

# 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

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;

- [HR Business Adviser](#)
- [HR Assistant](#)
- [Administrative Assistant](#)
- [Information Advice Officer](#)
- [Key Worker](#)
- [Team Manager](#)
- [Supply Adult Learning Worker](#)
- [Justice Assistant](#)

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



N2Work Drop In	16th June
Customer Service	21st June
Transferable Skills	28th June
CV Preparation	30th June

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

## 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 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:

- **General Labourer** (Edinburgh Fabrications, Broxburn)
- **IT & IT Telecoms Trainee** (Brightbridge)
- **Apprentice Quality Control Inspector** (Component Sense)
- **Assistant Pet Undertaker** (I Care Pet Crem)
- **Trainee Admin Assistant Events** (Specialized Organization)
- **Trainee Rental Controller** (McNicol 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

## WEST LOTHIAN JOB CREATION FUND



West Lothian Council's Economic Development Team has committed to supporting more local businesses to create sustainable employment opportunities.

The Job Creation Fund will provide businesses with the financial support needed to create jobs for West Lothian residents.

For more information and to express a note of interest, please visit the Invest in West Lothian website!

If you would like to find out more information please visit [www.investinwestlothian.com](http://www.investinwestlothian.com) or [click here](#)

Complete the Expression of Interest form online [here](#) to register as a local Employer

## Graduate Vacancies

Advertising Operations Assistant (FT), Glasgow. STV - closes 13/06/22 [Details here](#)

Trainee Recruitment Consultant (FT), Edinburgh. Aston Carter - closes 30/06/22 [Details here](#)

Compliance Officer (FT), UK Wide. United Learning - closes 12/06/22 [Details here](#)

Agile Developer (FT), UK Wide. RNIB - closes 09/06/22 [Details here](#)

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

Graduate Medical Sales (FT), Edinburgh & Glasgow. Chase People - closes 31/12/22 [Details here](#)

Graduate Surveyor (FT), Edinburgh. Graham & Sibbald [Details here](#)

Senior Embedded Linux Software Engineer (FT), Linlithgow. Octagon Group [Details here](#)

Sales Consultant (FT), UK & Europe. ALLSOP & ALLSOP [Details here](#)

Graduate Tester (Tech + Programme) (FT), UK & Europe. Grayce [Details here](#)

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

## Apprenticeship Vacancies

Graduate Apprentice Project Manager/Quantity Surveyor, Edinburgh Space Solutions Ltd [Details here](#)

Graduate Apprentice Software Developer, Livingston. Shin-Etsu Handotai Europe [Details here](#)

Trainee Butcher, Broxburn. AK Stoddarts [Details here](#)

Apprentice Animal Technician, Edinburgh. The University of Edinburgh [Details here](#)

Relationship Management Apprentice, Edinburgh. Natwest Group [Details here](#)

Modern Apprenticeship Facilities Operative, Livingston. Genius People [Details here](#)

Modern Apprenticeship IT Refurbishment Support, Livingston. Pure IT Refurbishment [Details here](#)

Apprentice Engineer, Livingston. Tilbury Douglas [Details here](#)

## Management Vacancies

Store Manager, Livingston. LIDS [Details here](#)

Change and Projects Delivery Manager (FT), Livingston. Sky [Details here](#)

Senior Delivery Manager (FT), Livingston. Sky [Details here](#)

Associate Manager-Immunology, Livingston. IQVIA [Details here](#)

Sales Manager for Inside Sales-Clinical Trials (FT), Livingston. IQVIA [Details here](#)

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

Civil Excavation Team Leader (FT Permanent), Livingston. Clancy – closes 28/06/22 [Details here](#)

CCTV Team Leader (FT Permanent), Livingston. Clancy- closes 28/06/22 [Details here](#)

Environmental and Sustainability Lead (Permanent), Livingston. Clancy- closes 27/06/22 [Details here](#)

Shift Manager (PT), Broxburn. Lidl - closes 10/06/22 [Details here](#)

Transport Shift Manager (FT Permanent), Livingston. DHL- closes 17/06/22 [Details here](#)

## Construction Vacancies

Plumbing / Heating Engineer (FT), Bathgate. [Details here](#)

Painter (FT), Bathgate. A1 Jobs - closes 24/06/22 [Details here](#)

Garden Maintenance Worker (FT), Bathgate. Pertemps [Details here](#)

Building Maintenance Scotland [Details here](#)

Semi-Skilled Site Operative (FT), Bathgate. Maintain Solutions Ltd – closes 26/06/22 [Details here](#)

Bricklayer (FT), Falkirk. Linsco Recruitment - Closes 25/06/22 [Details here](#)

Grounds Maintenance (FT), Livingston. Continental Landscapes [Details here](#)

Labourers x2 (FT), Bathgate. A1 Jobs – closes 16/06/22 [Details here](#)

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

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

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

## Office / Admin Vacancies

Administrator (Permanent), Bathgate. Everwarm [Details here](#)

Departmental Secretary (FT Permanent), Livingston. NHS Lothian- closes 16/06/22 [Details here](#)

Transport Administrator, Livingston. GXO Logistics [Details here](#)

Receptionist/Telephonist (PT), Newbridge. Western Volkswagen [Details here](#)

Vehicle Sales Administrator (FT), Newbridge. Western Toyota [Details here](#)

Service Booking Agent (FT), Broxburn. Eastern Western Motor Group [Details here](#)

Sales Administrator (FT), Newbridge. Mercedes-Benz of Edinburgh [Details here](#)

Customer Service Advisor (FT), Newbridge. Mercedes-Benz of Edinburgh [Details here](#)

Admin/ Clerical (PT Permanent), Livingston. NHS Lothian- closes 14/06/22 [Details here](#)

Stock Accountant, Livingston. Aceo Limited [Details here](#)

Project Administrator (FT Permanent), Whitburn. Harmony Fire Ltd [Details here](#)

Logistics Administrator (FT Permanent), Livingston – closes 29/06/22 [Details here](#)

## Quick links to more jobs..

Livingston Designer Outlet, [Details here](#)

Almondvale Centre, [Details here](#)

NHS vacancies, [Details here](#)

SKY vacancies, [Details here](#)

Charity & Voluntary sector, [Details here](#)

IQVIA vacancies, [Details here](#)

Civil Service vacancies, [Details here](#)

Valneva vacancies, [Details here](#)

Tesco vacancies, [Details here](#)

Asda vacancies, [Details here](#)

Scotmid vacancies, [Details here](#)

Taylor Wimpey vacancies, [Details here](#)

Aldi vacancies, [Details here](#)

Various Hospitality vacancies [Details here](#)

Lidl vacancies, [Details here](#)



## Manufacturing/Production

**Production Machine Operator (FT Temporary), Livingston.** Via Staffplus Recruitment [Details here](#)

**Assembly Operator (FT), Livingston.** Via REL Recruitment [Details here](#)

**General Production Operative (FT Permanent), Bathgate.** Smithandfrater [Details here](#)

**Production Operative (FT & PT Temporary), Livingston.** Via Stafforce [Details here](#)

**Manufacturing Engineer (FT), Livingston.** JBT Corporation [Details here](#)

**Production Operator (FT Permanent), Livingston.** Via Realise Recruitment [Details here](#)

**Production Operators (PT Temporary), Livingston.** Via Blue Arrow [Details here](#)

**Production Operative – Various Shifts (FT Temporary), Livingston.** Via Connect Appointments [Details here](#)

**Bakery Production Operative (FT Permanent), West Lothian.** Via Connect Appointments [Details here](#)

**Semi – Skilled Maintenance Operative (FT Temporary), Livingston.** Via Connect Appointments [Details here](#)

**Machine Operator (FT Fixed Term), Livingston.** Burton's Biscuits – closes 01/07/22 [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](#)

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

**Social Care Practitioner, (PT), Whitburn.** West Lothian Council – closes 15/06/22 [Details here](#)

**Care Worker, (PT), Bathgate.** West Lothian Council – closes 15/06/22 [Details here](#)

**Keyworker, (FT), Eliburn.** West Lothian Council – closes 15/06/22 [Details here](#)

**Support Workers, (FT&PT), Livingston.** Ark People Housing Care – closes 30/06/22 [Details here](#)

## Retail Vacancies

**Team manager (FT), Livingston.** Millies Cookies (SSPTTravel Experts) – closes 30th June via DWP [Details here](#)

**Temporary Senior sales Assistant (PT), Broxburn.** Semichem – closes 30/06/22 [Details here](#)

**Customer Assistant (food to go) (PT), East Calder.** Scotmid – closes 13/06/22 [Details here](#)

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

**Customer Experience manager (FT), Livingston.** Sainsburys – closes 17/06/22 [Details here](#)

**Sales Assistant (PT), Livingston.** WHSmiths [Details here](#)

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

**Sales Assistant (PT), Livingston.** The Works [Details here](#)

**Funeral arranger (PT 6-month fixed contract), Livingston.** Co-Op [Details here](#)

**Sales Assistant (PT), Livingston.** Tog 24 – via linkedin [Details here](#)

**Store Team member (PT), Livingston.** Home Bargains – closes 24/06/22 [Details here](#)

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

## Warehouse Vacancies

**Warehouse Person (FT Permanent), Livingston.** AWDIs Brands [Details here](#)

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

**Stockroom Assistant – Home & Fashion (FT Permanent), Livingston.** British Heart Foundation – closes 20/06/22 [Details here](#)

**Trade Counter/Warehouse Person (FT Permanent), Bathgate.** Howdens – closes 18/06/22 [Details here](#)

**Warehouse Operative (FT Fixed Term), Bathgate –** closes 19/06/22 [Details here](#)

## Featured Local Vacancy

**West Lothian Youth Action Project are seeking;**

- 2 x Youth Worker - Specialising in Drug & Alcohol Support Services (£27k)

For more information or to apply for this position please [click here](#)



**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](#)

Register for the weekly jobs Vacancy Bulletin [here](#)

To unsubscribe, please complete this [form](#)