

SUPPORT AND ADVICE TO HELP WEST LOTHIAN RESIDENTS INTO WORK

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:

- Careline Adviser
- CSC Adviser x 2
- MCMC Keyworker
- Pupil Support Worker Advanced x 2
- Clerical Assistant
- Mental Health Care Worker
- Housing Options Officer
- Customer Service 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

FAULDHOUSE 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 APPOINMENT

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.



Management Vacancies

Deputy General Manager (FT), Livingston. Baxter Storey <u>Details here</u>

Retail Manager (FT), Bathgate. Lloyds Pharmacy Details here

Junior Front of House Manager (FT or PT), Livingston. Wagamama – closes 30/11/22 <u>Details here</u>

Duty Manager, Linlithgow. Xcite **Details here**

DASAT Team (FT Fixed Term), Livingston. West Lothian Council – closes 25/11/22 <u>Details here</u>

Team Manager- Physical Disabilities Team (FT Permanent), Livingston. West Lothian Council – closes 25/11/22 <u>Details here</u>

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

Assistant Manager, Livingston. Barrhead Travel Details here

Senior Project Manager (FT), Livingston. Sky Details here

Construction Vacancies

Engineer Street Lighting (FT Perm), Bathgate. West Lothian Council <u>Details here</u>

Joiner (FT Perm), Livingston. West Lothian Council Details here

Health & Safety Lead (FT), Livingston. Clancy Group Details here

Precast Concrete Operative (FT Perm), Broxburn.
Castle Masonry Details here

Skilled labourer (FT Temp), Broxburn. Vision Personnel <u>Details here</u>

Chargehand (FT Perm), Livingston. MGF Details here

Finishing Foreman/Woman (FT Perm), Bathgate.

Site Managers (FT), Bathgate. DBM Builders

Details here

Persimmon Homes **Details here**

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

Office / Admin Vacancies

Office Administrators (FT Permanent), Livingston. Locktel – closes 08/12/22 <u>Details here</u>

Control Room Operator (FT Permanent), Livingston. Amberstone Security Ltd – closes 22/12/22 Details here

A&E Receptionist (FT Permanent), Livingston. NHS Lothian – closes 05/12/22 <u>Details here</u>

Receptionist/Typist (FT Permanent), Livingston. Purdie Maclean Solicitors <u>Details here</u>

Receptionist/Administrator (FT permanent), Livingston. Capital Vending <u>Details here</u>

Project Administrator (FT Fixed Term), Bathgate Details here

Buying Administrator (FT Fixed Term), Bathgate Details here

Help Desk Administrator (FT Permanent) Livingston Details here

Security Officer (FT Permanent), Livingston. Atalian Servest Group Ltd – closes 26/11/22 <u>Details here</u>

Office Co – Ordinator (FT Contract), Linlithgow – closes 24/11/22 <u>Details here</u>

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

Quick links to more jobs...

Invest in West Lothian <u>Details here</u>

Hospitality vacancies, <u>Details here</u>

Livingston Designer Outlet, <u>Details here</u>

Almondvale Centre, <u>Details here</u>

NHS vacancies, <u>Details here</u>

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

Air Conditioning Trainees / Apprentices (FT), Livingston. Livingston Building Services Details here

Apprentice Helpdesk Operator / Administrator (FT), Livingston. Enertech FM Details here

Apprentice Vehicle Spray painter (FT), Broxburn. GTG Training **Details here**

Trainee/Apprentice Butcher (FT), Linlithgow. Campbells Prime Meat Ltd <u>Details here</u>

Trainee / Apprentice Fishmonger (FT), Linlithgow. Campbells Prime Meat Ltd Details here

Trainee Parts Advisor (FT), Edinburgh. Eastern BMW **Details here**

Apprentice Customer Service Administrator (FT), Newbridge. Scania GB Ltd.- closes 30/11/22 **Details here**

Apprentice Child Care Assistant (FT), Kirkliston. Carousel Training - closes 09/12/22 Details here

For more Apprenticeship vacancies, check the web Apprenticeship.scot <u>here</u> APPRENTICESHIPS.SCOT

Graduate Vacancies

Junior Data Engineer (FT), Livingston. Global -**Engineering Details here**

Process Technologist (FT), Bo'ness. Bakkavor Details here

Garment Technologist (FT), Scotland. Create & Develop Resources Ltd **Details here**

Various Graduate opportunities (FT), Scotland. Mott MacDonald Details here

Technology Recruiter (FT), Edinburgh. Hays Recruiting **Details here**

Client Liaison Administrator (FT), Edinburgh. Time Recruitment **Details here**

Environment, Social and Governance Analyst Graduate (FT), UK Wide. RSM Details here

Audit Graduate Programme (FT), KPMG – 17/02/2023 Details here

Technology Audit (Information Risk Management) Graduate Programme (FT), UK Wide. KPMG – closes 17/02/2023 Details here

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**

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









Retail Vacancies

Multiple retail positions (FT & PT), West Lothian. Iceland foods Details here

Retail Assistant (PT), Bathgate. Farm Foods **Details here**

Multiple Retail roles (FT & PT), Bathgate, Tesco **Details here**

Sales Assistant (PT), Livingston. Dunelm Stores **Details** here

Retail assistant (PT), Bathgate. Lloyds Pharmacy **Details here**

Sales Assistant (FT Permanent), Livingston. Lewis Paige Recruitment Ltd <u>Details here</u>

Part time sales assistant - Christmas temp (PT), Livingston. Trespass - via indeed Details here

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

Customer Assistant (Fixe Term), Livingston. Morrisons **Details here**

Barista/ Coffee Shop Assistant (PT), Livingston. Dunelm - closes 31/12/22 Details here

Care Vacancies

Support Worker (FT, PT, Perm), West Lothian. New **Directions Details here**

Community Care Assistant (FT, PT, Temp, Perm), Livingston. Call-In Homecare Details here

Care Assistant (FT, PT, Perm), Livingston. 1st Class **Care Details here**

Featured Local Vacancy

Richie Precision are recruiting for:

CNC Machining Apprentice (FT)

For more information and on how to apply please contact Kate.Ashcroft@westlothian.gov.uk



To apply for this position

please click here

Featured Local Vacancy

Chest Heart & Stroke Scotland are recruiting for:

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

Stroke Scotland

Production Manager (FT), Livingston. Haig Kitchens **Details here**

Process Operator (FT/PT Perm), Livingston. Fishers

Manufacturing/Production Vacancies

Production Operative (FT), Bathgate. Donaldson

Production Operator (FT Perm), Livingston. Mistubishi

Production Associate (FT Perm), Livingston.

Glenmorangie **Details** here

Group **Details here**

Detail here

Details here

Production Operator (FT Perm), Livingston. Evoframes **Details here**

Production Operator (FT Perm), Livingston. Bakkavor **Details here**

Machine Operator (FT Perm), Livingston. Burton **Biscuits Details here**

Production Operator (FT), Broxburn. Broxburn **Bottlers Details here**

Production Operator (FT Perm), Livingston. Realise Recruitment Details here

Warehouse Vacancies

Reach Forklift Driver (FT Temp to Perm), Bathgate. Via **Sure Recruitment Group Details here**

Warehouse Cask Handler (FT Permanent), Broxburn. Via Connect Appointments Details here

Forklift Operator (FT Temp to Perm), Bathgate. Via **COPA Recruitment Details here**

Featured Local Vacancy

The Larder are currently recruiting for:

Youth Worker (FT) - closes 2/12/22

Featured Local Vacancy

Citizens Advice Bureau are recruiting for:

 Universal Credit Advisers x 2 (Fixed Term 31/03/24)

For more information and to apply please contact: enquiries@cabwestlothian.casonline.org.uk



THE

ARDER

To apply for this position please <u>click here</u>







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