14TH DECEMBER 2022

Council



SUPPORT AND ADVICE TO HELP WEST LOTHIAN RESIDENTS INTO WORK

LONG TERM UNEMPLOYMENT Are you a West Lothian Resident?

West Lothian access

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)

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.

VACANCY BULLETIN **Public & Third Sector Vacancies**

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

- Team Manager Justice Service
- ELC Practitioner
- Telecare Operatives

employment

- Social Worker x2
- Mental Health Care Worker
- Clerical Assistant/Receptionist
- Advance Network Specialist
- Open Space Officer

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 ONLINE APPOINTMENT

<u>Click here</u> to speak live to an A2E adviser. Monday 10am - 12pm or a Thursday between 1pm - 3pm. This is via the secure Near Me platform.



FROM ALL THE TEAM AT ACCESS2EMPLOYMENT

THE OFFICE WILL BE CLOSED ON THE FOLLOWING DAYS:

MONDAY 26/12	TUESDAY 27/12
MONDAY 2/01	TUESDAY 3/01

OUR 1ST JOBS BULLETIN OF 2023 WILL BE ISSUED ON WEDNESDAY 11TH JANUARY.



Proudy part of Young Person's Guarantee Aged 16-24, resident of West	Graduate Vacancies Graduate Trainee Auditor (FT), Edinburgh. Audit Scotland <u>Details here</u>
Lothian and looking for work?	Graduate Site Engineer (FT), Shotts. Chevron <u>Details here</u>
West Lothian Council's Steps N2 Work are currently seeking applicants for the positions	Graduate Quantity Surveyor (FT Permanent), Livingston. Tilbury Douglas <u>Details here</u>
below:	Graduate Construction Safety Consultant (FT), Glasgow. Arcadis <u>Details here</u>
• <u>General Labourer</u>	Technical Graduate – Architectural (FT Permanent), Livingston. Bellway Careers <u>Details here</u>
(<u>Edinburgh Fabrications, Broxburn</u>)	Administrator - Graduate preferred (FT Permanent), West Calder. Pristine Healthcare Group – closes 26/12/22 <u>Details here</u>
<u>Customer Service Assistant</u> (Home Spring Limited)	Graduate Consultant – Environmental Consenting (FT), Edinburgh. RPS Group <u>Details here</u>
 Cafe Assistant 	Graduate Environmental Planner (FT), Remote Working (Occasional Site Visits Across Scotland). Rise Technical Recruitment Ltd. <u>Details here</u>
<u>(The Bay Tree)</u>	Graduate Consultant Environmental Assessment and Compliance (FT), Edinburgh. Ad Warrior <u>Details here</u>
	Graduate Systems Engineer (FT), Edinburgh. Leonardo <u>Details here</u>
If you would like any further information or assistance	Graduate Project Leader (FT), Edinburgh. Leonardo
to apply please contact:	Details here
to apply please contact: stepsn2work@westlothian.gov.uk or call 0800 032 9768 Apprenticeship Vacancies	<u>Details here</u> Graduate Aerospace Product Support Engineer (FT),
to apply please contact: stepsn2work@westlothian.gov.uk or call 0800 032 9768 Apprenticeship Vacancies Graduate Apprenticeship Retail, Livingston. Morrisons <u>Details here</u>	Details here Graduate Aerospace Product Support Engineer (FT), Edinburgh. Leonardo Details here Graduate Work Experience The opportunities below are paid work
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Management Vacancies

Associate Director- Accounting (FT), Livingston. IQVIA <u>Details here</u>

Centre Manager (FT Permanent), Bathgate. Acredale House – closes 9/1/23 <u>Details here</u>

Ayr Shaping Places for Wellbeing Project Lead (FT Fixed Term), Livingston. Improvement Service – closes 9/1/23 <u>Details here</u>

Sourcing and Supplier Management Coordinator (Fixed Term), Broxburn. Ooni <u>Details here</u>

FP&A Director Central Labs (FT), Livingston. IQVIA Details here

Regulatory Affairs Manager – Clinical Trials (FT), Livingston. IQVIA <u>Details here</u>

Deputy Manager, Bathgate. Aldi Details here

Area Manager (Career Changer), Bathgate. Aldi <u>Details here</u>

Technical Manager – Credit Risk (FT Permanent), Edinburgh. Sainsburys <u>Details here</u>

Senior Business Manager (FT Fixed Term), Edinburgh/ Home Based. PolicyWISE/ The Open University – closes 12/1/23 <u>Details here</u>

Construction Vacancies

Plumber (Emergency Work) (PT), Forth. Ahuja Holdings – closes 22/12/22 <u>Details here</u>

Gas Safe Engineer (Emergency Work), PT, Ahuja Holdings – closes 22/12/22 <u>Details here</u>

Safety Barrier Operative (FT), Shotts. Chevron Traffic Management – closes 24/12/22 <u>Details here</u>

HGV Driver (Nights) (FT), Shotts. Chevron Traffic Management – closes 24/12/22 <u>Details here</u>

Surfacing Operative (FT), Central Scotland. Aggregate Industries – closes 25/12/22 <u>Details here</u>

Fibre Splicer (FT), Livingston. Locktel Communications <u>Details here</u>

Bedroom Installer (FT), Livingston. Hammonds Bedrooms. <u>Details here</u>

Project Engineer (Remote Working) (FT), Rosyth. Babcock International. <u>Details here</u>

Joiner (FT), Livingston. West Lothian Council – closes 31/12/22 <u>Details here</u>

Plumbers x 2 (FT), Livingston. West Lothian Council <u>Details here</u>

Office / Admin Vacancies

Medical Secretary (FT), Livingston. NHS Scotland – closes 21/12/22 <u>Details here</u>

Receptionist/Client Care Advisor (FT), Livingston. Vets4Pets <u>Details here</u>

Front Desk Receptionist (FT), Uphall. No9 Dental Practice <u>Details here</u>

Project Coordinator/Administrator (FT), Hybrid/Livingston. KOMPAN <u>Details here</u>

Sales Administrator (FT), Livingston. Competence Matters – closes 19/12/22 <u>Details here</u>

Administration Supervisor (FT), Livingston. Henbury Ltd <u>Details here</u>

Receptionist (PT), Whitburn. Xcite Details here

Vetting Administrator (FT Fixed Term), Livingston. Kinly <u>Details here</u>

Project Coordinator (FT), Livingston. Via Michael Page <u>Details here</u>

Customer Service Agent (FT), Broxburn. Auxillis <u>Details here</u>

Customer Care Co-ordinator (FT Permanent), Broxburn. John N Dunn Group <u>Details here</u>

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, <u>Details here</u> **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

Retail Sales Advisor (PT), Skopes Menswear. Livingston - Via indeed Details here

Assistant Store Manager (FT), Livingston. Bon Marche - Via Indeed Details here

Sales Advisor (PT), Livingston. New Look Details here

Sales Assistant with Duty Manger Duties (PT), Livingston. Decathlon Details here

Shift Leader (Temporary FT), East Calder. Tesco **Details here**

Customer Assistant (Temporary FT), East Calder. **Tesco Details here**

Sales Associate (FT), Livingston. Puma Details here

Store Supervisor (PT), Bathgate. Poundland – closes 28/12/22 Details here

Assistant Store Manager (FT), Bathgate. Poundland – closes 31/12/22 Details here

Care Vacancies

Home Care Support Worker (PT & FT), Livingston. SRS Care Solutions – closes 12/02/23 Details here

Senior Support Worker (FT), Livingston. Autism Initiatives – closes 19/12/22 Details here

Support Practitioner (FT & PT), Uphall. Cornerstone closes 16/12/22 Details here

Care Assistant (FT & PT), Livingston. Randolph Hill Nursing Home – closes 12/01/23 Details here

Community Care Assistant (PT & FT), Livingston. Callin Home Care Ltd. Details here

Health Care Assistant (FT), Livingston. Ehsaas Care **Ltd. Details here**

Care Assistant (FT & PT), Bathgate. Cera Care Ltd. **Details here**

Featured Local Vacancy

Ritchie Precision are recruiting for:

CNC Machining Apprentice (FT)

For more information and how to apply please <u>click here</u> $\frac{\mathbf{R} \stackrel{\mathbf{I}}{\mathbf{I}} \mathbf{T} \quad \mathbf{C} \quad \mathbf{H} \quad \mathbf{I} \quad \mathbf{E}}{\mathbf{P} \quad \mathbf{R} \quad \mathbf{E} \quad \mathbf{C} \quad \mathbf{I} \quad \mathbf{S} \quad \mathbf{I} \quad \mathbf{O} \quad \mathbf{N}}$ To apply please <u>click here</u>

Production Vacancies

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

Production Operator Dayshift (FT Perm), Livingston. Mitsubishi Details here

Skilled Factory Operatives (FT Perm), Livingston. **Bakkavor Details here**

Production Operator with machine knowledge (FT), Livingston. D R Newitt Details here

Packer (FT Perm), Livingston. Nisha Enterprise **Details here**

Production Supervisor (FT Perm), Broxburn. Broxburn **Bottlers Details here**

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

Production Operator (packing), (FT Temp), Livingston. Hyaltech Ltd Details here

Despatch Production Operator (FT), Livingston. **Stafforce Details here**

Warehouse/Production Line Operator (FT Perm), Livingston. Burton Biscuits **Details here**

Production Operative Weekend (FT PT, Temp to Perm), Livingston. Red Rock Partnership 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)

> west lothian college

employment

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SUPPORT FOR ALL WEST LOTHIAN RESIDENTS



E TO HELP WEST LOTHIAN RESIDENTS INTO

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



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 - stepsn2work@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

access2employment@westlothian.gov.uk

Book a telephone/online appointment

Register for the weekly jobs Vacancy Bulletin here

To unsubscribe, please complete this form