

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)
- 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;

- [Property/Planning Senior Solicitor](#)
- [Senior Youth Development Worker](#)
- [Supply Facilities Management Assistant](#)
- [Senior Operative](#)
- [Social Care Practitioner](#)
- [Teacher of Art and Design](#)
- [Team Manager - Physical Disabilities Team](#)
- [Pupil Support Worker](#)

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.

Monday 10am - 12pm or a

Thursday between 1pm - 3pm.

This is via the secure [Near Me](#) platform.

Help with costs in West Lothian

Support with:

- Money & Debt Advice
- Food Support
- Housing Advice
- Benefits
- Council Tax



Management Vacancies

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](#)

Store Manager, Livingston. The Range- closes 20/12/22 [Details here](#)

Sales Manager, Livingston. The Range- closes 24/11/22 [Details here](#)

Operations Manager, Livingston. The Range- closes 24/11/22 [Details here](#)

Project Lead, Livingston. Merck [Details here](#)

Health and Safety Lead, Livingston. Clancy Group- closes 04/12/22 [Details here](#)

Nursery Room Manager (FT), Livingston. Busy Bees Nursery – closes 28/11/22 [Details here](#)

Team Leader (PT), Livingston. Mountain Warehouse- closes 14/12/22 [Details here](#)

Assistant Store Manager (PT), Livingston. Claire's [Details here](#)

Assistant Retail Manager (PT), Bo'ness. Marie Curie Shop- closes 28/11/22 [Details here](#)

Construction Vacancies

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

Labourer (FT), Livingston. – closes 09/12/22 [Details here](#)

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](#)

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

Civils Project Engineer (FT), Livingston. WGM Engineering [Details here](#)

Groundworker (FT), Linlithgow. [Details here](#)

Office / Admin Vacancies

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](#)

Administrator (FT), Bathgate. Go for Marble Ltd [Details here](#)

Support Administrator (FT), Hybrid. Babcock – closes 22/11/22 [Details here](#)

Contracts Administrator (FT), Livingston. Energy Assets – closes 31/12/22 [Details here](#)

Customer Service Representative (FT), Bathgate. Via COPA Recruitment [Details here](#)

Supply Demand Administrator (FT), Bathgate. Glen Turner Company [Details here](#)

Administrator (FT), Livingston. CemServe Limited [Details here](#)

Executive Assistant (FT), Livingston. AWDIs Brands [Details here](#)

Receptionist (PT), Newbridge. Xtreme Karting [Details here](#)

Administrator (FT), Linlithgow. Via Recruit Moore [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

Graduate Vacancies

Assistant Brand Protection Manager (FT), Edinburgh. Com Laude – closes 30/11/22 [Details here](#)

Technology Consultant (FT), UK Wide. Ten10 Solutions Ltd – closes 30/11/22 [Details here](#)

Sustainable Financial Wellbeing Graduate Scheme (FT), Edinburgh. Lloyds Banking Group – closes 18/01/23 [Details here](#)

Finance Programme (FT), UK Wide. Bakkavor – closes 20/11/22 [Details here](#)

Food Technology Programme (FT), UK Wide. Bakkavor – closes 20/11/22 [Details here](#)

Junior Data Engineer (FT), Livingston. Global – Engineering [Details here](#)

Process Technologist (FT), Falkirk. Bakkavor [Details here](#)

Garment Technologist (FT), Scotland. Create & Development Resourcing Ltd [Details here](#)

Finance Graduate (FT), Livingston. Owen Daniels Consultancy [Details here](#)

Project Manager Graduate Development Programme – Manufactured Products (September 2023 start) (FT), Livingston. Raytheon UK [Details here](#)

Supply Chain Management Graduate Development Programme – Cyber Space and Training (September 2023 start) (FT), Livingston. Raytheon UK [Details here](#)

Sustainability Officer (Fixed Term), Edinburgh. Hays Recruitment [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](#)

[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](#)

Store Team Member Café and Bakery (PT), Livingston. Home Bargains [Details here](#)

Part time sales assistant – Christmas temp (PT), Livingston. Trespass – via Indeed [Details here](#)

Optometrist (FT), Bathgate. Vision Express (within Tesco) [Details here](#)

Featured Local Vacancy

Chest Heart & Stroke Scotland are recruiting for:

- Community Support Coordinator Lothian (FT Permanent) - closes 05/12/22

To apply for this position please [click here](#)



Featured Local Vacancy

QA are currently recruiting for:

- HelpDesk Administration Apprentice

To apply for this position please [click here](#)



Featured Local Vacancy

Evolve Group are currently recruiting for:

- Finance Administration assistant
- Personal Assistant to Director
- Sales Administrator
- Warehouse Operative

To apply for the Finance Administration Assistant please [click here](#)

To apply for the others please [click here](#)



Manufacturing/Production Vacancies

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

Production Manager (FT), Livingston. Haig Kitchens Ltd [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 Operator (FT / PT Perm), Livingston. Fishers Services [Details here](#)

Picker/Packer (FT), Livingston. Connect Appointments [Details here](#)

Packer (FT Temp to Perm), Livingston. Sure Recruitment [Details here](#)

Process Operator - Clean Room, Livingston. Fishers Services Ltd [Details here](#)

Packer - Day Shift, Livingston. Sure Recruitment [Details here](#)

Warehouse Vacancies

Warehouse Selector (Permanent), Bathgate. Aldi [Details here](#)

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

Warehouse Operative (FT Temporary), Livingston. Tesco Via Pertemps Recruitment [Details here](#)

Warehouse Operative (FT), Broxburn. ALS People [Details here](#)

Warehouse Operative (FT & PT), Livingston. GXO Logistics [Details here](#)

Warehouse – Trade Counter Operative (FT Permanent), Livingston. GXO Logistics [Details here](#)

Care Vacancies

Care Assistant (FT), Livingston. [Details here](#)

Community Care Assistant (FT), West Lothian. [Details here](#)

Care Support Workers (FT), Blackburn. Enable Scotland – closes 02/12/22 [Details here](#)

Support Worker (FT), West Lothian. Leonard Cheshire [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:08000329768)

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:08000329768)

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:08000329768)

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:08000329768)

 access2employment@westlothian.gov.uk

 [Book a telephone/online appointment](#)

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

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