

# 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 - 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;

- [Repairs Manager](#)
- [Payroll Assistant](#)
- [Cleaners](#)
- [Housing Support Worker](#)
- [HR Assistant](#)
- [Keyworker](#)
- [Supply Sport Coaches](#)
- [Supply Cook/Assistant Cook](#)

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

## 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:

NEW

- [Trainee Admin Assistant \(AKC IFA's, Livingston\)](#)
- [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 \(McNicol Vehicle Hire Ltd\)](#)
- [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**

## Apprenticeship Vacancies

Graduate Apprentice Trainee Quantity Surveyor, Livingston. GRAHAM [Details here](#)

Apprentice Call Administrator (FT), Bathgate. GP Strategies Training Ltd [Details here](#)

Trainee/Apprentice Butcher, Linlithgow. Campbells Meat [Details here](#)

Trainee Pharmacy Assistant, Fauldhouse. Well Pharmacy [Details here](#)

Apprentice Heavy Vehicle Technician, Bathgate. via GTG [Details here](#)

Apprentice Mechanic, Bathgate. Johnston Fuels [Details here](#)

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

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

Chef Apprentice, Bathgate. Via Lifetime [Details here](#)

Customer Service Apprenticeship Programme, Livingston. Sky [Details here](#)

## Graduate Vacancies

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

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

Junior Consultant – Graduate Programme (Fixed Term), UK Wide. Ten10 Academy – closes 07/07/22 [Details here](#)

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

Graduate Recruitment Consultant (FT), Edinburgh. TEKsystems – closes 30/04/23 [Details here](#)

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

Graduate Procurement Officer (FT), Edinburgh. Scottish Prison Service – closes 14/06/22 [Details here](#)

Graduate Investments Operations Officer (FT), Edinburgh. FNZ [Details here](#)

Graduate School Administrator (FT), Edinburgh. University of Edinburgh – closes 28/06/22 [Details here](#)

Graduate Project Manager (Property Consultancy) (FT), Edinburgh. Morgan Hunt [Details here](#)

## Graduate Work Experience

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.

The positions available below are one year paid contracts.

Applications open for:

Social Policy (Learning Disability Service) [Details here](#)

Social Policy (Modernisation Programme) [Details here](#)

Education (Performance Officer) [Details here](#)

Corporate Communications (Graphic Design) [Details here](#)

Digital Transformation (Learning) [Details here](#)

## Management Vacancies

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](#)

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

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

Leisure Manager (FT Permanent), Uphall. MacDonald Houstoun House [Details here](#)

Operations Manager (FT Permanent), Livingston. DX – closes 31/07/22 [Details here](#)

General Manager – National Risk and Resilience Department (FT Permanent), Newbridge. Scottish Ambulance Service – closes 23/06/22 [Details here](#)

Hotel Operations Manager (FT Permanent), Uphall. MacDonald Houstoun House [Details here](#)

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

## Construction Vacancies

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

Bricklayer (FT), Whitburn. Jarvey Stone [Details here](#)

Gas Service & Repair Engineer (FT), Livingston. [Details here](#)

Regional Engineer (FT), Glasgow. Andrew Sykes Hire [Details here](#)

Time Served Plasterer (FT), Livingston. Response Building Maintenance Scotland [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](#)

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

General Labourer/ Builder (FT), Livingston. Response Building Maintenance Services [Details here](#)

General Labourer (FT), Bathgate. Pro Joinery & Renovation [Details here](#)

Production Operatives (FT Perm), Broxburn. Connect [Details here](#)

## Office / Admin Vacancies

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

Administrator (FT Fixed Term), Bathgate. Children 1st – closes 24/06/22 [Details here](#)

Helpdesk Planner (FT Temporary), Bathgate. Via Ranstad [Details here](#)

Marketing Administrator (FT), Hybrid/Livingston. Via Connect Appointments [Details here](#)

Office Administrator (FT), Livingston. AWDIs Brands [Details here](#)

Clerical Assistant (FT), Livingston. GA Barnie Group Ltd – closes 24/06/22 [Details here](#)

Office Administrator (FT), Livingston. Buchanan Skip Hire [Details here](#)

Secretary (FT), Livingston. NHS Scotland – Closes 20/06/22 [Details here](#)

Administration Assistant/Receptionist (PT), Livingston. Howden Medical Practice – closes 24/06/22 [Details here](#)

Office Administrator (FT Temporary), Livingston. Corporate Moves [Details here](#)

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

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

## Quick links to more jobs..

Invest In West Lothian, [Details here](#)

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](#)

Xcite vacancies, [Details here](#)

Lidl vacancies, [Details here](#)



## Manufacturing/Production/Warehouse

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](#)

Warehouse Operative (FT Permanent), Livingston. GXO Iceland Foods [Details here](#)

Warehouse Operative (PT), Broxburn. SHS Trading Ltd [Details here](#)

Dayshift Warehouse Operatives, Broxburn. Driver Hire Edinburgh West (West Lothian) [Details here](#)

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

Production/Baking Operative (FT), Bathgate. Be Personnel [Details here](#)

Production Technician (FT Perm), Livingston. Escape [Details here](#)

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

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

Meat Packer (FT Temp), Broxburn. Sure Recruitment [Details here](#)

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

## Transport Vacancies

Minibus Driver (FT) Bathgate. Handicabs [Details here](#)

Delivery Driver (FT) Livingston. Evri Couriers [Details here](#)

Courier Driver (FT) Edinburgh. CitySprint [Details here](#)

Van Driver MD (FT Temp to Perm), Livingston. PS LTD [Details here](#)

Parcel Delivery Driver (FT) Edinburgh. AFS Logistics [Details here](#)

Multidrop Delivery Driver (FT) Livingston. Go Green Deliveries [Details here](#)

Parcel Delivery Driver (FT) Bathgate. Royal Mail [Details here](#)

Trainee Driver (FT) Bathgate. Gregory Distribution [Details here](#)

Bus Driver (FT & PT) Livingston. FIRST UK Bus [Details here](#)

## Retail Vacancies

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

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

Retail Sales Consultant (PT Permanent), Livingston. Beaverbrooks [Details here](#)

Customer Service Assistant (PT Permanent), East Calder. Scotmid [Details here](#)

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

Retail Customer Service Assistant (PT), Livingston. BP Garage – closes 11/07/22 [Details here](#)

Retail Senior Team Member, Livingston. Greggs [Details here](#)

Branch Customer Service Assistant (FT), Livingston. Lloyds Banking Group – closes 19/06/22 [Details here](#)

Assistant Store Manager (FT Permanent), Livingston. Hugo Boss [Details here](#)

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

Retail Assistant (PT Permanent), Bathgate. Screwfix [Details here](#)

Retail Supervisor (FT Permanent), Livingston. Screwfix [Details here](#)

## Hospitality Vacancies

Barista Bathgate. The Granary [Details here](#)

Barista (FT) Linlithgow. Mannerstons Farm Shop. [Details here](#)

Bar Tender(PT) Livingston. Prezzo [Details here](#)

Bar Staff TRNSMT, Various Festivals [Details here](#)

Waiting Staff, Bathgate. The Panda Restaurant [Details here](#)

## Featured Local Vacancy

APEX Hotels are currently seeking applications for:

- [Laundry Driver - click here](#)
- [Laundry Assistant - click here](#)
- [Production Assistant - click here](#)

For more information about APEX HOTELS [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](#)

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