

# 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](mailto: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](#)
- [Teacher of Mathematics](#)
- [Teacher of Home Economics](#)
- [Pupil Support Worker](#)
- [Housing Options Officer](#)
- [Clerical Assistant](#)
- [Family Link Worker](#)
- [Head Teacher](#)

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](mailto: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



[westlothian.gov.uk/costofliving](http://westlothian.gov.uk/costofliving)

## 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](mailto: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

Apprentice Child Care Assistant (FT), Kirkliston. Carousel Training – closes 09/12/22 [Details here](#)

Retail Graduate Apprenticeship (FT), Livingston. Morrisons Retail – closes 25/12/22 [Details here](#)

Light Vehicle Maintenance Mechanic (FT), West Calder. Arnold Clark – closes 05/12/22 [Details here](#)

Administrator (FT), Shotts. Rewards Training – closes 31/12/22 [Details here](#)

Facilities Technician (FT), Livingston. Mears Group – closes 08/12/22 [Details here](#)

Childcare Assistant (FT), Broxburn. Carousel Training – closes 09/12/22 [Details here](#)

Vehicle Body Repair (FT), Broxburn. GTG Training – closes 02/12/22 [Details here](#)

Spray Painter (FT), Broxburn. GTG Training – closes 02/12/22 [Details here](#)

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

## Graduate Vacancies

Audit Graduate Programme (FT), KPMG – 17/02/23 [Details here](#)

Technology Audit (Information Risk Management) Graduate Programme (FT), UK Wide. KPMG – closes 17/02/23 [Details here](#)

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

Operations Graduate Programme 2023 (FT), Glasgow. Morgan Stanley – closes 26/02/23 [Details here](#)

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

Software Engineer (FT), Livingstone. CodeVerse [Details here](#)

Process Technologist (FT), Bo'ness. Bakkokvar [Details here](#)

Graduate European Commercial Programme 23 (FT), Europe. Ineus Holding Ltd [Details here](#)

Various Graduate opportunities (FT), Scotland. Mott Madonald [Details here](#)

Graduate Finance Systems Assistant (FT), Edinburgh. The Link Group – closes 19/01/2023 [Details here](#)

Business Analyst Graduate Programme September 2023 (FT), UK Wide. Capita – closes 31/03/23 [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](#)



[stepsn2work@westlothian.gov.uk](mailto:stepsn2work@westlothian.gov.uk)

## Management Vacancies

Commercial Manager (FT), Livingston. HB Projects – Via Networx Recruitment [Details here](#)

Assistant Manager (FT Permanent), Livingston. Aspire Travel Recruitment [Details here](#)

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

Food Hall Trading Manager (FT Permanent), Livingston. Asda – closes 02/12/22 [Details here](#)

Learning and Skills Manager - Computing, Engineering and Built Environment (FT Fixed Term), Livingston. West Lothian College – closes 04/12/22- [Details here](#)

Store Manager, Livingston. Barbour – closes 14/12/22 [Details here](#)

Operations Director- Kitchens International, Broxburn. Donaldson Group [Details here](#)

Service Manager (FT Permanent), Broxburn. Arnold Clark [Details here](#)

Regional Performance Lead, Livingston. National Grid – closes 08/12/22 [Details here](#)

SPoC Team Lead (FT Fixed Term), Livingston. NHS Lothian – closes 08/12/22 [Details here](#)

## Construction Vacancies

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

Bedroom Installer (FT), Livingston. Hammonds Bedrooms [Details here](#)

Safety Barrier Operative (FT), Shotts. Chevron Traffic Management – closes 24/12/22 [Details here](#)

HGV Driver (Nights FT), Shotts. Chevron Traffic Management – closes 24/12/22 [Details here](#)

Painter & Decorator (FT), Motherwell [Details here](#)

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

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

## Office / Admin Vacancies

Office Administrators (FT Permanent), Livingston. Locktel – closes 08/12/22 [Details here](#)

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 [Details here](#)

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

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

Transport Administrator (FT), Newbridge. Enva [Details here](#)

Departmental Secretary (FT), Livingston. NHS Scotland – closes 6/12/22 [Details here](#)

Site Administrator (FT), Livingston. Persimmon Homes – closes 21/12/22 [Details here](#)

Purchase/Invoice Administrator (FT), Broxburn. Buyrite Bathrooms [Details here](#)

Stock Administrator (FT Temporary), Bathgate. Glen Turner [Details here](#)

Finance and Administration Assistant (FT), Livingston. D R Newitt [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](#)



## Retail Vacancies

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

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

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

Store Team Member café and bakery (PT), Livingston.  
Home Bargains – closes 08/12/22 [Details here](#)

Team Leader (FT), Broxburn. Home Bargains – closes  
24/12/22 [Details here](#)

Store Team Member (PT), Broxburn. Home Bargains –  
closes 24/12/22 [Details here](#)

Store Team Member (PT), Bathgate. Home Bargains –  
closes 28/12/22 [Details here](#)

Retail Assistant (PT), Livingston. Screwfix [Details here](#)

Multiple Retail roles (PT & FT), West Lothian. Scotmid  
Co-op [Details here](#)

Multiple Retail roles (PT & FT), West Lothian. Asda  
[Details here](#)

## Cleaning Vacancies

Cleaning Operative (PT) Livingston. ABM [Details here](#)

Hygiene Operative (FT), Linlithgow. Campbells Prime  
Meat Ltd [Details here](#)

Reach and Wash Window Cleaner (FT), Linlithgow.  
Easy access window cleaner [Details here](#)

Window Cleaner (FT), West Lothian. Vision clear  
Exterior Cleaning services [Details here](#)

Cleaner (FT), Livingston. Mities [Details here](#)

Cleaning Team member (PT), Linlithgow.  
Maxxcleawn [Details here](#)

Evening cleaner (PT), Livingston. Deer Park  
[Details here](#)

Domestic Cleaner (PT), Livingston. A Mothers touch  
Domestic and office [Details here](#)

## Driving Vacancies

Delivery Driver (FT & PT), West Lothian. Evri  
Couriers [Details here](#)

Delivery Driver (FT & PT), Bathgate. Complete  
Recruitment [Details here](#)

Delivery Driver (FT), Broxburn Auxillis [Details here](#)

## Manufacturing/Production Vacancies

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

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

Despatch Production Operative (FT), Livingston.  
Stafforce [Details here](#)

Process Operative (FT), Livingston. Fishers Services  
[Details here](#)

Skilled factory operatives (FT), Bathgate Bakkavor  
[Details here](#)

Manufacturing Operative (FT), Livingston.  
Nextpharma [Details here](#)

Production Operative (PT), Livingston. Redrock  
Partnership [Details here](#)

Production Supervisors (FT), Broxburn. Broxburn  
bottlers [Details here](#)

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

## Warehouse Vacancies

Forklift Driver (FT Permanent), Livingston. Palletways  
[Details here](#)

Parcel sorter/Warehouse Operative – Nights (FT & PT  
Temporary), Livingston. Swift Temps [Details here](#)

Warehouse Operative (FT Temporary), Newbridge.  
Via Jobstore UK [Details here](#)

Stock Control Clerk (FT Permanent), Livingston. DHL  
Supply Chain [Details here](#)

Warehouse Operative (FT), Newbridge. Deva Services  
[Details here](#)

Warehouse Operatives (Temporary), Newbridge.  
HGV Drivers UK [Details here](#)

Warehouse Operative (FT), Livingston. TRCGroup  
[Details here](#)

## Featured Local Vacancy

**Richie Precision** are recruiting for:

- CNC Machining Apprentice (FT)

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

**R I T C H I E**  
P R E C I S I O N



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](mailto: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](mailto: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](mailto: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](mailto:access2employment@westlothian.gov.uk)

 [Book a telephone/online appointment](#)

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

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