

VACANCY BULLETIN

LONG TERM UNEMPLOYMENT

Are you a West Lothian Resident?

Aged 25 or over and been Unemployed for 1 year or more? For more information and to apply: contact Angela.Campbell2@westlothian.gov.uk

- Charity Shop Assistant - WL Foodbank (22-24 hrs)
- Playworker - Simply Play (16-30 hrs)
- Barista - Larder (26 hrs)
- Operational Assistant - Larder (26 hrs)
- Administration - West Lothian College (26 hrs)
- Warehouse Assistant - WL Foodbank (30 hrs)
- Admin Assistant - Open Door (30hrs)
- Trainee Advisers - Citizens Advice x 1 (25 hrs)
- Technical Support Officer - WL Council x 1 (29 hrs)
- Retail (Livingston) - Kidz-Eco x 2 (Hrs TBC)
- Retail (Bathgate) - Kidz-Eco x 2 (Hrs TBC)
- Community Development Assistant (Livingston) - Kidz'n'Kin (16-30 hours)

Public & Third Sector Vacancies

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

- [ELC Practitioner x 2](#)
- [Community Estate Officer x 2](#)
- [Inspector - Projects](#)
- [Cleaners](#)
- [Trading Standards Officers x 2](#)
- [Occupational Therapist x 2](#)
- [Teacher of Home Economics](#)
- [Clerical 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 LOCATION APPOINTMENTS

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

ALMONDBANK LIBRARY
 BATHGATE PARTNERSHIP CENTRE
 FAULHOUSE PARTNERSHIP CENTRE
 STONEYBURN COMMUNITY CENTRE
 STRATHBROCK PARTNERSHIP CENTRE
 WHITBURN PARTNERSHIP CENTRE

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

A2E ONLINE APPOINTMENT

[Click here](#) to speak live to an A2E adviser for any Employment related questions on a Monday between 10am - 12pm or a Thursday between 1pm - 3pm. This is via the secure [Near Me](#) platform.



Volunteer Vacancies

The Advice Shop West Lothian Council have a number of volunteer positions available across West Lothian for 2022/23.

Please see the link below for current vacancies and to register for the upcoming volunteer training session.

www.westlothian.gov.uk/advice-shop

For more information contact: 01506 283053 or email volunteering@westlothian.gov.uk



Job Vacancies

Invest in West Lothian

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

www.investinwestlothian.com/job-vacancies/

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

Management Vacancies

Store Manager (FT Permanent), Livingston. Caffè Nero [Details here](#)

Deputy General Manager (FT), Livingston. Baxter Storey [Details here](#)

Planning Manager (FT Permanent), Livingston. Bellway – closes 16/11/22 [Details here](#)

Customer Service Manager (FT), Livingston. DS Smith [Details here](#)

Assistant Manager (FT Permanent), Bathgate. Premier Inn – closes 18/11/22 [Details here](#)

Regional Health & Safety Manager, Livingston. Via Network Recruitment [Details here](#)

Programme Manager (FT Permanent), West Lothian. NHS Lothian- closes 15/11/22 [Details here](#)

Support Manager (FT Permanent), West Lothian. Diamond Assist [Details here](#)

Commercial Manager, Livingston. Clancy Group [Details here](#)

Deputy Chief Executive Officer (FT Permanent), Falkirk. CVS Falkirk – closes 30/11/22 [Details here](#)

Project Manager (FT), Lothian/ Lanarkshire. Thera – closes 25/11/22 [Details here](#)

Construction Vacancies

Labourer (FT), West Lothian. – closes 25/11/22 [Details here](#)

Approved Electrician (FT), Livingston. West Lothian Council – closes 20/11/22 [Details here](#)

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

Domestic Heating Engineer (FT), East Kilbride. South Lanarkshire Council – closes 17/11/22 [Details here](#)

Pipe Fitter/Welder (FT), Rosyth. Babcock International. [Details here](#)

Project Engineer (Remote Working) (FT), Rosyth. Babcock International. [Details here](#)

Joiner (FT), Livingston. West Lothian Council – closes 31/12/22 [Details here](#)

Plumbers x 2 (FT), Livingston. West Lothian Council – closes 30/12/22 [Details here](#)

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

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

Office / Admin Vacancies

Office Administrators (FT Permanent), Livingston. Locktel Ltd – closes 12/11/22 [Details here](#)

Office Administrator (FT Permanent), West Calder. Recruitment Helpline Ltd – closes 13/11/22 [Details here](#)

Security Officer (FT Permanent), Livingston. Atalian Servest Group Ltd – closes 26/11/22 [Details here](#)

Office Co – Ordinator (FT Contract), Linlithgow – closes 24/11/22 [Details here](#)

Welfare rights officer (FT Contract), Bathgate – closes 16/11/22 [Details here](#)

Workshop Administrator (FT Permanent), Broxburn. Northgate Vehicle Hire – closes 13/11/22 [Details here](#)

General Administration Assistant (FT Permanent), Livingston. FoundOcean [Details here](#)

Operations Administrator – Days (FT Permanent), Deans Livingston. DHL Parcel UK [Details here](#)

Finance Administrator (FT Permanent), Bathgate [Details here](#)

Sales And Purchase Administrator, Broxburn Office Angels [Details here](#)

Sales and Purchasing Administrator, Broxburn, Alexander Mae Recruitment [Details here](#)

Quick links to more jobs..

Invest in West Lothian [Details here](#)

Hospitality vacancies, [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](#)



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 Sales & Lettings Administrator \(Martin & Co, Bathgate\)](#)
- [General Labourer \(Edinburgh Fabrications, Broxburn\)](#)
- [Trainee Rental Controller \(McNicoll Vehicle Hire Ltd\)](#)

If you would like any further information or assistance to apply please contact:

stepsn2work@westlothian.gov.uk or call
0800 032 9768

Advisers are available to support young people resident in West Lothian, aged 16 to 24 to access:

- Training
- Jobs & Apprenticeships
- Education

Apprenticeship Vacancies

Specialist Tyre Fitter (FT), Broxburn. Halfords – closes 26/11/2022 [Details here](#)

Vehicle Parts Advisor (FT), Broxburn. Bikespeed UK – closes 30/11/2022 [Details here](#)

Retail Graduate Apprentice (FT), Livingston. Morrisons Retail – closes 25/12/2022 [Details here](#)

Business Administrator (FT), Broxburn. GTG (Glasgow Training Group) – closes 11/11/2022 [Details here](#)

Sales Support Assistant (FT), Bathgate. Spring solutions – closes 18/11/2022 [Details here](#)

Financial Admin Assistant (FT), Livingston. Microcom Training – closes 4/12/2022 [Details here](#)

Heavy Vehicle Technician (FT), Broxburn. Graycoll Truck 'N' Trailer Ltd – closes 25/11/2022 [Details here](#)

Financial Admin Assistant (FT), Livingston. Microcom Training – closes 18/12/2022 [Details here](#)

For more Apprenticeship vacancies, check the web Apprenticeship.scot [here](#)

Graduate Vacancies

Assistant Brand Protection Manager (FT), Edinburgh. Com Laude – closes 30/11/2022 [Details here](#)

Technology Consultant (FT), UK Wide. Ten10 Solutions Ltd – closes 30/11/2022 [Details here](#)

Sustainable Financial Wellbeing Graduate Scheme (FT), Edinburgh. Lloyds Banking Group – closes 18/01/2023 [Details here](#)

Finance Programme (FT), UK Wide. Bakkavor – closes 20/11/2022 [Details here](#)

Food Technology Programme (FT), UK Wide. Bakkavor – closes 20/11/2022 [Details here](#)

Manufacturing Programme (FT), UK Wide. Bakkavor – closes 20/11/2022 [Details here](#)

Product Development Programme (FT), UK Wide. Bakkavor – closes 20/11/2022 [Details here](#)

Data Analyst Data+ Graduate Programme (FT), UK Wide. Grayce – closes 30/09/2023 [Details here](#)

Project/Business Analyst – Change+ Graduate Programme (FT), UK Wide. Grayce – closes 30/09/2023 [Details here](#)

Chartered Accountant (Graduate) (FT), UK Wide. ICAS – closes 28/09/2023 [Details here](#)

Graduate Management Trainee (FT), Edinburgh. Enterprise-Rent-a-Car – closes 27/09/2023 [Details here](#)

Graduate Management Trainee (FT), Glasgow. Enterprise-Rent-a-Car – closes 27/09/2023 [Details here](#)

Graduate Work Experience

The opportunities below are paid work experience based within West Lothian Council.

Economic Development (Community Led Development Project) [Details here](#)

Social Policy (Education Services) [Details here](#)

Social Policy (Property Services, Surveyor) [Details here](#)

Social Policy (Family Placement Project) [Details here](#)

Recycling (Waste & Fleet Services) [Details here](#)

Operational Services (Grounds Maintenance) [Details here](#)

Social Policy (Children Families Participation and Engagement) [Details here](#)

Registrations (Customer Services) [Details here](#)

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

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



stepsn2work@westlothian.gov.uk

Retail Vacancies

Sales Assistant (PT), Livingston. Dunelm – closes 31/12/22 [Details here](#)

Barista/ Coffee Shop Assistant (PT), Livingston. Dunelm – closes 31/12/22 [Details here](#)

Curtain and Blind fitter (FT), Livingston. Dunelm – closes 21/12/22 [Details here](#)

Sales Assistant (PT), Livingston. Smyths Toys [Details here](#)

Multiple roles (FT &PT), Livingston. Asda [Details here](#)

Retail Assistant (PT), Livingston. Estee lauder companies [Details here](#)

Team Member (FT &PT), Livingston. Chopstix [Details here](#)

Multiple retail roles (FT &PT), Bathgate. Tesco [Details here](#)

Customer Assistant (PT), Livingston. Morrisons – closes 20/11/22 [Details here](#)

Multiple retail roles (FT &PT Temp), Livingston. Marks and Spencer's [Details here](#)

Multiple Retail roles (FT &PT), Livingston. Under Armour [Details here](#)

Care Vacancies

Support Worker (FT), West Lothian. Leonard Cheshire [Details here](#)

Support Worker (FT), West Lothian. Autism Initiatives [Details here](#)

Support Worker (FT), West Lothian. Real Life Options [Details here](#)

Care Support Workers (Personal Assistant) (FT), West Lothian. Enable Scotland [Details here](#)

Supply Care Home Domestic (PT), Livingston. West Lothian Council – closes 31/12/22 [Details here](#)

Supply Social Care Practitioner (PT), Livingston. West Lothian Council – closes 31/12/22 [Details here](#)

Cleaning Vacancies

Cleaning (PT), Livingston. Asda [Details here](#)

Industrial Cleaner/driver (FT), Livingston. Abby [Details here](#)

Cleaner (PT), Livingston. Five Sisters zoo [Details here](#)

Mobile Cleaning supervisor (PT), Livingston. Halcyon Group [Details here](#)

Manufacturing/Production Vacancies

Production Operatives (FT Perm), Livingston. Bakkavor [Details here](#)

Production Operator (FT), Livingston. Merck KGaA Darmstadt Germany [Details here](#)

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

Production Manager (FT), Livingston. Haig Kitchens Ltd [Details here](#)

Production Operative (FT Perm), Bathgate. Smith and Frater Ltd (kitchens) [Details here](#)

Manufacturing Assembler (FT), Livingston. CAME Entrotec [Details here](#)

Picker/Packer (FT), Livingston. The Recruitment Co [Details here](#)

Production Operative (FT), Bathgate. Donaldson Group [Details here](#)

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

Production Operator (FT), Broxburn. Broxburn Bottlers [Details here](#)

Production Technician (FT Perm), Broxburn. Michael Page [Details here](#)

Warehouse Vacancies

Yard/Warehouse Operative (FT Permanent), Bathgate. Arc Marquees Ltd [Details here](#)

Warehouse Operative (FT Temporary), Broxburn. Garden Mile [Details here](#)

Parcel Sorter (FT), Livingston. Smart Solution [Details here](#)

Bakery Production Operative (Flexi Days), Bathgate. Via Connect Appointments [Details here](#)

Warehouse Staff (PT & FT Temporary), Broxburn. Via Taskmaster Resources Ltd [Details here](#)

Parcel sorter Early Morning (FT), Livingston. BRS Ltd [Details here](#)

Warehouse Picker Packer & Ultimate Gift Box Wrapper (FT & PT), Newbridge. The Tartan Blanket Co. [Details here](#)

Backs Warehouse Operative (Permanent), Livingston. The DX Group [Details here](#)

Warehouse Assistant (PT Permanent), Bathgate. Schuh [Details 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](#)