Lothian Council for unemployed young people aged 16-24 that reside within West Lothian.

WLJF Placements currently available click below

[Trainee Support at Home Care Worker](#)

[Trainee Social Care Support Worker](#)

[Trainee Technical Clerk](#)



For more information:

Freephone: 0800 032 9768

Email:

stepsn2work@westlothian.gov.uk



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 seeking applications for:

Digital Transformations [details here](#)

Anti-Poverty [details here](#)

Development Planning [details here](#)

Digital Champion [details here](#)

Registration Services [details here](#)

Service Design Support [details here](#)



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Graduate Vacancies

Graduate Programme in Audit, Edinburgh. PwC - closes 30/11/2021 [Details here](#)

Land and Consents Graduate Programme – Distribution (FT), Glasgow. SSE [Details here](#)

Graduate Programmes in Audit 2022 (FT), Edinburgh. PwC [Details here](#)

Graduate Sales Advisor (FT), Edinburgh. Atlas Promotions Ltd [Details here](#)

Graduates Sales Development Representative (FT), Livingston [Details here](#)

Engineer Graduate Programme 2022 (FT), Glasgow. SSE [Details here](#)

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

Graduate Business Management Scheme 2022 (FT), Edinburgh. Clece Care Services [Details here](#)

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

Investment Analyst Graduate Development Programme 2022 (FT), Edinburgh. Scottish Water [Details here](#)

Graduate Quantity Surveyor (FT), Edinburgh. Robertson Group [Details here](#)

Graduate Site Manager (FT), Edinburgh. Robertson Group [Details here](#)

Graduate Solution Consultant (FT), Edinburgh. FNZ [Details here](#)

Apprenticeships

Modern Apprenticeship Lithographic Printer, Falkirk. Attain Training – closes 26/11/2021 [Details here](#)

Modern Apprenticeship Contracts Assistant, Edinburgh. Scottish Government – closes 19/11/2021 [Details here](#)

Modern Apprenticeship Front of House Customer Service Assistant, Edinburgh. Pure Spa and Beauty – closes 1/12/2021 [Details here](#)

Modern Apprenticeship IT Technical Support, Edinburgh. GP Strategies – closes 30/11/2021 [Details here](#)

Modern Apprentice IT Support Engineer, Livingston. The Logic IT Solutions – closes 26/11/21 [Details here](#)

Graduate Apprenticeship Data Scientist, Edinburgh. Actelligent (Scotland) Company Limited – closes 7/12/2021 [Details here](#)

Graduate Apprenticeship Civil Engineer, Edinburgh. Amey Consulting – closes 13/12/21 [Details here](#)

Apprentice Travel Consultant, Livingston. Hays Travel - closes 13/12/21 [Details here](#)

Modern Apprenticeship Front of House Customer Service Assistant, Edinburgh. Pure Spa and Beauty – closes 1/12/2021 [Details here](#)

Modern Apprentice Helpdesk Administration, Livingston. Target-FM [Details here](#)

Modern Apprentice Digital Administration, West Calder. Mulholland Plant Services Ltd - closes 17/12/21 [Details here](#)

Manufacturing/Production

Nightshift Production Operators (FT Permanent), Livingston. REL Recruitment [Details here](#)

Production Operators (FT Temporary), Livingston. Connect Appointments [Details here](#)

Production Operative (FT Permanent), Livingston. Taskmaster [Details here](#)

Food Production Operative (FT Permanent), Livingston. Stonehouse Pizza & Carvery [Details here](#)

Production Operative (FT PT Contract), Bathgate. TTS 24-7 [Details here](#)

Production Operator (FT Permanent), Livingston. Escape - closes 1/12/21 [Details here](#)

Production Technician (FT Permanent), Broxburn. Escape - closes 12/12/21 [Details here](#)

Production Operative (FT Temp to Perm), Bathgate. Connect - closes 18/12/21 [Details here](#)

Bottling/Production Operator (FT Perm), Bathgate. Staffline - closes 08/12/21 [Details here](#)

Production Operator (FT Temporary), Livingston. Youngs Seafood [Details here](#)

Production Operative (FT Permanent), Livingston. Option A [Details here](#)

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

Care Sector Vacancies

Care Assistant (FT) Whitburn, Cera Care Ltd - closes 08/12/21 [Details here](#)

Support at Home Care Workers - Community Based, (PT 25 hours) West Lothian Council - closes 31/12/21 [Details here](#)

Personal Assistant Support Worker (PT), Livingston. Enable Scotland - closes 30/11/21 [Details here](#)

Support Worker (FT) The Action Group, Livingston, West Lothian Council - closes 6/12/21 [Details here](#)

Care Assistant (FT&PT) West Lothian. Cera Care Ltd. - closes 31/03/22 [Details here](#)

2 x Support Workers (30 hrs p/w), Bathgate. SAMH - closes 02/12/21 [Details here](#)

Support Practitioner (FT & PT), Livingston. The Richmond Fellowship Scotland - closes 08/12/21 [Details here](#)

Healthcare Assistant (FT), Livingston. Peacock Medicare - Closes 08/12/21 [Details here](#)

Health and Wellbeing Team Leader (FT), Dedridge. Wheatley Care - closes 30/11/21 [Details here](#)

Care Assistant (FT & PT), Livingston. Call-In Homecare Ltd - closes 31/12/21 [Details here](#)

Various Vacancies

Store Supervisor (FT), Livingston. Police Lifestyle - Via Indeed [Details here](#)

Customer and Trading Manager - Online (FT), Livingston. Sainsburys [Details here](#)

Store Supervisor (PT), Livingston. TOG24 - Via Indeed [Details here](#)

Sales Assistant (PT), Livingston. Roman Originals - Via Indeed [Details here](#)

Director for Scotland (FT Permanent), Remote Working. Place2Be - closes 30/11/21 [Details here](#)

Warehouse Operative (FT Temp), Livingston. The Shore Group [Details here](#)

Warehouse Operative (FT Temporary), Bathgate. Taskmaster - closes 27/11/21 [Details here](#)

Business Development Partner (FT Fixed Term), Remote Working. We Are With You - closes 10/12/21 [Details here](#)

Electrical Project Engineer (FT), Livingston. WGM Engineering [Details here](#)

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

Retail Vacancies

Stock and Trade Assistant (PT), Livingston. Dunelm - closes 31/12/21 [Details here](#)

Home, Gift and Seasonal Customer Advisor (FT) Broxburn. Dobbies Livingston closes - 28/11/21 [Details here](#)

Cleaning Assistant (PT), Livingston. The Range - closes 26/11/21 [Details here](#)

Customer Delivery Driver (FT), Livingston. Asda Superstore - closes - 30/11/21 [Details here](#)

Sales Associate (PT), Livingston. Foot Locker [Details here](#)

Delivery Driver (FT), Livingston. SCS Sofas - Closes 26/11/21 [Details here](#)

Customer Assistant (PT Fixed), Livingston. Morrisons - Closes 30/11/21 [Details here](#)

Store Team Member (FT Fixed Contact), Livingston. Home Bargains - Closes 06/12/21 [Details here](#)

Store Team Member (PT), Broxburn. Home Bargains - Closes 20/12/21 [Details here](#)

Multiple Retail Roles (FT & PT), Livingston. Livingston Designer Outlet [Details here](#)

Store Supervisor (FT), Livingston. Police Lifestyle - Via Indeed [Details here](#)

Customer and Trading Manager - Online (FT), Livingston. Sainsburys [Details here](#)

Various Vacancies

Self Employed Delivery Driver, (FT), Rocket Delivery, Deans.
To apply, please call Lorraine Cassidy on [07783339518](tel:07783339518).

Nightshift 7.5T Driver (FT), Newbridge. Via Manpower - closes 13/12/21 [Details here](#)

Cleaner (PT), Livingston. Britannia Services Group
[Details here](#)

Warehouse Cleaner (PT), Livingston. Atalian Services
[Details here](#)

Saturday Cleaner (PT), Bathgate. Bluearrow [Details here](#)

Housekeeper (PT), East Whitburn. HC one [Details here](#)

Cleaner Supervisor (FT), Livingston Designer Outlet. ABM facility Services [Details here](#)

Housekeeper (PT), Falkirk. HC one [Details here](#)

Nights Warehouse Operative (FT Permanent), Livingston. DX Network -closes 15/12/21 [Details here](#)

Warehouse Order Pickers (FT Temp), Livingston. NAS Recruitment – closes 28/11/21 [Details here](#)

Live-in Care Assistant (FT & PT), Livingston. Bright Care – closes 31/03/22 [Details here](#)

Support Workers (FT), Livingston. Ark Housing People Care – closes 10/21/21 [Details here](#)

Retail Supervisor (PT), Livingston. Deichmann -Shoes UK
[Details here](#)

Christmas Packers (FT Temporary), Livingston. Blue Arrow
[Details here](#)

Featured Local Vacancy



Genius currently are looking for a Production Baker (various shift are available).

This position will be based at Whitehill Industrial Estate Bathgate which has good bus links.

If you would like to apply for this position please email your CV to Angela.Campbell2@westlothian.gov.uk



COMMUNITY ACTION
BLACKBURN

Community Action Blackburn are currently recruiting for a **Project Manager**.

This position is **21 hrs/week** and fixed term until 31st March 2023.

The closing date is Monday 29th November 2021 and interviews will take place on Thursday 9th December 2021 at Blackburn Partnership centre.

If this position interests you and you would like to apply please [click here](#)

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](#)

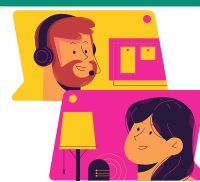


A2E Parental Employment Support

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**



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](#)