

# VACANCY BULLETIN

## LONG TERM UNEMPLOYMENT

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 training.

- **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**
- **Open Door - Administration (25-30 hrs)**

Send CV to

**[Angela.Campbell2@westlothian.gov.uk](mailto:Angela.Campbell2@westlothian.gov.uk)**

For assistance applying please contact your A2E Adviser or  
**[access2employment@westlothian.gov.uk](mailto:access2employment@westlothian.gov.uk)**

## Public & Third Sector Vacancies

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

- **[Family Link Worker](#)**
- **[School Crossing Patrol Guide](#)**
- **[Pupil Support Worker](#)**
- **[Public Utilities & Roadworks Officer](#)**
- **[Accommodation Officer](#)**
- **[Cleaners](#)**
- **[Care and Support Worker](#)**
- **[Support Worker](#)**

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'

## A2E ONLINE WORKSHOPS



<b>N2Work Drop In</b>	<b>2nd &amp; 16th June</b>
<b>Customer Service</b>	<b>21st June</b>
<b>Transferable Skills</b>	<b>28th June</b>
<b>CV Preparation</b>	<b>30th June</b>

## A2E LOCATION APPOINTMENTS

Access2employment are now available to meet face to face in the following locations:

ALMONDBANK LIBRARY

BATHGATE PARTNERSHIP CENTRE

FAULDHUSE PARTNERSHIP CENTRE

STRATHBROCK PARTNERSHIP CENTRE

WHITBURN LIBRARY

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

To book an in person appointment please contact your allocated A2E adviser. Alternatively email: **[access2employment@westlothian.gov.uk](mailto:access2employment@westlothian.gov.uk)** or call **0800 032 9768**.

## Aged 16-24, resident of West Lothian and looking for work?

West Lothian Council's **Steps N2 Work** are currently seeking applicants for the positions below:

- [Apprentice Joinery \(SK Joinery\)](#)
- [General Labourer \(Edinburgh Fabrications, Broxburn\)](#)
- [IT & IT Telecoms Trainee \(Brightridge\)](#)
- [Apprentice Quality Control Inspector \(Component Sense\)](#)
- [Assistant Pet Undertaker \(I Care Pet Crem\)](#)
- [Trainee Admin Assistant Events \(Specialized Organization\)](#)
- [Trainee Rental Controller \(McNicoll Vehicle Hire Ltd\)](#)
- [Trainee Online Sales Assistant \(TES Supplies\)](#)
- [Trainee Admin Assistant \(SW Enviro\)](#)
- [Trainee Recruitment Resourcer \(Joint Force Alba\)](#)

[Click here](#) to complete the online registration

If you would like any further information or assistance with applying please contact:  
[stepsn2work@westlothian.gov.uk](mailto:stepsn2work@westlothian.gov.uk) or call 0800 032 9768

## Edinburgh Airport Recruitment Day

Edinburgh Airport is hosting a recruitment day in partnership with  
Department for Work and Pensions.

We'll be joined by partners from across the airport campus including food and beverage partners, ground handling and retail.

Tuesday 31 May  
9.30am - 12.30pm  
Capital House  
Edinburgh Airport

For full details, including how to sign up, scan the QR code



CLICK HERE

Come along if you're ready for your airport career to take off!

way to  
WORK

Department  
for Work &  
Pensions

## Graduate Vacancies

Graduate Software Engineer (FT), Livingston.  
SchoolGrid [Details here](#)

Business and Partnerships Officer (FT), Fully Remote.  
National Energy Action – closes 02/06/22  
[Details here](#)

School Account Manager (FT), Edinburgh. Sumdog –  
closes 14/06/22 [Details here](#)

Trainee Development Officer (FT), Glasgow. Maryhill  
Housing Association – closes 25/06/22  
[Details here](#)

Support and Inclusion Officer (Fixed Term), Fully  
Remote. British Association of Counselling and  
Psychotherapy – closes 07/06/22 [Details here](#)

Travel Consultant (FT), UK Wide. Trailfinders – closes  
05/06/22 [Details here](#)

Junior Consultant (Fixed Term), UK Wide. Ten10  
Academy – closes 04/06/22 [Details here](#)

Graduate Programme 2022 (Fixed Term), Edinburgh.  
Jurys Inns Limited – closes 07/06/22 [Details here](#)

Tester – Graduate (Tech + Programme) (Fixed Term), UK  
Wide. Grayce [Details here](#)

Graduate Trainee Chartered Tax Advisor (FT),  
Edinburgh. AH&Co Ltd [Details here](#)

## Apprenticeship Vacancies

Graduate Apprentice Software Developer, Edinburgh.  
Lothian Buses [Details here](#)

Graduate Apprentice IT Support & Cyber Security  
Technician, Edinburgh [Details here](#)

Modern Apprentice Childcare Assistant, Livingston  
Village. Busy Bee [Details here](#)

Modern Apprentice IT Support, Livingston. SCC  
[Details here](#)

Apprentice Organisational Development Officer,  
Bathgate. West Lothian Council [Details here](#)

Modern Apprentice Mechanical Maintenance  
Technician, Livingston. Shin-Etsu [Details here](#)

Modern Apprentice Customer Sales, Livingston. Sky  
[Details here](#)

Modern Apprentice Telecoms Operator and  
Administration Assistant, Various locations. NHS  
Scotland [Details here](#)

## Management Vacancies

Repair Sales Manager, Livingston. Schindler  
[Details here](#)

Group Finance Manager (FT), Edinburgh. Ooni Pizza  
Ovens- closes 30/05/22 [Details here](#)

Global Shipping Manager (FT), Edinburgh. Ooni Pizza  
Ovens [Details here](#)

Reverse Logistics Manager (FT), Livingston. Sky  
[Details here](#)

Practice Manager (FT), East Calder. East Calder &  
Ratho Medical Practice - closes 03/06/22 [Details here](#)

Senior Clinical Supplies Manager, Bathgate. Catalent  
[Details here](#)

Commercial Manager, Livingston. Clancy - closes  
09/06/22 [Details here](#)

Site Support Manager (FT), Livingston. IQVIA  
[Details here](#)

Housing Need Manager (FT Permanent), Livingston.  
West Lothian Council- closes 31/05/22 [Details here](#)

Team Manager- Children, Families and Throughcare  
(FT Permanent), Livingston. West Lothian Council-  
closes 05/06/22 [Details here](#)

General Manager (FT Permanent), Livingston – closes  
03/06/22 [Details here](#)

## Construction Vacancies

Groundworker/ Landscaper (FT), Livingston. Almond  
Electric Gates – closes 05/06/22 [Details here](#)

Welder (FT), Rosyth. Babcock International – closes  
29/05/22 [Details here](#)

Slinger (FT), Rosyth. Babcock International – closes  
27/05/22 [Details here](#)

Projects Engineer (FT), Rosyth. Babcock International –  
closes 29/05/22 [Details here](#)

Joiner (FT), Livingston. West Lothian Council – closes  
30/06/22 [Details here](#)

Electrician Various Grades (FT), Livingston. West  
Lothian Council – closes 30/06/22 [Details here](#)

Engineer - Structures (FT), Livingston. West Lothian  
Council – closes 05/06/22 [Details here](#)

Roofer (FT), Livingston. West Lothian Council – closes  
05/06/22 [Details here](#)

Road Safety Senior Engineer (FT), Livingston. West  
Lothian Council – closes 05/06/22 [Details here](#)

Fibre Splicer (FT), Livingston. Locktel Communications  
[Details here](#)

Cabling Engineer (FT), Livingston. Locktel  
Communications [Details here](#)

## Office / Admin Vacancies

Accounts Payable Assistant (FT), Livingston. Sky TV  
[Details here](#)

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

Booking Line Operator/Receptionist (PT), Livingston.  
NHS Scotland - closes 31/5/22 [Details here](#)

Operations Assistant (PT), Livingston. The Range  
[Details here](#)

Commercial Admin Support Assistant (FT), Livingston.  
ISS Facility Services [Details here](#)

Tissue Viability Administrator (FT), Livingston. NHS  
Lothian - closes 7/6/22 [Details here](#)

Bottling and Logistics Administrator (FT), Livingston.  
Aceo Limited [Details here](#)

Branch Administrator (FT), Bathgate. Novus Property  
Solutions [Details here](#)

Call Administrator (FT), Bathgate. Dacoll Ltd  
[Details here](#)

Warehouse Administrator (FT), Livingston. Aceo  
Limited [Details here](#)

Administration Assistant (FT), Livingston. Via Office  
Angels [Details here](#)

Office Administrator (FT), Livingston. Apex Hotels –  
closes 13/06/22 [Details here](#)

## Hospitality Vacancies

Waiting & Bar Staff, Bathgate. Food Creations  
[Details here](#)

Bar Staff/Server/Function Staff, Livingston. Grand  
Central [Details here](#)

Barista Costa, Livingston / Bathgate. [Details here](#)

Food & Beverage Assistant, Bathgate. Cairn Hotel  
[Details here](#)

Bartender & Server, Bathgate. The Vu [Details here](#)

Barista Starbucks Edinburgh Airport – closes 06/06/22  
[Details here](#)

Front of House, Bathgate. Pepe's Peri Peri [Details here](#)

Bar & Waiting Staff, Ratho. The Bridge Inn [Details here](#)

## Featured Local Vacancy

Citizens Advice Bureau are currently recruiting:

- Volunteer Support Officer (16 - 20hours)

For information on how to apply, email:  
[enquiries@cabwestlothian.casonline.org.uk](mailto:enquiries@cabwestlothian.casonline.org.uk)



## Manufacturing/Production

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

Production Operator (FT), Bathgate. Be Personnel [Details here](#)

Production Machine Operator (FT Temp), Livingston. Staffplus [Details here](#)

Bakery Production Operative (FT Perm), Bathgate. Connect [Details here](#)

Production Operator (FT Temp), Livingston. Hyaltech [Details here](#)

Chemical process Operator (FT Perm), Livingston. Irlam Associates [Details here](#)

Production Operative (FT Perm), Livingston. Acorn Recruitment [Details here](#)

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

Assembly Operative (FT Temp), Broxburn. Connect [Details here](#)

Production Operative (FT Temp), Livingston. Blue Arrow [Details here](#)

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

## Care Sector Vacancies

Supply Social Care Support Worker (FT & PT), West Lothian. West Lothian Council – closes 31/12/22 [Details here](#)

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

Care Assistant (FT & PT), Across West Lothian. Call-In Homecare [Details here](#)

Care Assistant (PT & FT), Livingston. Randolph Hill Nursing Home – closes 31/05/22 [Details here](#)

## Featured Local Vacancy

**Carers of West Lothian** are recruiting a:

- Young Carers Employability Worker (21 hours p/w)

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



**Carers of West Lothian**

## Retail Vacancies

Store Assistant (FT), Broxburn. Aldi [Details here](#)

Retail Assistant /Pharmacist /Retail managers (FT &PT) West Lothian. Lloyds Pharmacy [Details here](#)

Retail Team Member x2 (PT) Livingston. Krispy Kreme [Details here](#)

Supervisor (PT), Livingston. Fossil [Details here](#)

Retail Sales Associate (PT), Livingston. Fossil [Details here](#)

Retail Sales Associate (PT) , Livingston. Watch Station [Details here](#)

Sales Assistant – Keyholder (PT), Livingston. Le Creuset [Details here](#)

Customer Delivery Driver (FT), Livingston. Asda – closes 01/06/22 [Details here](#)

Section Manager (FT), Livingston. Asda – closes 04/06/22 [Details here](#)

Customer Service Assistant (Food to Go ) (PT), East Calder. Scotmid – closes 13/06/22 [Details here](#)

Customer Service Assistant (PT), Deans. Scotmid – closes 13/06/22 [Details here](#)

Store Assistant (PT), Broxburn. Home Bargains – closes 31/05/22 [Details here](#)

Branch Supervisor (FT), East Calder. Scotmid – closes 09/06/22 [Details here](#)

## Warehouse Vacancies

Warehouse Parcel Sorter (Temporary), Livingston. Via Connect Appointments [Details here](#)

Warehouse Supervisor (Temporary), Livingston. Partemps NetworGroup [Details here](#)

Warehouse Operative (Temporary), Livingston. Target Recruitment [Details here](#)

Warehouse Operator (FT), Livingston. Burton's Biscuits [Details here](#)

Night Warehouse Operative (FT Permanent), DX Network Services – closes 04/06/22 [Details here](#)

## Featured Local Vacancy

**The Bridge Community Project** are recruiting a:

- Money Adviser (up to 16hrs p/w)

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



**the bridge**  
CONNECTING HOME WITH HOPE

**WELLBEING  
TEAM**

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](tel:0800 032 9768)

Email - [a2ewellbeingteam@westlothian.gov.uk](mailto:a2ewellbeingteam@westlothian.gov.uk)

**YOUNG PEOPLE  
EMPLOYMENT SUPPORT**

**YOUNG  
PEOPLE**

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](tel:0800 032 9768)

Email - [stepsn2work@westlothian.gov.uk](mailto:stepsn2work@westlothian.gov.uk)

**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 please contact us

Call - [0800 032 9768](tel:0800 032 9768)

Email - [pesf@westlothian.gov.uk](mailto:pesf@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:



Freephone: [0800 032 9768](tel:0800 032 9768)



[access2employment@westlothian.gov.uk](mailto:access2employment@westlothian.gov.uk)



[Book a telephone/online appointment](#)

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