

VACANCY BULLETIN

LONG TERM UNEMPLOYMENT SUPPORT

This programme aims to create opportunities for West Lothian residents aged 25 or over who have been unemployed over 1 year.

The vacancies below are paid at the Real Living Wage (£9.90) and are guaranteed for 6 months, with the opportunity to undertake further funded training.

- **Support Worker at Key**, West Lothian, (PT & FT)
- **Community Development Assistant at Spark**, Livingston(FT)
- **Project Assistant at The School Bank WL**, Livingston(PT)
- **Community Development Assistant at Kidz-Eco CIC**, Livingston (FT)
- **Retail Assistant at Kidz-Eco CIC**, Livingston (FT)
- **Playworker (8 Posts) Simply Play** (PT & FT)

Please send CV & covering letter to
Angela.Campbell2@westlothian.gov.uk

For any help required to apply please contact:
access2employment@westlothian.gov.uk



Men N2 Work

4 Week Employability Course
Tuesday, Wednesday and Thursday

This online course provides men with employment support to overcome obstacles preventing them from securing fair and sustainable employment

Our next MN2W Course will be delivered via Zoom starting **Tuesday 22nd February**

To register online [click here](#) (Employment Skills Workshop - option MN2W) or contact 0800 032 9768

Public & 3rd Sector Vacancies

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

- [Cleaners](#)
- [Cook Supervisor](#)
- [Customer Service Centre Adviser](#)
- [Pupil Support](#)
- [Electrician](#)
- [Plumbers](#)
- [Driver Labourer](#)

To apply please register for a My Job Scotland account online [here](#).

If you require any help to apply call 0800 032 9768 or contact A2E [here](#) and select 'help with job application'

Public Sector

Painter (FT Permanent), Livingston. West Lothian Council - closes 16/02/22 [Details here](#)

Planning & Co ordination Officer (FT Fixed Term), Livingston. West Lothian Council - closes 16/02/22 [Details here](#)

School Crossing Patrol Guide x 7 (PT Permanent), Various West Lothian. West Lothian Council - closes 16/02/22 [Details here](#)

Catering Assistant x 12 (PT Temporary & Permanent), various West Lothian. West Lothian Council - closes 16/02/22 [Details here](#)

Social Worker - HMP Addiewell Prison (FT Permanent), Addiewell. West Lothian Council - closes 13/02/22 [Details here](#)

Family Support Worker - After Care, Arrochar House (FT Permanent), Bathgate. West Lothian Council - closes 10/02/22 [Details here](#)

IT Project Manager (FT Fixed Term), Livingston. West Lothian Council - closes 13/02/22 [Details here](#)

Campaign Development Officer (FT Fixed Term), Bathgate. West Lothian Council - closes 17/02/22 [Details here](#)

16 - 24yrs

West Lothian Council's Wage Subsidy & Jobs Fund Programmes are recruiting:

- [Apprentice Quality Control Inspector \(FT\)](#)
- [Trainee Assistant to Senior Pre-Engineering Manager \(FT\)](#)
- [Trainee Assistant to Engineer Project Manager \(FT\)](#)
- [Trainee Support at Home Care Worker \(FT\)](#)
- [Trainee Rental Controller \(FT\)](#)
- [Trainee Social Care Support Worker \(FT\)](#)
- [Trainee Nursery Practitioner \(FT\)](#)
- [Trainer Recruitment Resourcer \(FT\)](#)

West Lothian wage subsidy eligibility conditions apply. [Click here](#) for further info.

If you would like any help or support applying for a position contact: Lisa.Miller@westlothian.gov.uk

Age 16 - 24 on Universal Credit?



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

Company: Workflo Solutions (Scotland) Ltd
Role: Trainee Workshop Technician, Livingston.

Company: Event Collection Group (Ltd)
Role: Social Media Executive, Kirknewton

Company: Real Life Options
Role: Support Worker, Livingston

Company: DC Recruitment Ltd
Role: Administration Assistant

Company: Groom Room Assistant
Role: Pets at Home Group, Livingston

For a full list of vacancies and to apply:
Please contact your jobcentre work coach or visit the DWP website [here](#) to apply.

If you require any help applying, please contact stepsn2work@westlothian.gov.uk for support.

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

Graduate Vacancies

Service Delivery Engineer Graduate (FT), Edinburgh. Viavi Solutions [Details here](#)

Graduate Application Software Engineer (FT), Linlithgow. Octagon Group [Details here](#)

Construction Graduate (FT), Livingston. Bellway Homes [Details here](#)

Trainee Risk Systems Analyst (FT), Edinburgh. Newtyne Consultancy and Training Ltd [Details here](#)

Marketing Coordinator (FT), Edinburgh. Denholm Associates Ltd [Details here](#)

Graduate Compliance Officer (FT), Glasgow. Arnold Clark [Details here](#)

Graduate Accountant (FT), Edinburgh. Arnold Clark [Details here](#)

Graduate Digital Product Designer (FT), Glasgow. Arnold Clark [Details here](#)

Graduate Business Management Scheme 2022 (2-year Graduate Scheme), Carlisle. Clece Care Services [Details here](#)

Graduate Developer (FT), Glasgow. Zorba Consulting [Details here](#)

Biometrics Graduate Academy (FT), Livingston. ICON - closes - 23/02/22 [Details here](#)

Apprenticeships

Fabricator Apprentice, Rosyth. Babcock - closes 18/3/22 [Details here](#)

Apprentice Customer Adviser, Livingston. Arnold Clark [Details here](#)

Apprentice Aftersales Customer Adviser, Livingston. Arnold Clark [Details here](#)

Modern Apprentice Heavy Vehicle Technician, Kirknewton. David Philp Commercials - closes 28/2/22 [Details here](#)

Modern Apprentice Paint Technician, Kirknewton. David Philp Commercials - closes 28/2/22 [Details here](#)

Modern Apprentice Heavy Vehicle Technician, Broxburn. MAN Truck and Bus - Closes 3/3/22 date [Details here](#)

Modern Apprentice Digital Administrator, Bathgate. Johnston Fuels - closes 28/2/22 [Details here](#)

Engineering (Highways & Building Structures Teams), Edinburgh. WSP UK Ltd - closes 28/03/22 [Details here](#)

Technology Apprenticeship Programme x 6, Livingston. Sky - closes 11/3/22 [Details here](#)

Craft Apprenticeship Programme, Edinburgh. Scottish Power - closes 20/3/22 [Details here](#)

Management Vacancies

General Manager (FT), West Lothian. West Lothian Drug and Alcohol Service- closes 14/02/22
[Details here](#)

Business Manager (PT Permanent), Currie. Currie Playgroup- closes 18/02/22 [Details here](#)

Hospitality Manager (FT Permanent), South Queensferry. Sodexo- closes 18/02/22 [Details here](#)

Population Health Project Manager (FT Permanent), Edinburgh. NHS Lothian- closes 17/02/22 [Details here](#)

Project Manager (FT Fixed Term), Edinburgh. NHS Lothian- closes 18/02/22 [Details here](#)

PA/Office Manager (FT Permanent), Livingston. NHS Lothian- closes 09/02/22 [Details here](#)

Head of Data and Intelligence (FT Permanent), Livingston. Improvement Service- closes 25/02/22
[Details here](#)

General Manager (FT), West Lothian. West Lothian Drug and Alcohol Service - closes 14/02/22
[Details here](#)

Operations Manager (PT Fixed Term), Livingston. Spark- closes 08/02/22 [Details here](#)

Office / Admin Vacancies

Office Administrator (PT), Broxburn. RVM Systems UK - Closes 14/2/22 [Details here](#)

Accounts Payable Administrator (FT), Livingston. Via ESS Recruit [Details here](#)

Receptionist/Administrator (FT Fixed Term), Livingston. NextPharma [Details here](#)

Administrator (FT Fixed Term), Newbridge. Home Group [Details here](#)

Learning Centre Administrator (FT Fixed Term), Livingston. West Lothian College - Closes 13/2/22
[Details here](#)

Administration Assistant (PT), Broxburn. McNicholl Van Hire [Details here](#)

Medical Secretary (FT), Livingston. NHS Scotland - Closes 17/2/22 [Details here](#)

Communications Assistant (PT), Home Based. Inspiring Scotland – closes 14/2/22 [Details here](#)

Finance Assistant (PT), Home Based. Columbia 1400 – closes 14/02/22 [Details here](#)

Receptionist (Supply), Beecraigs. West Lothian Council – closes 31/05/22 [Details here](#)

Technical Administrator (PT), Livingston. Youngs Seafood - Closes 17/2/22 [Details here](#)

Construction Vacancies

Groundworkers (FT) Livingston. WGM Engineering
[Details here](#)

Survey Engineer (FT) Livingston. WGM Engineering
[Details here](#)

Coatings Applicator (FT) Livingston. WGM Engineering
[Details here](#)

Gas Engineer (FT), Falkirk. Clackmannanshire Council – closes 13/02/22 [Details here](#)

Yard Operative (FT) Bathgate. Sunbelt Rentals UK – closes 25/02/22 [Details here](#)

Fitter (FT) Glasgow. Sunbelt Rentals UK – closes 26/02/22 [Details here](#)

Joiner (FT), Livingston. West Lothian Council - closes 31/03/22 [Details here](#)

Gas Engineer (FT), Falkirk. Clackmannanshire Council – closes 13/02/22 [Details here](#)

General Labourer (FT), Blackburn [Details here](#)

Warehouse Vacancies

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

Warehouse Operative (FT Temporary), Newbridge. Via Taskmaster Resources [Details here](#)

Warehouse Operator (FT Temporary to Permanent), Livingston. Via PMP Recruitment [Details here](#)

Warehouse Operator / FLT (FT Permanent), Livingston. Via Staffline. [Details here](#)

Warehouse Operative (FT), Livingston. Tesco UK
[Details here](#)

Warehouse Operative (FT Contract), Livingston. Nexus People – closes 03/02/2022 [Details here](#)

Hospitality

Hotel Chef, (FT), Livingston, Corinthian Hotel
[Details here](#)

Mobile Cleaner (FT, Temporary), Livingston, Manpower
[Details here](#)

Apprentice Chef, (FT, Temporary), Armadale, Rowan Tree [Details here](#)

Kitchen Team (FT, Permanent), Livingston, Pizza Express [Details here](#)

Chef De Partie (FT, Permanent), Linlithgow, The Bridge Inn [Details here](#)

Bar Team member (FT Permanent), Bathgate. Stonegate Pub Company – closes 04/03/2022
[Details here](#)

Chef (FT Permanent), Livingston. Peacock Medicare - closes 27/02/2022 [Details here](#)

Catering Assistant (PT, Permanent), Livingston, Trust Housing Association Limited [Details here](#)

Manufacturing/Production

Process Operator Clean Room (FT Perm), Livingston. Fishers Services [Details here](#)

Production Operator (FT PT), Livingston. Young's Seafood [Details here](#)

Assembler (FT TEMP), Bathgate. Invinity Energy Systems [Details here](#)

Production Operative Nightshift (FT Perm), Linlithgow. Campbell's Prime Meat [Details here](#)

Production Operator (FT Perm), Livingston. Realise Recruitment-closes 18/02/22 [Details here](#)

Production Filler Operator (FT Perm), Broxburn. Broxburn Bottlers [Details here](#)

Production Label Operator (FT Perm), Broxburn. Broxburn Bottlers [Details here](#)

Process Operator (FT Perm), Livingston. Paterson's Shortbread [Details here](#)

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

Production Operator Packing (FT Temp/Perm), Livingston. ESSRecruit [Details here](#)

Production Operator (FT Perm), Livingston. Realise Recruitment - closes 18/02/22 [Details here](#)

Care Sector Vacancies

Care Assistant (FT), Bathgate. Meadowvale Care Home. closes 17/02/22 [Details here](#)

Support at Home – Community based Care Worker (PT), Various in West Lothian. West Lothian Council. closes 15/02/22 [Details here](#)

Social Care Support Worker (FT), Whitdale Care Home in Whitburn. West Lothian Council. closes 10/02/22 [Details here](#)

Care Assistant (FT), East Whitburn. HC-One. [Details here](#)

Care Assistant (FT & PT), West Lothian. Randstad Care. [Details here](#)

Senior Care Assistant (FT), Broxburn. Holmes Care Group. [Details here](#)

Care Assistant (FT&PT), West Lothian. Cera Care. [Details here](#)

Care Assistant/Support Worker (FT), Livingston. Prestige Nursing + Care. [Details here](#)

Care Assistant (FT), Bathgate. Meadowvale Care Home - closes 17/02/22 [Details here](#)

Support at Home – Community based Care Worker, (PT), Various in West Lothian. West Lothian Council - closes 15/02/22 [Details here](#)

Care Assistant (FT), Bathgate. Meadowvale Care Home - closes 17/02/22 [Details here](#)

Cleaning Vacancies

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

Mobile Cleaner (FT), Livingston. Manpower [Details here](#)

Domestic Cleaner (FT/PT), Livingston. Woodlands Nursing Home [Details here](#)

Domestic Cleaner (FT/PT), Currie. Home sweet home [Details here](#)

Head house keeper (FT), Edinburgh. Clarity Housekeeping Ltd [Details here](#)

Industrial Cleaner (FT), Edinburgh. VRP Solutions [Details here](#)

Retail Vacancies

In store Team Members (PT), West Lothian. Dominos Pizza [Details here](#)

Various Customer Assistant (PT Temporary), Broxburn [Details here](#)

Sales Advisor (PT), Livingston. Yours Clothing - closes 15/02/22 [Details here](#)

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

2x Store supervisor (FT and PT), Livingston. North Face [Details here](#)

Multiple retail opportunities (FT & PT), West Lothian. Scotmid – Coop [Details here](#)

Sales Associate (PT), Livingston. Calvin Klein [Details here](#)

Sales Assistant (PT), Livingston. Bensons for Beds – closes 28/02/22 [Details here](#)

Store Manager (FT), Livingston. The Range – closes 06/03/22 [Details here](#)

Key Holder (PT), Livingston. Estee Lauder Cosmetics [Details here](#)

Sales Associate (PT), Livingston. Ernest Jones – closes 11/2/22 [Details here](#)

Clinique Consultant (PT), Livingston. Boots [Details here](#)

Sales Assistant (PT), Livingston. H Samuel – closes 18/02/22 [Details here](#)

Store Team Members (PT), Livingston. Home Bargains – closes 21/02/22 [Details here](#)

Assistant Manager (FT), Livingston. Mountain Warehouse – closes 28/02/22 [Details here](#)

Sales Assistant (PT), Livingston. Mountain Warehouse – closes 19/04/22 [Details here](#)

SKILLS FOR BUSINESS PROGRAMME



For young entrepreneurs with a passion for future business success

If you have a business idea and have ever wondered what it would be like to be your own boss, then Skills for Business could be just the starting point for you.



Dedicated Coach



Business Planning



Specialist Training



Grant Funding

Criteria

- Aged between 16 and 24
- Currently unemployed/underemployed, about to leave school or at risk of redundancy
- Must attend a virtual session with a business adviser to assess the viability of the business idea
- Must be able to commit to milestone meetings and attend a series of recommended webinars over the course of the programme

For more information about how to register you can contact us at:



bgateway@westlothian.gov.uk

Delivered as part of the Young Person's Guarantee Scheme



PARENTAL EMPLOYMENT SUPPORT



Are you a West Lothian parent looking for a job, change of career or interested in retraining? 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 click [here](#) or call - **0800 032 9768**,
Email - access2employment@westlothian.gov.uk – Quote: **Parent**



DEVELOPMENT PLANNING

Graduate Work Experience Programme

If you're qualified to a degree level in a relevant discipline such as **planning, landscape design, land management sustainability, ecology or forestry**, working knowledge of relevant, contemporary policy agendas relating to land use planning, sustainable land management and built conservation and/or nature conservation, a general interest in environmental issues then **this could be the role for you.**

This position is a one year paid contract.

Apply Now



Scottish Government
Riaghaltas na h-Alba
gov.scot

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](#)

Vacancies in Charity and Voluntary sector, info [here](#)

IQVIA Livingston - click [here](#)

Civil Service jobs - click [here](#)

ONE TO ONE EMPLOYMENT SUPPORT



Access2employment Employment Advisers can 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



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