

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;

- [Public Utilities & Roadworks Officer](#)
- [Customer & Facilities Assistant](#)
- [HR Business Adviser](#)
- [Adult Learning Worker](#)
- [Social Care Practitioner \(Nights\)](#)
- [Pupil Support Worker x 3](#)
- [Technical Officer \(Level 1\)](#)
- [Environmental Health Officer - Level2 x 2](#)

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



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 \(McNicoll Vehicle Hire Ltd\)](#)
- [Customer Service Assistant \(Home Spring Limited\)](#)

If you would like any further information or assistance to apply please contact:
stepsn2work@westlothian.gov.uk or call
0800 032 9768

Graduate Vacancies

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

Business Development Manager (FT), Livingston. Pareto Law
[Details here](#)

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

Hotel Management Graduate Programme 2023 (Fixed Term), Edinburgh. Jurys Inn Ltd
[Details here](#)

Ecology Graduate Programme – September 2023 (FT), Edinburgh. RPS Group
[Details here](#)

Graduate Consultant – Environment Consulting (FT), Edinburgh. RPS Group
[Details here](#)

Graduate Consultant Environmental Assessment Compliance (FT), Edinburgh. Ad Warrior
[Details here](#)

Various Graduate Opportunities (FT & PT), Edinburgh. Natwest
[Details here](#)

Various Graduate Opportunities (FT), Edinburgh. AECOM
[Details here](#)

Finance Graduate Programme (FT) Edinburgh. Jurys Inn
[Details here](#)

Trainee Accountant Handler (FT), Edinburgh. Ecclesiastical Insurance
[Details here](#)

Business Management Graduate 2023 Scheme (FT), Edinburgh. Clece Care Services
[Details here](#)

Apprenticeship Vacancies

Retail Graduate Apprenticeship, Livingston. Morrisons Retail
[Details here](#)

Graduate Apprenticeship Software Engineering, Edinburgh. Leonardo UK
[Details here](#)

Facilities Technician, Livingston. Mears Group
[Details here](#)

Apprentice Specialist Tyre Fitter, Broxburn. Halfords
[Details here](#)

Modern Apprentice Digital Customs (Animal importation/exportation), Edinburgh. Extrordinair
[Details here](#)

Modern Apprentice Human Resources Administrator, Grangemouth. Microcom Training
[Details here](#)

Modern Apprenticeship IT Technical Support Assistant, Edinburgh. University of Edinburgh
[Details here](#)

Modern Apprenticeship Manufacturing, Edinburgh. Leonardo UK
[Details here](#)

For more Apprenticeship vacancies, check the web
Apprenticeships.scot [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

Management Vacancies

Department Manager (PT Permanent), Livingston. Primark [Details here](#)

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

Secretarial Team Leader (FT Permanent), Livingston. NHS Lothian- closes 09/12/22 [Details here](#)

Community Nurse Vaccinator Team Lead (FT Permanent), West Lothian. NHS Lothian- closes 16/12/22 [Details here](#)

Team Manager- Justice Services (FT Permanent), Livingston. West Lothian Council- closes 14/12/22 [Details here](#)

Development Management and Transportation Planning Manager (FT Permanent), Bathgate. West Lothian Council- closes 9/12/22 [Details here](#)

Contract/ Procurement Senior Solicitor (FT Permanent), Livingston. West Lothian Council- closes 13/12/22 [Details here](#)

Property/Planning Senior Solicitor (FT Permanent), Livingston. West Lothian Council- closes 13/12/22 [Details here](#)

Duty Manager (FT), Broxburn. Xcite West Lothian Leisure- closes 12/12/22 [Details here](#)

Construction Vacancies

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

Surfacing Operative (FT), Central Scotland. Aggregate Industries – closes 25/12/22 [Details here](#)

Storeperson/ Forklift Driver (PT), Livingston. Blue Arrow – closes 10/12/22 [Details here](#)

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

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

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

Yard Operative (FT), Broxburn. T.T.S 24-7 – closes 14/12/22 [Details here](#)

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

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

Office / Admin Vacancies

Customer Service Administrator (FT), Livingston. Yodel [Details here](#)

Central Team Administrator (FT), Livingston. Mitie – closes 16/12/22 [Details here](#)

Administrator Energy Assets Metering and Data (Temp FT), Livingston. Mite - closes 31/12/22 [Details here](#)

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

Administrator – Installation Team (FT), Livingston. Mite – closes 27/12/23 [Details here](#)

Personal Assistant (FT), Livingston. NHS West Lothian Civic Centre [Details here](#)

Project Coordinator x2 (FT) Bathgate. Everwarm [Details here](#)

Warranty Administrator (FT), Livingston. Just Go Motorhomes – via indeed [Details here](#)

Receptionist (PT), Livingston. Premier Inn [Details here](#)

Receptionist /Typist (FT), Livingston. Purdie Maclean Solicitors – via indeed [Details here](#)

Receptionist (PT), Broxburn. Randolph Hill Nursing Home [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

Assistant Store manager (FT), Livingston. Molton Brown - via Indeed [Details here](#)

Customer Service Assistant (PT & FT), Livingston. EG Group [Details here](#)

Team Member (PT & FT), Bathgate. Greggs [Details here](#)

Retail Stock Collector (FT), Livingston. Chest Heart & Stroke Scotland [Details here](#)

Retail Customer Service (FT), Bathgate. William Hill [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](#)

Cleaning Colleague (PT), Livingston. Asda - closes 10/12/22 [Details here](#)

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

Customer Service Assistant (PT Permanent), Whitburn - closes 27/12/22 [Details here](#)

Cleaning Vacancies

Cleaning and waste operative (PT), Livingston. ABM [Details here](#)

Domestic Cleaner (PT), Livingston. Livingston International Limited [Details here](#)

House Keeper (PT), Livingston. Travel lodge [Details here](#)

House Keeper (PT), Livingston. Premier Inn [Details here](#)

Nightshift Industrial Cleaner (FT), Livingston. Pertemps Network Group [Details here](#)

Cleaning Team Member (PT), Linlithgow. MaxxClean [Details here](#)

Cleaner (PT/FT), Livingston. Deer park [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

Warehouse/Production Vacancies

Warehouse Operative (FT Permanent), Livingston. DHL Parcel UK - closes 16/12/22 [Details here](#)

Warehouse Operative (FT Temporary), Newbridge. Via Taskmaster Resources LTD [Details here](#)

Warehouse Worker (PT Permanent), Livingston. KPD Delivery [Details here](#)

Warehouse Operative (FT Temporary), Newbridge. Via Dava Group Recruitment [Details here](#)

Warehouse Cash Handler (FT Permanent), Broxburn. Via Connect Appointments [Details here](#)

Warehouse Operative (FT), Livingston. Via Kenect Recruitment [Details here](#)

Warehouse Operative (FT), Bathgate. Via Sure Recruitment Group [Details here](#)

Skilled Factory Operatives (FT Permanent), Livingston. Bakkavor [Details here](#)

Warehouse Worker (PT Permanent), Livingston. KPD Delivery [Details here](#)

Production Operator - Dayshift (FT Permanent), Livingston. Mitsubishi Electric Air Conditioning System Europe Ltd [Details here](#)

Trainee QA Assistant (Ft Temp to Perm), Livingston. Via Sure Recruitment [Details here](#)

Featured Local Vacancy

West Lothian College in collaboration with the NHS are running a:

- **Skills Boost course (20th February through 10th March 2023)**

This course runs **full time for 3 weeks**, with delivery of skills, practical skills and employer specific information and will mostly be based at West Lothian College.

On successful completion of the course, there will be a guaranteed interview with NHS Lothian.

Interviews scheduled to take place 15th December. For further information - NHS Skills Boost Cohort 4 (west-lothian.ac.uk)

To apply please [Click 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](#)