#### **25TH 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 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 <u>Near Me</u> 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;

- Welfare Rights Officer
- <u>Revenues Officers x2</u>
- Work Based Assessor Spirits Operations
- Project Officer
- Family Outreach Worker
- MCMC Keyworker
- Community Care Assistant
- <u>Cook</u>

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 COMMUNITY CONNECTIONS

Community Connections is a service which aims to provide face-to-face assistance to West Lothian residents.

Drop-ins are running across a number of locations to help with all things that matter to you.

Click on the link <u>here</u> for days and times of your local Community Connections Hub

To find out more about Community Connections and volunteer opportunites visit the website <u>here</u>





#### 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 Café, 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

Apprentice Application Support Sessions Coming Soon!



Are you a resident of West Lothian? Thinking of applying for an Apprenticeship with West Lothian Council?

We can help support you through the recruitment process.

Online Session One Covers what you need in preparation for the application process.

Online Session Two Go over each stage of the application, giving you advice and useful tips. It will also help you to match your own skills and abilities to the job description.

#### Dates to be Confirmed

If you would like further information or would like to register to attend please contact: stepsn2work@westlothian.gov.uk / 0800 032 9768

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# **Featured Vacancy**

Locktel are currently recruiting for:

• Junior Software Maintenance and IT Systems Support Engineer

To apply please send your CV to: recruitment@locktelltd.co.uk



## **Graduate Vacancies**

Investment Analyst Graduate (FT), Edinburgh. Executive Analyst Graduate <u>Details here</u>

Graduate.Net Developer (FT), Edinburgh. TATA Consultancy Services Ltd <u>Details here</u>

Graduate Business Development Scotland (FT), Edinburgh. Celsius <u>Details here</u>

Graduate Recruitment Consultant (FT), Edinburgh. Edmund and Evans Ltd <u>Details here</u>

Civil Engineer Scotland – Graduate 2023 Programme (FT), Edinburgh. RPS Group <u>Details here</u>

Sales Administrator (FT), Edinburgh. Computacenter (UK) Ltd <u>Details here</u>

Trainee Mortgage Advisor (FT), Edinburgh. Executive Recruitment <u>Details here</u>

Trainee Recruitment Advisor (FT), Edinburgh. Edmunds and Evan Ltd <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>

Hotel Management Graduate Programme (Fixed Term), Edinburgh. Jurys Inns Limited – closes 06/03/23 <u>Details here</u>

# **Apprenticeship Vacancies**

Graduate Apprenticeship, Edinburgh. Civil Engineer. Amey Consulting <u>Details here</u>

Graduate Apprentice Trainee Site Manager, Currie. McLaughlin & Harvey Construction Limited <u>Details here</u>

Modern Apprenticeship Healthcare Support Worker, various locations across Edinburgh, East and West Lothian. NHS Scotland <u>Details here</u>

CNC Machining Apprentice, Livingston. Ritchie Precision <u>Details here</u>

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

Air Conditioning Apprentice, Livingston. Livingston (Mechanical and Engineering Specialists) <u>Details here</u>

Apprentice Plant Fitter, Shotts. Balfour Beatty <u>Details here</u>

Modern Apprentice Heavy Vehicle Mechanic, Bathgate. Via GTG Training <u>Details here</u>

For more Apprenticeship vacancies, check the webApprenticeship.scot hereAPPRENTICESHIPS.SCOT

## **Management Vacancies**

Shift Manager (FT), Whitburn. Lidl Details here

Trading Manager (FT), Livingston. Argos-Sainsburys – closes 28/01/23 <u>Details here</u>

Customer Care Office Manager (FT Permanent), Bathgate. Persimmon – closes 16/02/23 <u>Details here</u>

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

Fitness Manager (FT Temp), Livingston. Bannatyne <u>Details here</u>

Store Manager (FT Permanent), Livingston. DV8 Fashion <u>Details here</u>

Assistant Manager (FT Permanent), Livingston. DV8 Fashion <u>Details here</u>

Assistant Manager (FT), Livingston. Chiquito <u>Details here</u>

Assistant Manager, Livingston. JD Sports Details here

Team Leader (FT), Bathgate. Home Bargains – closes 31/01/23 <u>Details here</u>

Team leader (FT), Livingston. Mountain Warehouse – closes 28/02/23 <u>Details here</u>

#### **Construction Vacancies**

Field Service Engineer (FT), Edinburgh. Luton Bennett <u>Details here</u>

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

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

Electrical Estimator (FT), Livingston/ Glasgow. WGM Engineering <u>Details here</u>

Mechanical Estimator (FT), Livingston/ Glasgow. WGM Engineering <u>Details here</u>

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

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

Electrician (FT), Livingston. WGM Engineering <u>Details here</u>

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

Ames Taper (FT), Broxburn. – closes 09/02/23 <u>Details here</u>

## **Office / Admin Vacancies**

Contracts Administrator (FT), Bathgate. Energy Assets – closes 28/2/23 <u>Details here</u>

Administrator (PT Temporary), Livingston. Via Sure Recruitment <u>Details here</u>

Medical Secretary (FT), Livingston. NHS Scotland – closes 1/2/23 <u>Details here</u>

Branch Administrator (FT), Whitburn. Novus Property Solutions – closes 31/1/23 <u>Details here</u>

Administration Assistant (FT), Broxburn. Kitchens International – closes 1/2/23 <u>Details here</u>

Administration Assistant (FT), Livingston. British Engineering Services – closes 1/2/23 <u>Details here</u>

Service Administrator (FT), Livingston. ScotMac Catering Equipment Ltd <u>Details here</u>

Operations Administrator (FT), Livingston. DHL – closes 13/2/23 <u>Details here</u>

Administrator (FT), Livingston. Clancy Group – closes 8/02/23 <u>Details here</u>

Office Administrators (FT Permanent), Livingston. Locktel Ltd – closes 05/02/23 <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, <u>Details here</u> 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 Assistant (PT) Livingston. Soletrader – via indeed <u>Details here</u>

Retail Customer Service (PT Weekend), Broxburn. Ladbrooks – via Indeed <u>Details here</u>

Retail Assistant (PT), Livingston. O2 Details here

Multiple retail roles (FT & PT) West Lothian. Scotmid <u>Details here</u>

Section Leader (FT), Livingston. Asda – closes 10/02/23 <u>Details here</u>

Store Assistant Days (FT), Livingston. Asda – closes 31/01/23 <u>Details here</u>

Pep&Co Clothing Manager x 2(FT), Broxburn. Poundland Pep&Co – closes 31/01/23 <u>Details here</u>

Store Supervisor (PT), Livingston. Poundland – closes 31/01/23 <u>Details here</u>

Part time Sales Assistant (PT), Livingston. Denby Pottery Company – via indeed <u>Details here</u>

Store Assistant (PT), Livingston. Tool Station – closes 28/01/23 <u>Details here</u>

# **Care Vacancies**

Community Care Co-ordinator x2, (FT), Various locations. West Lothian Council – closes 27/01/23 <u>Details here</u>

Supply Social Care Support Worker, (FT&PT), Various locations. West Lothian Council – closes 31/12/23 <u>Details here</u>

Residential Care Worker, (PT), Deans. West Lothian Council – closes 27/01/23 <u>Details here</u>

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

### **Featured Vacancies**

The School Bank West Lothian are currently recruiting for:

• Project Worker (20hrs per week, Livingston)



## Warehouse & Production Vacancies

Production Operator (PT Temp), Livingston. Blue Arrow – closes 4/2/23 <u>Details here</u>

Production Planner (FT Perm), Livingston. Burtons Biscuits – closes 3/2/23 <u>Details here</u>

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

Warehouse Operative (FT), Livingston. TRCGroup <u>Details here</u>

Warehouse Janitor/cleaner (FT Permanent), Bathgate. PHOSTERS (FM) LIMITED <u>Details here</u>

Night Warehouse Operative (Permanent), Livingston. The DX Group <u>Details here</u>

Backs Warehouse Operative (Permanent), Livingston. The DX Group <u>Details here</u>

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

Shift Production operator (FT Perm), Livingston. Evoframes <u>Details here</u>

Production Operator (FT), Broxburn. Broxburn Bottlers <u>Details here</u>

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

### **Cleaning Vacancies**

Hygiene Operative (FT), Broxburn. Ak Stoddart Ltd. <u>Details here</u>

Cleaning and Waste operative (FT), Livingston. ABM UK <u>Details here</u>

Window Cleaner (PT), West Lothian. Vison Clear exterior cleaning <u>Details here</u>

House Cleaning (PT), Livingston. ABM UK Details here

Head Housekeeper (FT), New Bridge. Lime MFS <u>Details here</u>

Domestic Cleaner (PT), Livingston. Time for You <u>Details here</u>

Cleaner (PT), Newbridge. SBFM Ltd <u>Details here</u>

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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