

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 X 2 (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
- Garden Assistant - WL Foodbank (30 hrs)

Send CV to

Angela.Campbell2@westlothian.gov.uk

For assistance applying please contact your A2E Adviser or
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;

- [Leisure Assistant](#)
- [Housing Options Officer](#)
- [Clerical Assistant](#)
- [Family Link Worker](#)
- [Project Manager](#)
- [Business Support Officer](#)
- [Building Standards Surveyor](#)
- [Cleaners](#)

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



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:

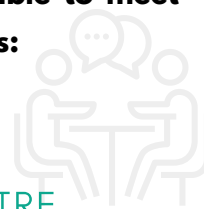
ALMONDBANK LIBRARY

BATHGATE PARTNERSHIP CENTRE

FAULDHUSE PARTNERSHIP CENTRE

STRATHBROCK PARTNERSHIP CENTRE

WHITBURN LIBRARY



VOLUNTEERING

Various local opportunities can be found at Volunteer Scotland. [Click here](#) for more information.

To book an in person appointment please contact your allocated A2E adviser. Alternatively email: 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:

- [Trainee Admin Assistant \(AKC IFA's, Livingston\)](#)
- [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 \(McNicoll Vehicle Hire Ltd\)](#)
- [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 or call **0800 032 9768**

Apprenticeship Vacancies

Modern Apprentice Web Sales Processor, Livingston. CSI Group [Details here](#)

Modern Apprentice Lithographic Printers, Livingston. Attain Training [Details here](#)

Modern Apprentice Stores Assistant, Bathgate. Dacoll [Details here](#)

Modern Apprentice Multi Skilled Maintenance Engineer, Livingston. Paterson Arran Ltd [Details here](#)

Modern Apprentice Travel Consultant, Livingston. Barrhead Travel [Details here](#)

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

Professional Cookery Apprentice, Edinburgh. Apex Hotels [Details here](#)

Hospitality Apprentice, Edinburgh. Apex Hotels [Details here](#)

Management Apprenticeship, Edinburgh. Apex Hotels [Details here](#)

Graduate Vacancies

Technology Risk Graduate Programme (FT), Edinburgh. EY [Details here](#)

Graduate Valuations Advisory (FT), Midlothian. JLL [Details here](#)

Graduate Recruiter Programme (FT), Edinburgh. TEK Systems [Details here](#)

Junior Graduate Software Developer C++ (FT), Edinburgh. Amazing Prospects [Details here](#)

Credit Risk – Documentation Associate (FT), Edinburgh. JP Morgan Chase & Co [Details here](#)

Learning and Development – Know your Customer Training – Associate (FT), Edinburgh. JP Morgan Chase & Co [Details here](#)

Tech Recruiter (FT), Edinburgh. Amazon [Details here](#)

Business Development and Marketing Graduate – Hybrid (FT), Edinburgh. Purpose HR and AAB Group Company [Details here](#)

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

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

Global Shipping Manager (FT), Broxburn. Ooni
[Details here](#)

Senior Insight Manager (FT), Broxburn. Ooni
[Details here](#)

Head of Product Category Management (FT), Broxburn. Ooni
[Details here](#)

Technical Project Manager- Product (FT), Broxburn. Ooni
[Details here](#)

Recruiting Manager, Bathgate. Catalent
[Details here](#)

Project Manager- Clinical Trials, Bathgate. Catalent
[Details here](#)

Legacy Partnerships Manager (FT), Home based. Cancer Research UK
[Details here](#)

Group DP and Compliance Project Manager (FT), Livingston. Sky
[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](#)

Construction Vacancies

Welder (FT), Rosyth. Babcock – closes 29/06/22
[Details here](#)

Senior Mechanical Engineer (FT), Rosyth. Babcock – closes 29/06/22
[Details here](#)

Project Scheduler (FT), Rosyth. Babcock – closes 29/06/22
[Details here](#)

Labourer (FT), Livingston. Linsco – closes 10/07/22
[Details here](#)

Labourer (FT), Armadale. Naia Garden Services – closes 16/07/22
[Details here](#)

Project Manager (FT), Livingston. West Lothian Council – closes 03/07/22
[Details here](#)

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

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

Office / Admin Vacancies

Administration Team Leader (FT Contract), Livingston.
[Details here](#)

Administration Assistant (PT Contract), Livingston.
[Details here](#)

Clerical Assistant x 3 (FT Fixed Term), Bathgate. West Lothian Council – closes 3/7/22
[Details here](#)

Administrative Assistant (PT Fixed Term), Mid Calder. West Lothian Council – closes 3/7/22
[Details here](#)

Administrative Assistant (PT), Bathgate. West Lothian Council – closes 3/7/22
[Details here](#)

Workshop Administrator (PT), Broxburn. Northgate – closes 13/7/22
[Details here](#)

Office Administrator (PT), Livingston. Diamond UK FM Ltd
[Details here](#)

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

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

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

Finance Administrator (FT Permanent), Bathgate – closes 15/07/2022
[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

Packer (FT Temporary), Broxburn – closes 17/07/2022
[Details here](#)

Maintenance Engineer (FT Permanent), Bathgate.
Scantec – closes 16/07/2022 [Details here](#)

Packing Operative (FT Permanent), Livingston. Burtons
Biscuits – closes 16/07/2022 [Details here](#)

Machine Operative (FT Permanent), Livingston. Burtons
Biscuits – closes 16/07/2022 [Details here](#)

Process Operator (FT Permanent), Livingston. Burtons
Biscuits – closes 16/07/2022 [Details here](#)

Sortation Operative (FT), Bathgate. Amazon
[Details here](#)

Mechanical Fitter (FT Permanent), Bathgate - closes
25/06/2022 [Details here](#)

Picker Packer (FT Permanent), Broxburn - closes
26/06/2022 [Details here](#)

Warehouse Parcel Sorter (PT & FT Temporary),
Newbridge. Virtue Recruitment Services Ltd
[Details here](#)

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

Recycling Warehouse Operative (FT Temporary),
Livingston. PMP Recruitment [Details here](#)

Backs Warehouse Operative (FT Permanent),
Livingston. DX Network Services [Details here](#)

Cleaning Vacancies

Cleaner (PT), Livingston. Clean me [Details here](#)

Domestic Cleaner (FT/PT), Livingston. Time for You
[Details here](#)

Industrial Cleaner (FT), Livingston. The Recruitment Co
[Details here](#)

Housekeeper (PT/FT), Livingston. ABM UK [Details here](#)

Cleaning Operator (FT/PT), Livingston. Glow Cleaning
[Details here](#)

Featured Local Vacancy

Almond Housing Association is currently seeking
applications for:

- Cleaning & Environmental Operative, Livingston

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



Retail Vacancies

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

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

Sales Assistant (Casual), Livingston. Flannels
[Details here](#)

Sales Associate (PT), Livingston. Claire's [Details here](#)

One Stop Shift Leader (PT), Blackburn. Tesco – closes
30/06/22 [Details here](#)

Store Supervisor (PT), Bathgate. Poundland – closes
30/06/22 [Details here](#)

Retail Advisor (PT), Livingston. O2/Telefonica
[Details here](#)

Customer Services Assistant (PT), Bathgate. EG Group
[Details here](#)

Customer Service Assistant (PT Permanent), Deans –
closes 20/07/2022 [Details here](#)

Sales Assistant (PT Permanent), Livingston. Telefonica
UK (02) – closes 25/06/2022 [Details here](#)

Customer Adviser (PT Permanent), Livingston. Pavers
uk – closes 29/06/2022 [Details here](#)

Casual Stocktaker (FT Permanent), Livingston, Orridge
& CO – closes 25/06/2022 [Details here](#)

Hospitality Vacancies

Servers (FT & PT), Livingston. Stack and Still
[Details here](#)

Waiting Staff (FT), Livingston. Prezzo [Details here](#)

Back of House Griller (FT), Livingston. Nandos
[Details here](#)

Waiting Staff (PT), Bathgate. Liberta Restaurant
[Details here](#)

Restaurant Customer Adviser (PT), Broxburn. Dobbies –
closes 3/7/22 [Details here](#)

Featured Local Vacancy

Christie the Baker is currently seeking applications for:

- Retails Sales Assistants (FT & PT) Bathgate

For more information and to
apply [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

**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

**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

**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



[Book a telephone/online appointment](#)

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

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