





# VACANCY BULLETI

#### LONG TERM UNFMPLOYMENT

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 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. Campbell 2@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;

- Administrative Assistant
- Group Manager Child & Family Support
- Cook Supervisors x3
- Facilities Management Assistant x 3
- School Crossing Patrol Guide
- Justice Assistant Assessment & Early Intervention Team
- Assistant Cook
- 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



**CV Preparation** 

30th June

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

# Invest in West Lothian **Job Vacancies**

Discover new possibilities in West Lothian's dynamic jobs market including key sectors such as life sciences, engineering & manufacturing, logistics & distribution, and many more!

If you are a local employer with an available vacancy, you can submit it on our website!

#### A2E LOCATION APPOINTMENTS

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

ALMONDBANK LIBRARY

BATHGATE PARTNERSHIP CENTRE

FAULDHOUSE 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 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 Warehouse Assistant x2 (Lomond Books)
- <u>Trainee Admin Assistant (AKC IFA's, Livingston)</u>
- 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)
- <u>Trainee Rental Controller (McNicoll Vehicle Hire Ltd)</u>
- <u>Trainee Online Sales Assistant (TES Supplies)</u>
- Trainee Admin Assistant (SW Enviro)
- <u>Trainee Recruitment Resourcer (Joint Force Alba)</u>
   <u>Click here</u> 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**

Graduate Apprentice Trainee Site Manager, Newbridge. Clark Contracts <u>Details here</u>

Modern Apprentice Junior Social Media and Influencer Manager, Livingston. DFYNE <u>Details here</u>

Modern Apprentice Web Sales Processor, Livingston. CSI Group <u>Details here</u>

Modern Apprentice Childcare Assistant, Broxburn. Via Carousel Training <u>Details here</u>

Modern Apprentice Parts Advisor, Bathgate. Lothian DAF <u>Details here</u>

Modern Apprentice Bricklayer, Bathgate. Via CITB Details here

Modern Apprentice Accounts Trainee, Livingston. CB Technology <u>Details here</u>

Modern Apprenticeship Customer Service(Hospitality), Edinburgh Waverly. Scotrail <u>Details here</u>

Customer Service Apprenticeship (Fraud Operations), Natwest. Edinburgh <u>Details here</u>

#### **Graduate Vacancies**

Trainee Recruitment Consultant (FT), Edinburgh. Aston Carter – closes 30/06/22 <u>Details here</u>

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

Academy Customer Field Engineer (FT), UK Wide. City Fibre – closes 13/07/22 <u>Details here</u>

Chemical Process Engineer (FT), West Lothian. Eden Scott Details here

Marketing Executive (FT), Livingston. Workflo Solutions
<a href="Details here">Details here</a>

Graduate Civil Engineer (FT), Scotland. MGroup <u>Details</u> <u>here</u>

IT Technician (Ongoing Contract), Livingston. REL Recruitment Details here

Graduate Recruitment Consultant (FT), Edinburgh. DR Newitt <u>Details here</u>

Graduate Marketing and Accounts Executive (FT), Edinburgh. Pogo Studio – closes 6/7/22 Details here

Finance Assistant (FT), Edinburgh. InterContinental The George <u>Details here</u>

# **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) <u>Details here</u>

Digital Transformation (Learning) Details here





# **Management Vacancies**

Fundraising Manager (PT Fixed Term), Flexible Base. HcL – closes 14/07/22 <u>Details here</u>

Campaign Manager (PT Fixed Term), Hybrid. APRS – closes 1/7/22 <u>Details here</u>

Community Fundraising Area Manager (FT), Flexible Base. Shelter Scotland- closes 7/7/22 Details here

Portfolio Manager (FT), Livingston. Sky <u>Details here</u>

General Sales Manager (FT), Newbridge. Western Toyota <u>Details here</u>

Yoga Studio Manager (FT), Livingston. Revive Yoga & Wellness <u>Details here</u>

Assistant Manager (FT), Bathgate. Brandon Hire Station <u>Details here</u>

Shift Supervisor (FT), Livingston. Starbucks <u>Details</u> here

Team Manager - Reviewing officer & Children's Rights (FT Permanent), Livingston. WLC - closes 3/7/22

Details here

Project Manager (FT Permanent), Livingston. WLC - closes 3/7/22 Details here

# **Construction Vacancies**

Labourer (FT), Livingston. Linsco – closes 10/07/22

Details here

Labourer (FT), Armadale. Naia Garden Services – closes 16/07/22 <u>Details here</u>

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

Concrete Finisher (FT), Bathgate. Caval Ltd <u>Details here</u>

Qualified Electrician (FT), Livingston. Tech Sure (UK) Ltd Details here

Labourer (Temporary), Livingston. Nayr Recruitment Details here

Site Manager (Permanent), Livingston. C&P Recruitment Details here

Health & Safety Trainer (Permanent), Livingston. Global Details here

Metering Engineer - Dual Fuel (Permanent), Livingston.

<u>Details here</u>

### Office / Admin Vacancies

Clerical Assistant x 3 (FT Fixed Term), Bathgate. West Lothian Council – closes 3/7/22 <u>Details here</u>

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

Workshop Administrator (PT), Broxburn. Northgate – closes 13/7/22 <u>Details here</u>

Finance Administrator (FT Permanent), Bathgate – closes 15/07/2022 <u>Details here</u>

Customer Service Administrator (FT Temporary), Livingston. Via Connect Appointments <u>Details here</u>

Workshop Administrator (PT), Broxburn. Northgate – closes 24/07/22 <u>Details here</u>

Hire Coordinator (FT), Livingston. Wolseley – closes 7/7/22 <u>Details here</u>

Customer Sales Advisor (FT), Livingston. Sky <u>Details</u> <u>here</u>

Receptionist/Typist (FT), Livingston. Purdie Maclean Solicitors Details here

Sales/Office Administrator (FT), Livingston. Scotphone ICS Ltd <u>Details here</u>

# 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

Packing Operative (FT Permanent), Livingston. Burtons Biscuits – closes 16/07/2022 <u>Details here</u>

Machine Operative (FT Permanent), Livingston. Burtons Biscuits – closes 16/07/2022 <u>Details here</u>

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

Parcel Sorter (FT), Livingston. Via Sure Recruitment Group <u>Details here</u>

Retails Stock Room Assistant (FT Temporary), Livingston. People Solutions <u>Details here</u>

Warehouse Operative (FT Temporary), Livingston. Via GI Group Main Account – closes 4/7/22 Details here

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

Warehouse Operative (FT), Livingston. TESCO <u>Details</u> <u>here</u>

Machine Operator (FT Perm), Livingston. Nisha <u>Details</u> here

Production Planner/Fruit Ripener (FT Temp to Perm), Livingston. Sure <u>Details here</u>

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

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

# **Transport Vacancies**

Van Delivery Driver (FT) Livingston. Evan Jones <u>Details</u> here

HGV Driver Days (FT) Bathgate. Aldi <u>Details here</u>

Multi Drop Delivery Driver (FT) Livingston. Stampers Fruit and Veg <u>Details here</u>

Courier Driver/Delivery Driver (FT) Newbridge. AFS Logistics Details here

Multi Drop Delivery Driver (FT) Livingston. Blaze Logistics <u>Details here</u>

Transport Driver (FT) Kirkcaldy. NHS Scotland <u>Details</u> here

Private Hire Driver. (FT) West Lothian, Lothian Contracts Ltd Details here

Delivery Driver (FT) Livingston. Go Green Deliveries

<u>Details here</u>

DPD Delivery Driver (FT) Livingston. Amicus DSP <u>Details</u> here

### **Retail Vacancies**

Customer Service Assistant (PT Permanent), Deans – closes 20/07/22 Details here

Sales Assistant (PT Temp), Livingston. Pandora <u>Details</u> here

Customer Assistant Express (PT temp), Broxburn. Tesco <u>Details here</u>

Customer Assistant Express (PT), Broxburn. Tesco Details here

Customer Assistant Express (PT), Broxburn. Tesco Details here

Sales Associate (PT), Livingston. Nike <u>Details here</u>

Retail shop supervisor (FT), Livingston. Greggs <u>Details</u> <u>here</u>

Retail Team Member (PT- flexible), Livingston. Greggs

Details here

Store Team member (PT),Broxburn. Home Bargains – closes 30/06/22 <u>Details here</u>

Team Members – Multiple positions (PT), Livingston.
Next <u>Details here</u>

Customer Advisor (PT Temp), Livingston. B&Q <u>Details</u> <u>here</u>

Retail Team Member (PT), Livingston. Greggs <u>Details</u> <u>here</u>

# **Hospitality Vacancies**

Head Houskeeper (FT) Livingston. Mercure Details here

Bar Tender & Server (PT) Bathgate. The Vu Details here

Kitchen Assistant (FT), Livingston. Nandos Details here

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

Restaurant Customer Advisor (PT 8h), Broxburn. Dobbies Details here

Food & Beveridge Assistant (Accommodation provided)
Scottish Highlands Details here

## Featured Local Vacancy

Lomond Books is currently seeking applications for:

 Warehouse Assistant (FT), East Mains Ind Estate, Broxburn

To apply please send CV to jobs@lomondbooks.co.uk







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 - a2ewellbeingteam@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

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 - <u>stepsn2work@westlothian.gov.uk</u>

#### ONE TO ONE



#### 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



access2employment@westlothian.gov.uk



Book a telephone/online appointment

Register for the weekly jobs Vacancy Bulletin here

To unsubscribe, please complete this form