#### **11TH JANUARY 2023**



access employment

SUPPORT AND ADVICE TO HELP WEST LOTHIAN RESIDENTS INTO WORK

# 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)
- Barista Larder (26 hrs)
- Operational Assistant Larder (26 hrs)
- Warehouse Assistant WL Foodbank (30 hrs)
- Admin Assistant Open Door (30hrs)
- Admin Assistant 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

#### 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.

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 NEMPLOYMENT | Public & Third Sector Vacancies

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

- Information Advice Officer
- Specialist Mental Health Officer
- <u>Community Housing Officer</u>
- Housing Options Officer X 2
- <u>Supervisory Assistant</u>
- Business Support and Data Analysis
- Social Workers X 6
- Locum Crisis Care Workers

# To apply, please register for a My Job Scotland account online <u>here.</u>

If you require any help to register online or would like assistance reviewing your completed application please call 0800 032 9768 or contact A2E <u>here</u> and select 'help with job application'

### WEST LOTHIAN SUPPORT

Many Warm Welcome Locations have been created in West Lothian. <u>Click here</u> for more info.

# Help with costs in West Lothian

Help with costs in West Lothian

HELP WITH ENERGY COSTS

HELP WITH

#### Support with:

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

Have your say about Poverty in West Lothian. All welcome to complete.

<u>Click here</u> to access the questionnaire.





## Aged 16-24, resident of West Lothian and looking for work?

West Lothian Council's Steps N2 Work are currently seeking applicants for the position below:

- <u>Cafe Assistant</u>
  - (The Bay Tree)

If you would like any further information or assistance to apply please contact:

stepsn2work@westlothian.gov.uk or call 0800 032 9768

#### Insight Event Graduate Work Experience Programme



Are you a recent Graduate? Are you currently unemployed or working in a job that doesn't utilise your degree? Do you live in West Lothian? Are you aged 24 or under?

Want to know more about Graduate Work Experience opportunities in West Lothian Council?

> Come along to the online insight event: Tuesday 24th of January 3-5pm <u>Click here to register</u>

Opportunities in Education, Operational Service, Corporate Communications & other service areas.



Proudly part of Young Person's Gu

stepsn2work@westlothian.gov.uk



# INFORMATION SESSION WHAT NEXT...

HAVE YOU LEFT SCHOOL IN THE LAST 12 MONTHS AND ARE WONDERING WHAT TO DO NEXT?

THERE IS MORE THAN ONE WAY FOR YOU TO GET THAT PERFECT JOB

TO FIND OUT ABOUT JOBS, TRAINING, APPRENTICESHIP & WORK EXPERIENCE OPPORTUNITIES AVAILABLE TO YOU, COME ALONG TO OUR INFORMATION EVENT



WE ARE HERE TO HELP ...

Meet employers, training providers and career experts who can help you explore job options and opportunities that match your interests.

25 January 2023, 1.30pm to 3.00pm - All Welcome

Winter Gardens (up escalator outside New Look) Almondvale Shopping Centre, Livingston For more information or to let us know you are able to attend, Call: 01506 434249 or

email: annah.masahi@sds.co.uk or katie.mckenzie@sds.co.uk

West Lothian South Governme College

# **Graduate Vacancies**

Trainee Vision Rehabilitation Specialist (FT), Edinburgh and Glasgow. Guide Dogs UK – closes 15/01/23 <u>Details here</u>

Variety of posts via EY for across the UK (FT Fixed Term), UK. EY – closes 31/05/23 <u>Details here</u>

Naval Architect (FT), Glasgow. BAE Systems – closes 28/02/23 <u>Details here</u>

Graduate Trainee Auditor (FT), Scotland. AUDITSCOTLAND – closes 29/01/23 <u>Det</u>ails here

Operation Graduate Programme (FT), Glasgow. Chivas Brothers – closes 22/01/23 <u>Details here</u>

Graduate Area Manager Programme (FT), Bathgate. Aldi – closes 4/12/23 <u>Details here</u>

Graduate Data Scientist (FT), Glasgow. Experian – closes 22/01/23 <u>Details here</u>

Graduate Programme (FT), UK Wide. The Ardonagh Group – closes 30/01/23 <u>Details here</u>

HR Graduate Programme (FT), Scotland. Dunbia – closes 28/02/23 <u>Details here</u>

Audit Graduate Programme – April 2023 (FT), UK Wide. KPMG – closes 31/01/23 <u>Details here</u>

Technology Audit (Information Risk Management) Graduate Programme – April 2023 (FT), UK Wide. closes 31/01/23 <u>Details here</u>

# **Apprenticeship Vacancies**

Graduate Apprentice Design Engineer, Edinburgh. Leonardo UK <u>Details here</u>

Graduate Apprentice Software Engineer, Edinburgh. Leonardo UK <u>Details here</u>

Apprentice Helpdesk Administration, Livingston. Target FM <u>Details here</u>

Apprentice Skilled Trades, Rosyth. Babcock International <u>Details here</u>

Apprentice Facilities Assistant, Edinburgh. Amey <u>Details here</u>

Apprentice Business Support, Bathgate. Road Haulage Association Limited <u>Details here</u>

Apprentice Facilities Technician, Livingston. Mears Group <u>Details here</u>

Apprentice Parts Advisor, Bathgate. Lothian DAF <u>Details here</u>

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

## **Management Vacancies**

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

Stock Manager (FT Permanent), Livingston. GXO Logistics <u>Details here</u>

Retail Manager (FT Permanent), Livingston. Lloyds Pharmacy <u>Details here</u>

Assistant Store Manager (FT), Livingston. Hugo Boss <u>Details here</u>

Team Leader (FT), Livingston. Mountain Warehousecloses 09/02/23 <u>Details here</u>

Store Manager, Livingston. Deichmann Details here

Store Manager (FT Permanent), Livingston. Yourscloses 02/02/23 <u>Details here</u>

Team Leader (FT & PT), Livingston. Chopstix <u>Details here</u>

Senior Health & Safety Advisor, Livingston. Clancy Group <u>Details here</u>

Revenue Manager, Bathgate. Everwarm <u>Details here</u>

Duty Supervisor (FT), Livingston. Xcite West Lothian <u>Details here</u>

#### **Construction Vacancies**

Engineer (Street Lighting) x2 FT, Livingston. West Lothian Council – closes 18/01/23 <u>Details here</u>

Public Utilities & Roadworks Officer (FT), Livingston. West Lothian Council – closes 18/01/23 <u>Details here</u>

Ground Worker (FT), Livingston. British Engineering Services Group – closes 18/01/23 <u>Details here</u>

Electrician (FT), Livingston. British Engineering Services Group – closes 03/02/23 <u>Details here</u>

Fabric Engineer (FT), Glasgow. Ranstad CPE – closes 22/01/23 <u>Details here</u>

Plasterer (FT), Linlithgow. Details here

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

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

Cabling Engineer (FT), Livingston. Locktel Communications <u>Details here</u>

EV Project Engineer (FT), Livingston. WGM Engineering <u>Details here</u>

# Office / Admin Vacancies

Depot Administrator (FT), Newbridge. DPD Details here

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

Recruitment Consultant (FT), Livingston. Sure Recruitment <u>Details here</u>

Receptionist (PT), Livingston. Travelodge Details here

Finance & Administration Coordinator (FT) Livingston, ReVentas Polymers <u>Details here</u>

Customer Service Advisor (FT), Livingston. Sky <u>Details here</u>

Customer Service Administrator (FT), Newbridge/Hybrid. Boxergy <u>Details here</u>

Sales Administrator (FT), Livingston. Competence Matters – closes 15/1/23 <u>Details here</u>

Accounts Receivable and Finance Assistant (FT), Broxburn. Donaldson Group – closes 18/1/23 <u>Details here</u>

Customer Service Executive (FT Fixed Term), Livingston. Via Page Personnel <u>Details here</u>

Senior Digital Project Designer (FT), Broxburn. Oonicloses 13/01/23 <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, **Details here** 

IQVIA vacancies, **Details here** 

Civil Service vacancies, **Details here** 

Valneva vacancies, **Details here** 

Tesco vacancies, **Details here** 

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

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

Taylor Wimpey vacancies, <u>Details here</u>

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

Xcite vacancies, **Details here** 

Lidl vacancies, **Details here** 



## **Retail Vacancies**

Retail Assistant (PT), Bathgate. Home Aid - Via Indeed <u>Details here</u>

Assistant Store Manager (FT), Livingston. Bonmarche -Via Indeed <u>Details here</u>

Senior Team Member (FT), Livingston Ladywell. Greggs – closes 05/02/23 <u>Details here</u>

Shop supervisor (FT), Broxburn. Greggs – closes 26/01/23 <u>Details here</u>

Customer Assistant (PT), Bathgate. Morrisons – closes 22/01/23 <u>Details here</u>

Pharmacy Accuracy Checking Technician (PT), Livingston Carmondean. Morrisons – closes 31/01/23 <u>Details here</u>

Pharmacy Dispensing Assistant (PT), Livingston Carmondean. Morrisons – closes 15/01/23 <u>Details here</u>

Key Holder/ Sales Assistant (FT), Livingston. Lindt and Sprungli – via indeed <u>Details here</u>

Customer Assistant (PT), Livingston. Nike Details here

## **Driving Vacancies**

Courier Delivery Driver (FT) Edinburgh. Ryde Hiring ongoing <u>Details here</u>

Warehouse Operative/Relief Driver (FT) Edinburgh. Bunzl Cleaning and Hygiene Supplies <u>Details here</u>

Delivery Driver (FT) Loanhead. Evri Details here

Delivery Driver, (FT) Livingston. Alliance Automotive Group <u>Details here</u>

## **Cleaning Vacancies**

Cleaning and Waster Operative (PT), Livingston. ABM UK <u>Details here</u>

Cleaner (PT), Livingston. Clean Me Details here

Cleaning Operative Nights (PT). Livingston. ABM UK <u>Details here</u>

Cleaner (PT), Livingston. SBFM Ltd Details here

House Keeping Team member (PT), Livingston. Travel Lodge <u>Details here</u>

# **Production, Warehouse Vacancies**

Production Manager (FT), Livingston. Haig Kitchens <u>Details here</u>

Production Operator (FT Perm), Livingston. Mitsubishi <u>Details here</u>

Production Operatives (FT Perm), Livingston. Bakkavor <u>Details here</u>

Packer (FT Perm), Livingston. Burtons Biscuits <u>Details here</u>

Production Operator (FT Temp), Livingston. Hyaltech <u>Details here</u>

Assembly Operator (FT Temp to Perm), Livingston. REL Recruitment <u>Details here</u>

Warehouse Worker (Permanent), Livingston. Nisha Enterprise <u>Details here</u>

Warehouse Operative (FT PT), Livingston. GXO Logistics <u>Details here</u>

Warehouse Operative (FT Permanent), Newbridge. VPZ <u>Details here</u>

Process Operator (FT PT Perm), Livingston. Fishers Services <u>Details here</u>

MAP trading Warehouse Operative (FT), Livingston. Bestway <u>Details here</u>

## Men N2 Work



Starting 17th January 2023

Take control of the future you want to have today!



employment

acces

### 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