

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)**
- **Barista - Larder (26 hrs)**
- **Operational Assistant - Larder (26 hrs)**
- **Warehouse Assistant - WL Foodbank (30 hrs)**
- **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
 FAULHOUSE PARTNERSHIP CENTRE
 STONEYBURN COMMUNITY CENTRE
 STRATHBROCK PARTNERSHIP CENTRE
 WHITBURN PARTNERSHIP CENTRE

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.

To book an in person appointment please contact your allocated A2E adviser. Alternatively email:

**access2employment@westlothian.gov.uk
 or call 0800 032 9768.**

Public & Third Sector Vacancies

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

- **[Pupil Support Worker Advanced](#)**
- **[ELC Practitioner](#)**
- **[Community Care Co-ordinator x2](#)**
- **[Street Lighting Officer](#)**
- **[Support Practitioner](#)**
- **[Livingston Support Worker](#)**
- **[Catering Assistant x5](#)**
- **[Waste Operatives x2](#)**

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'

WEST LOTHIAN SUPPORT

Many Warm Welcome Locations have been created in West Lothian. [Click here](#) for more info.

Help with costs in West Lothian

Support with:

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



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

[Click here](#) 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:

- **Cafe Assistant** (The Bay Tree Cafe', East Calder).
- **Warehouse Operative** (Complete Store & Interiors Ltd, Livingston).

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

[Click here to register](#)

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



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

Graduate Vacancies

Variety of posts via EY for across the UK (FT Fixed Term), UK. EY - closes 31/05/23 [Details here](#)

Naval Architect (FT), Glasgow. BAE Systems - closes 28/02/23 [Details here](#)

Graduate Trainee Auditor (FT), Scotland. AUDITSCOTLAND - closes 29/01/23 [Details here](#)

Graduate Area Manager Programme (FT), Bathgate. Aldi - closes 4/12/23 [Details here](#)

Graduate Data Scientist (FT), Glasgow. Experian - closes 22/01/23 [Details here](#)

Laboratory Technician - Serology (FT), Broxburn. Uber Recruit [Details here](#)

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

Hotel Management Graduate Programme (Fixed Term), Edinburgh. Jurys Inns Limited - closes 06/03/23 [Details here](#)

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

Various Graduate opportunities - Graduate Programme (Fixed Term), Edinburgh. NatWest [Details here](#)

Actuarial Insurance Consulting Programme 2023 (FT), Edinburgh. Willis Towers Watson [Details here](#)

Apprenticeship Vacancies

Apprentice CNC Machinist, Livingston. Spring Engineering Services Ltd [Details here](#)

Apprentice Sales Administrator / Trainee Account Manager, Livingston. Woodbridge Timber Limited [Details here](#)

Apprentice Heavy Mechanic, Bathgate. Via GTG Training [Details here](#)

Modern Apprentice Customer Service Specialist, Edinburgh. Chase [Details here](#)

Apprentice Design Manager, Livingston. Tilbury Douglas [Details here](#)

Social Value/Sustainability Apprentice, Livingston. Tilbury Douglas [Details here](#)

Retail Apprentice, Livingston. Farmfoods [Details here](#)

Apprentice Laboratory Technician, Livingston. Impact Solutions [Details here](#)

For more Apprenticeship vacancies, check the web
[Apprenticeship.scot](https://www.apprenticeship.scot) [here](#)

APPRENTICESHIPS . SCOT

From Skills Development Scotland

Management Vacancies

Team Leader (FT), Livingston. Mountain Warehouse-
closes 09/02/23 [Details here](#)

Store Manager (FT Permanent), Livingston. Yours-
closes 02/02/23 [Details here](#)

Assistant Shop Manager (PT), Bathgate. Debra
[Details here](#)

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

Customer and Trading Manager Nightshift (FT),
Livingston. Sainsburys [Details here](#)

Department Supervisor (PT), Livingston. Halfords
[Details here](#)

Senior Team Leader (FT), Central Belt Region.
Horizon Parking [Details here](#)

Team Leader (FT), Bathgate. Home Bargains – closes
31/01/23 [Details here](#)

Team leader (FT), Livingston. Mountain Warehouse –
closes 28/02/23 [Details here](#)

Team Leader Intern (FT), Livingston. Mountain
Warehouse – closes 09/02/23 [Details here](#)

Construction Vacancies

Electrician (FT), Livingston. British Engineering
Services Group – closes 03/02/23 [Details here](#)

Fabric Engineer (FT), Glasgow. Ranstad CPE – closes
22/01/23 [Details here](#)

Ames Taper (FT), Broxburn. – closes 09/02/23
[Details here](#)

Field Service Engineer (FT), Edinburgh. Luton Bennett
[Details here](#)

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

Cabling Engineer (FT), Livingston. Locktel
Communications [Details here](#)

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

Civils Project Engineer (FT), Livingston. WGM
Engineering [Details here](#)

EV Project Engineer (FT), Livingston. WGM
Engineering [Details here](#)

Office / Admin Vacancies

Finance Administrator (FT), Livingston. Via Rise
Technical Recruitment [Details here](#)

Marketing Assistant (FT), Livingston. AWDIs Brands
[Details here](#)

Admin Assistant (FT), Livingston. British Engineering
Services [Details here](#)

Administrator (FT), Livingston. Clancy Group – Closes
8/02/23 [Details here](#)

Branch Administrator (FT), Broxburn. Field and Lawn
Ltd [Details here](#)

Sales Administrator (FT), Newbridge. Eastern Western
Motor Group [Details here](#)

Marketing Administrator (FT), Broxburn. Eastern
Holdings [Details here](#)

Customer Services Representative (FT), Livingston. Iron
Mountain [Details here](#)

Senior Customer Services Advisor (FT), Livingston. Sky
[Details here](#)

Office Administrators (FT Permanent), Livingston.
Locktel Ltd – closes 05/02/23 [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

Shop supervisor (FT), Broxburn. Greggs – closes 26/01/23 [Details here](#)

Customer Assistant (PT), Bathgate. Morrisons – closes 22/01/23 [Details here](#)

Pharmacy Accuracy Checking Technician (PT), Livingston Carmondean. Morrisons – closes 31/01/23 [Details here](#)

Apprentice Retail Supervisor (FT), Livingston. Farm Foods [Details here](#)

Retail Apprentice (FT), Livingston. Farm Foods [Details here](#)

Customer Team Member (PT), Livingston. Co-op [Details here](#)

Retail Customer Service (PT Weekend), Broxburn. Ladbroke's – via Indeed [Details here](#)

Jewellery shop retail assistants x3 (PT), Livingston. H Samuel and Ernest Jones [Details here](#)

Customer Advisor (PT), Livingston. Pavers – closes 20/01/23 [Details here](#)

Cleaning Vacancies

Cleaning and waste Operative (PT), Livingston ABM UK [Details here](#)

Cleaning Supervisor (FT), Livingston. ABM UK [Details here](#)

House Keeping (FT), Livingston. ABM UK [Details here](#)

Cook/Housekeeper (FT), West Lothian. Private Family [Details here](#)

Cleaning operative (PT) Broxburn. Pristine Cleaning service [Details here](#)

Featured Vacancies

The School Bank West Lothian are currently recruiting for:

- Project Worker (20hrs per week, Livingston)

To apply please send your CV to collette@schoolbank-westlothian.org



Production, Warehouse Vacancies

Production Operator (FT Perm), Bathgate. Connect Appointments [Details here](#)

Production Operator (PT Temp), Livingston. Blue Arrow- closes 4/2/23 [Details here](#)

Production Planner (FT Perm), Livingston. Burtons Biscuits- closes 3/2/23 [Details here](#)

Backshift Production Operative (FT Temp), Broxburn. Connect Appointments- closes 27/1/23 [Details here](#)

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

Shift Production Operator (FT Perm), Livingston. Evoframes [Details here](#)

Warehouse Storeperson (FT), Livingston. Capital Vending Ltd [Details here](#)

Warehouse Operative (FT), Newbridge. Barrett Steel [Details here](#)

Warehouse Assistant/Forklift Driver (FT Permanent), Livingston. Nisha Enterprise [Details here](#)

Warehouse Operative (FT Permanent), Newbridge. Restore [Details here](#)

Production Operator – Dayshift (FT Perm), Livingston. Mitsubishi [Details here](#)

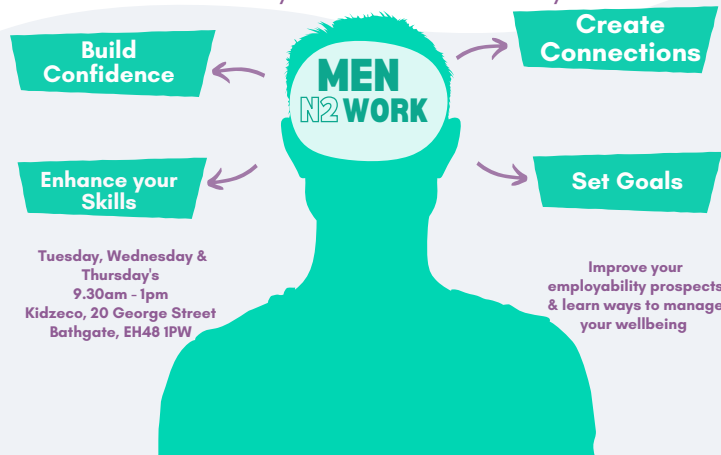
Men N2 Work

4 Week Personal Development & Employability Course

Starting 24th January 2023

access2employment
SUPPORT AND ADVICE TO HELP WEST LOTHIAN RESIDENTS INTO WORK

Take control of the future you want to have today!



Reserve your place [here](#) now

0800 032 9768

access2employment@westlothian.gov.uk

West Lothian Council

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](#)