

VACANCY BULLET

LONG TERM UNFMPIOYMENT

This programme aims to create opportunities for West Lothian residents aged 25 or over who have been unemployed for 1 year or more. Vacancies are guaranteed for 6 months, with the opportunity to undertake further funded trainina.

- Simply Play Playworker (16-30 hrs)
- Food Bank Office Assistant (30 hrs)
- Food Bank Warehouse (30 hrs)
- Spark Project Assistant (Finance) (30 hrs)
- Larder Barista (26 hrs)
- Larder Operational Assistant (26 hrs)
- West Lothian College Administration (26 hrs)
- WLC Pupil Support various hours TBC

Send CV to Angela.Campbell2@westlothian.gov.uk

For assistance applying please contact your A2E Adviser or access2employment@westlothian.gov.uk

A2E ONLINE WORKSHOPS

Effective Job Search

3rd May

LinkedIn

17th May

N2Work Drop-in Session

Interview Preparation

24th May

19th May

To register for any of our online workshops please click here (tick Employment Skills Workshops) or contact 0800 032 9768

A link to join the workshop will be sent direct to your email. An A2E Adviser can assist you in setting this up.

Public & Third Sector Vacancies

There are various vacancies currently available in West Lothian in the 3rd Sector and on My Job Scotland:

- <u>Recovery Coordinator</u>
- Catering Assistant Various Locations
- EYC Practitioner
- Support Worker
- Road Safety Senior Engineer
- Welfare Rights Officer
- Customer Service Assistant
- Customer Service Officer

To apply, please register for a My Job Scotland account online here.

If you require any help to register online or would like assistance reviewing your completed application please call 0800 032 9768 or contact A2E here and select 'help with job application'



Support and advice to help West Lothian residents into work

Women N2 Work

6 Week Employability Programme

3 x 2hour sessions per week **Delivered online**

The programme assists women who are considering returning to work or who are preparing to join the work force for the first time.



The topics covered provide tools and techniques needed to gain the job best suited to individuals needs and aspirations.

If you would like to find out more information about the course please contact your A2E adviser, alternatively contact: a2ewellbeingteam@westlothian.gov.uk or 0800 032 9768







| West Lothian Council's 16 - 24yrs | Graduate Vacancies |
|---|---|
| Wage Subsidy & Jobs Fund STEPSNE Programmes are recruiting; WORK | Graduate Engineer (FT), Livingston. IntaPeople Limited <u>Details here</u> |
| Trainee Assistant to Senior Pre-Engineer Manager | Service Delivery Analyst (FT), Livingston. GMA Consulting <u>Details here</u> |
| (Elite Control Systems) | Consolding <u>Details here</u> |
| IT & IT Telecoms Trainee (Brightridge) | Graduate Sales Advisor (FT), Edinburgh. Atlas Promotions Ltd Details here |
| Apprentice Quality Control Inspector (Component | Fromotions Lta <u>Details nere</u> |
| Sense) | Graduate Management Trainee (FT), Edinburgh and |
| Assistant Pet Undertaker (I Care Pet Crem) | Livingston. Enterprise Holding – UK <u>Details here</u> |
| Trainee Admin Assistant Events (Specialized Organization) | Graduate Marketing Content Writer (FT), Edinburgh – closes 2/05/22 <u>Details here</u> |
| Trainee Rental Controller (McNicoll Vehicle Hire Ltd) | Graduate/Technician (FT), Glasgow. City of Glasgow |
| Trainee Online Sales Assistant (TES Supplies) | Council <u>Details here</u> |
| Trainee Online Sales Assistant (TES Supplies) Trainee Admin Assistant (SW Enviro) | Graduate Software Developer (FT), Cumbernauld. |
| Trainee Recruitment Resourcer (Joint Force Alba) | Aperta Ltd <u>Details here</u> |
| Trainee Recruitment Resourcer (Joint Force Alba) | Junior Front End Developer (FT), Glasgow. Sanderson |
| Eligibility conditions apply. <u>Click here</u> to view all | Recruitment <u>Details here</u> |
| available positions & job descriptions. | Countin Design on Laterry (DT) Ediatemeter Place Server |
| For any help or support applying please contact: stepsn2work@westlothian.gov.uk | Graphic Designer Intern (PT), Edinburgh. Blue Square Media <u>Details here</u> |
| Featured Vacancy W&D WINDOW & DOOR | Apprenticeship Vacancies Graduate Apprentice Civil Engineer, Edinburgh. |
| Windows & Doors Wholesale Ltd are recruiting: | Fairhurst <u>Details here</u> |
| Trade Counter & Administration x 2 Trade Counter - Sales Order Processing Assistant x 1 | Graduate Apprentice Talent Attraction & Research Consultant, Edinburgh. FWB Park Brown <u>Details here</u> |
| Real Living Wage, (FT up to 40hpw) based in Livingston. | Modern Apprentice Heavy Vehicle Technician, Broxburn. AM Phillip <u>Details here</u> |
| To apply please send your CV to Kate.Ashcroft@westlothian.gov.uk | Apprentice Quality Engineer, Edinburgh. Lloyds Banking Group <u>Details here</u> |
| Now Recruiting: | |
| Production Associate | Modern Apprentice Mechanic, Livingston. Arnold Clark <u>Details here</u> |
| Modern Apprentices | Digital Finance Apprentice, Livingston. Via QA Apprenticeships <u>Details here</u> |
| About You: The essential skills & attitudes we are looking for: | Graduate Apprenticeship Cyber Security, Edinburgh. |
| Enthusiastic team player | Royal London Group – closes 30/04/22 <u>Details here</u> |
| Eagerness to learn & develop Uncompromising attitude to quality Pro-active, can-do attitude | Graduate Apprenticeship Project Manager/Quantity Surveyor, Edinburgh. Space Solutions – closes 30/04/22 <u>Details here</u> |
| Location: Alba, Livingston | Graduate Apprenticeship Civil Engineer, Edinburgh. JBA Consulting – closes 13/05/22 <u>Details here</u> |
| Salary £20,000 per annum starting + bonus | |
| To apply please email: | Modern Apprentice Business and Administration Details here |
| MArecruitment@glenmorangie.co.uk | Apprentice Vehicle Paint Technician, Broxburn. Via GTG |
| Closing date: Sunday 15th May 2022 | Details here |
| Recruitment date: Saturday 11th June 2022 | Modern Apprentice Childcare Assistant, Bathgate. Via Carousel Training <u>Details here</u> |

Management Vacancies

Senior Nursery Room Manager (FT), Livingston. Busy Bees Nursery – closes 29/04/22 <u>Details here</u>

Head of Product Management (FT), Edinburgh/ Broxburn. Ooni Pizza Övens <u>Details here</u>

e-Commerce Product Manager (FT), Edinburgh/ Broxburn. Ooni Pizza Ovens <u>Details here</u>

Associate Manager - Haematology & Urinalysis (FT), Livingston. IQVIA <u>Details here</u>

Manager - Statistical Programming. IQVIA <u>Details here</u>

Site Support Manager (FT), Livingston. IQVIA <u>Details here</u>

Online Trading Manager (FT Permanent), Livingston. Asda – closes 04/05/22 <u>Details here</u>

Head of Department- Portfolio (Permanent), Livingston. Sky <u>Details here</u>

Maintenance/ Inspections Manager (FT Permanent), Livingston. Bellway Homes – closes 06/05/22 <u>Details here</u>

Business Relationships Manager, Edinburgh/ Flexible -Hybrid. The Open University – closes 06/05/22 <u>Details here</u>

Programme Manager (FT Permanent), Edinburgh. Scottish Government – closes 17/05/22 <u>Details here</u>

Construction Vacancies

Roofer (FT), Livingston. West Lothian Council – closes 06/05/22 <u>Details here</u>

Housing Property Glazier (FT), Edinburgh. City of Edinburgh Council – closes 05/05/22 <u>Details here</u>

Electrician Various Grades (FT), Livingston. West Lothian Council – closes 30/06/22 <u>Details here</u>

Plumbers x 2 (FT), Livingston. West Lothian Council – closes 15/05/22 <u>Details here</u>

Service Technician (FT), Livingston. Sunbelt Rentals – closes 28/04/22 <u>Details here</u>

General Labourer (FT), Bathgate. Pro Joinery & Renovation <u>Details here</u>

Joiner (FT), Livingston. West Lothian Council – closes 30/06/22 <u>Details here</u>

Service Technician (FT), Livingston. Sunbelt Rentals – closes 28/04/22 <u>Details here</u>

Hoist Installer (FT), Livingston. Sunbelt Rentals – closes 30/04/22 <u>Details here</u>

Office / Admin Vacancies

Finance Assistant (PT), Home Based/Glasgow. REMADE Network – closes 29/04/22 <u>Details here</u>

Supply Receptionist (Supply), Linlithgow. West Lothian Council – closes 09/05/22 <u>Details here</u>

Office Administrator /Receptionist (FT), Livingston. Cameron Drywall <u>Details here</u>

Workshop Administrator (FT), Broxburn Details here

Administration Assistant (Temporary), Livingston. Via Driver Hire <u>Details here</u>

Medical Receptionist (PT), Bathgate. Newland Medical Practice – closes 04/05/22 <u>Details here</u>

Reception Assistant (PT), Newbridge. Xtreme Karting <u>Details here</u>

Administration Assistant (FT), Livingston. NHS Scotland – closes 26/4/22 <u>Details here</u>

Front Desk Receptionist x 3 (FT/PT), Bathgate. M-Brace Orthodontics – closes 27/4/22 <u>Details here</u>

Administrator/Receptionist (FT Temporary), Livingston. Ranstad – closes 10/5/22 <u>Details here</u>

General Admin Assistant (FT Temporary), Broxburn. Via Connect Appointments <u>Details here</u>

Hospitality Vacancies

Griller Gaucho, Edinburgh Details here

Various Positions, Zizzi, <u>Details here</u>

Various Positions, Hilton Hotel, Edinburgh Details here

Sous Chef Chiquito, Livingston Details here

Waiting Staff, Ennis Inns Ltd, Bathgate Details here

Various Positions, Toni Macaroni Details here

Breakfast Preparation Assistants, Tiago, Livingston <u>Details here</u>

Peri Peri Chefs, Tiago, Livingston Details here

Assistant (PT/FT/Flex) Hi Tea, Livingston Details here

Kitchen Trainee (PT) Pizza Express. Livingston - closes 13/5/22 <u>Details here</u>

Various Positions & locations. Nandos Details here

Catering Assistant (Permanent), Livingston. NHS Scotland - closes 03/05/22 <u>Details here</u>

Chef (FT Permanent), Bathgate – closes 29/04/22 Details here

Manufacturing/Production

Production Machine Operator (FT Temp), Livingston. Staffplus <u>Details here</u>

Assembly Technician (FT Perm), Broxburn. ESS Recruit <u>Details here</u>

Production Operative (FT Perm), Livingston. Escape Recruitment-closes 06/05/22 <u>Details here</u>

Warehouse Operative (FT Temp), Livingston. Connectcloses 13/05/22 <u>Details here</u>

Production Operator (FT Perm), Livingston. Mitsubishi <u>Details here</u>

Production Operative (FT, PT Perm), Linlithgow. Campbell's Prime Meat <u>Details here</u>

Production Operator (FT Perm), Livingston. Evoframes <u>Details here</u>

Production Operator (FT Temp), Livingston. Exchange People <u>Details here</u>

Production Operator (FT Perm), Livingston. Michael Page <u>Details here</u>

Production Operative (FT Temp-Perm), Broxburn. Option A <u>Details here</u>

Production Operators and Inspectors (FT Perm), Livingston. Realise Recruitment <u>Details here</u>

Care Sector Vacancies

Supply Social Care Support Worker (FT & PT), West Lothian. West Lothian Council – closes 31/12/22 <u>Details here</u>

Care Assistant (FT & PT), Bathgate. Cera Care. <u>Details here</u>

Care Assistant (FT & PT), Across West Lothian. Call-In Homecare <u>Details here</u>

Support Worker (FT & PT), Livingston. The Action Group <u>Details here</u>

Community Support Worker (FT & PT), Livingston. SRS Care Solutions – closes 06/05/22 <u>Details here</u>

Featured Local Vacancy

Window Supply Company are recruiting:

- SHEQ Manager Whitburn
- Credit Controller Whitburn
- Window & Door Fabricators (Day & Night shift)

<u>Click here</u> for more information and to apply.



Retail Vacancies

Sales Assistant (PT), Livingston. Deichmann Details here

Supervisor (PT), Livingston. Poundland – closes 14/05/22 <u>Details here</u>

Store Supervisor (PT), Bathgate. Poundland – closes 30/06/22 <u>Details here</u>

Sales Assistant (PT), Bathgate. Card Factory – closes 11/05/22 <u>Details here</u>

Retail Customer Service (PT) West Calder. Coral <u>Details here</u>

Retail Customer Service (FT), Armadale. Ladbrooks <u>Details here</u>





west lothian

ANNUAL EMPLOYABILITY FAIR

Howden Park Centre , Livingston Friday 6th May 11pm - 3pm

Warehouse Vacancies

Warehouse Operative (Temporary), Livingston. Pertemps network Group <u>Details here</u>

Warehouse Operative/ Parcel Sorter (FT Permanent), Livingston. DHL <u>Details here</u>

Warehouse Operative (FT Temporary), Falkirk. ASDA <u>Details here</u>

Warehouse Operative (FT Permanent), Livingston. TESCO – closes 01/05/22 <u>Details here</u>

Warehouse Operative (FT Permanent), Livingston. DHL Nisa <u>Details here</u>

WE ARE LOOKING FOR TRUSTEES

Are you passionate about improving the lives of individuals and communities across West Lothian? Contact VSG today, no experience required. Full training provided.



THE GATEWAY

Voluntary Sector Gateway West Lothian

vsg@vsgwl.org



access **employment** SUPPORT FOR ALL WEST LOTHIAN RESIDENTS



The Wellbeing Team are a pre-employability service offering a wealth of knowledge and experience in coaching, mental health support and personal development. This support will empower individuals and address barriers to improve their overall chances of employment. You can access;

- 1-2-1 Support
- Group Work
- WomenN2Work Programme
- MenN2Work Programme
- Wellbeing Workshops

For more information please contact us Call - 0800 032 9768 Email - <u>a2ewellbeingteam@westlothian.gov.uk</u>



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 please contact us Call - 0800 032 9768 Email - pesf@westlothian.gov.uk

YOUNG PEOPLE EMPLOYMENT SUPPORT



Our Employment Advisers assist 16 – 24yr olds into Employment, Training or Education through one to one sessions and group work. Our experienced team offer tailored support and guidance online, over the phone and email to suit your employment needs. Assistance can include:

- CV building / Interview preparation
- Young People N2 Work Programme
- Applying for an Apprenticeship
- Training Opportunities
- Graduate Work Experience

For more information please contact us Call - 0800 032 9768 Email - stepsn2work@westlothian.gov.uk

ONE TO ONE EMPLOYMENT SUPPORT

Access2employment 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:



C Freephone: 0800 032 9768

access2employment@westlothian.gov.uk

Book a telephone/online appointment H

Register for the weekly jobs Vacancy Bulletin here

To unsubscribe, please complete this form