



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)

Public & Third Sector Vacancies

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

- Adult Learning Worker
- Development Worker (Welfare Reform)
- Personal Development Worker
- Bank Lecturer ESOL
- Revenues Officer x2
- Team Manager Justice Services
- Support Worker
- Activities Coordinator

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

Access 2 employment 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

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.



Reserve your place now

Kidzeco, 20 George Street

Bathgate, EH48 1PW

0800 032 9768

access2employment@westlothian.gov.uk



LEVELLING
— UP —

Free lunch, travel & interview

outfit provided







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 Storage & 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 click the link here or contact stepsn2work@westlothian.gov.uk / 0800 032 9768









Featured Vacancy

Locktel are currently recruiting for:

 Junior Software Maintenance and IT Systems **Support Engineer**

To apply please send your CV



Graduate Vacancies

Operations Graduate - Port of Grangemouth (FT), Scotland. Forth Ports Limited – closes 5/2/23 **Details here**

Graduate Trainee Port Systems Analyst (FT), Scotland. Forth Ports Limited – closes 5/2/23 Details here

Various Graduate Opportunities (FT), Glasgow. Capgemini Invent Details here

Trainee Recruitment Consultant (FT), Edinburgh. Aston Carter - closes 30/04/23 Details here

Laboratory Technician – Serology (FT), Uber Recruit **Details here**

Junior Java – Based Test System Software Engineer (FT), UK. Airbus Details here

Hotel Management Graduate Programme 2023 (FT), Edinburgh. Jurys Inns Limited Details here

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

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

Apprenticeship Vacancies

Graduate Apprenticeship Trainee Site Manager, Currie. McLaughlin & Harvey Construction Limited **Details here**

Electrical Apprenticeship 2023, Edinburgh. Arthur McKay Details here

Plumbing Apprenticeship 2023, Edinburgh. Arthur McKay Details here

Heating and Ventilation Apprenticeship, Edinburgh. Arthur McKay Details here

Electrical Apprenticeships, Livingston. John Heaney (Electrical) Limited Details here

Electrical Apprentice, Edinburgh. Tarmac Details here

Apprentice Joiner, Armadale. Holdfast Construction Ltd Details here

Apprentice Plant Maintenance, Shotts. Balfour Beatty **Details here**

For more Apprenticeship vacancies, check the web Apprenticeship.scot here APPRENTICESHIPS. SCOT

recruitment@locktelltd.co.uk

Management Vacancies

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

Business Development/ Sales Executive (FT), Newbridge. Barrett Steel Ltd <u>Details here</u>

Head of Applications (FT Temp), Livingston. Schuh Details here

Chief Information Officer (FT Temp), Livingston. Schuh Details here

Head of Infrastructure and Operations (FT Temp), Livingston. Schuh <u>Details here</u>

Head of Portfolio and Business Change Delivery (FT Temp), Livingston. Schuh <u>Details here</u>

Deputy Manager (PT Permanent), Bathgate. Bethany Christian Trust – closes 13/2/23 Details here

Service Manager (FT Temp), Falkirk. Falkirk Council – closes 10/2/23 <u>Details here</u>

Team Manager- Child Protection and Duty Team (FT Permanent), Broxburn. West Lothian Council – closes 9/2/23 Details here

Project Manager (FT), Livingston. Plexus Details here

Office / Admin Vacancies

Lothian – closes 7/2/23 Details here

- closes 28/2/23 Details here

Barrett Steel Details here

Warehouse Details here

Projects Details here

Details here

Details here

13/2/23 Details here

Contracts Administrator (FT), Bathgate. Energy Assets

Medical Secretary (PT Permanent), Livingston. NHS

Sales Administrator/Trainee Sales (FT), Newbridge.

People Administrator (PT), Livingston. Sky Details here

Operations Support Administrator, Livingston. HB

Rental Advisor (FT), Edinburgh. Eastern BMW

Administrator - FM Support (FT Fixed Term),

Lothian. West Lothian Council- closes 9/2/23

Addiewell. Sodexo - closes 7/2/23 Details here

Supply Receptionist, Various Country Parks in West

Operations Administrator (FT), Livingston. DHL – closes

Sales Administrator (FT), Newbridge. Car Deal

Quick links to more jobs..

Invest in West Lothian <u>Details here</u>

Hospitality vacancies, **Details here**

Livingston Designer Outlet, <u>Details here</u>

Almondvale Centre, <u>Details here</u>

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

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**

Construction Vacancies

Ames Taper (FT), Broxburn. – closes 09/02/23

<u>Details here</u>

Technical Specification Advisor Architecture/Construction (FT Perm), Livingston.
NorDan UK Ltd Details here

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Precast Concrete Operative (FT Perm), Broxburn. Castle Masonry <u>Details here</u>

Roughcaster/Roofer (FT Perm), Bathgate. Lti transformations <u>Details here</u>

Coachbuilders Mate (FT), Bathgate. Lothian Vehicle Bodybuilders <u>Details here</u>

Landscape Construction Operative (FT), Livingston. GDL Design & Build Ltd <u>Details here</u>

CSCS Labourer (FT), Livingston. Peace Recruitment Details here

Flat Felt Roofer (FT Perm), Bathgate. SIBCAS Ltd Details here

Joiner (FT Perm), West Lothian. JSK Construction Details here

Retail Vacancies

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

Assistant Manager (FT), Livingston. Farm Foods Details here

Sales Assistant (PT), Livingston. Trespass – via indeed Details here

Customer Sales Advisor (PT), Livingston. Halfords

Details here

Assistant Branch Manager (FT), Livingston. Halfords

Details here

Sales Assistant (PT), Livingston. Beaverbrooks Details here

Customer Assistant Café (FT- temp), Livingston. Marks and Spencer – closes 03/03/23 <u>Details here</u>

Team Member (PT), Broxburn. Greggs – closes 10/02/23 <u>Details here</u>

Assistant Store Leader (PT), Livingston. O2
Details here

Retail Advisor (PT), Livingston. O2 Details here

Care Vacancies

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

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

Activities Coordinator, (PT), Whitburn. Whitdale Care Home, WLC – closes 13/02/23 <u>Details here</u>

Social Care Practitioner, (FT), Livingston. Limecroft Care Home, WLC – closes 09/02/23 <u>Details here</u>

Care Assistant, (FT&PT), West Lothian. Constance
Care <u>Details here</u>

Care Assistant, (FT&PT), West Lothian. All For You Services Details here

Care Assistant, (FT&PT), West Lothian. Call-in-Homecare Ltd <u>Details here</u>

Warehouse & Production Vacancies

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

Backshift Production Operative (FT), Broxburn.
Connect Appointments Details here

Production Operative (FT Perm), Bathgate. Connect Details here

Machine Operator (FT Temp), Livingston. Blue Arrow Details here

Production Operative (FT Perm), Bathgate. Genius Foods- closes 16/02/23 <u>Details here</u>

Production Manager (FT Perm), Livingston. Staffline Details here

Packaging Operative (FT Temp), Broxburn. Connect Details here

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

PTS Warehouse Assistant (PT Permanent), Newbridge. PTS <u>Details here</u>

Warehouse Supervisor (FT), Broxburn. Fowler Welch Details here

Warehouse Operative (FT Permanent), Livingston. DHL – closes 22/02/23 <u>Details here</u>

Cleaning Vacancies

House Keeping Assistant (FT), West Lothian. Castle Craig Hospital <u>Details here</u>

Posting and Cleaning Operative (FT), West Lothian. Clear Channel UK <u>Details here</u>

Cleaning Operative (PT), Livingston. Cullen Cleaning Services <u>Details here</u>

Accommodation Cleaner (PT), Livingston. Newfield dental centre <u>Details here</u>

Domestic Cleaner (PT), Livingston. Livingstone International Ltd Details here

House Keeper (Ft), Livingston, ABM UK Details here

Cleaner (PT), Livingston. Hot Flames Restaurant Details here







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

PARENTAL **EMPLOYMENT** SUPPORT L

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 - <u>stepsn2work@westlothian.gov.uk</u>

ONE TO ONE



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