





# VACANCY BULLET

#### LONG TERM UNFMPLOYMENT

This programme aims to create opportunities for West Lothian residents aged 25 or over who have been unemployed for 1 year or more. Vacancies are guaranteed for 6 months, with the opportunity to undertake further funded trainina.

- Simply Play Playworker (16-30 hrs)
- Food Bank Office Assistant (30 hrs)
- Food Bank Warehouse (30 hrs)
- Spark Project Assistant (Finance) (30 hrs)
- Larder Barista (26 hrs)
- Larder Operational Assistant (26 hrs)
- West Lothian College Administration (26 hrs)
- WLC Pupil Support various hours TBC

Send CV to

Angela.Campbell2@westlothian.gov.uk

For assistance applying please contact your A2E Adviser or access2employment@westlothian.gov.uk

#### **Public & Third Sector Vacancies**

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

- Project Officer
- Surveyor
- CSC Officer Revenue
- Careline Adviser
- Money Adviser
- Safety Inspection Officer
- Support Practitioner
- Support Worker

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 WORKSHOPS



LinkedIn 17th May

**N2Work Drop-in Session** 19th May

**Interview Preparation** 24th May

**Customer Service** 16th June

To register for any of our online workshops please click here (tick Employment Skills Workshops) or contact 0800 032 9768

A link to join the workshop will be sent direct to your email. An A2E Adviser can assist you in setting this up.





#### Women N2 Work

**6 Week Employability Programme** 

3 x 2hour sessions per week **Delivered online** 



The programme assists women who are considering returning to work or who are preparing to join the work force for the first time.

The topics covered provide tools and techniques needed to gain the job best suited to individuals needs and aspirations.

If you would like to find out more information about the course please contact your A2E adviser, alternatively contact: a2ewellbeingteam@westlothian.gov.uk or 0800 032 9768





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

West Lothian Council's Steps N2 Work are having a virtual jobs fair to promote Stepsn2Work positions available:

- Trainee Assistant to Senior Pre-Engineer Manager (Elite Control Systems)
- IT & IT Telecoms Trainee (Brightridge)
- Apprentice Quality Control Inspector (Component Sense)
- Assistant Pet Undertaker (I Care Pet Crem)
- Trainee Admin Assistant Events (Specialized Organization)
- Trainee Rental Controller (McNicoll Vehicle Hire Ltd)
- Trainee Online Sales Assistant (TES Supplies)
- Trainee Admin Assistant (SW Enviro)
- Trainee Recruitment Resourcer (Joint Force Alba)

Online Stepsn2Work Fair Join us on Friday 13th May 1pm -2pm

<u>Click here</u> to complete the online registration

If you would like any further information please contact: stepsn2work@westlothian.gov.uk or call 0800 032 9768







# ANNUAL EMPLOYABILITY FAIR

Friday 6th May

11 - 3pm Click here to register.

Meet with local employers hiring today!

Workshops available on the day including - Wellbeing & Social Media

# **Graduate Vacancies**

Graduate Engineer (FT), Livingston. IntaPeople Limited

<u>Details here</u>

Graduate Design Engineer (FT), West Calder. On Target Recruitment Limited <u>Details here</u>

Graduate Marketing Content Writer (FT), Edinburgh. AnywhereWorks <u>Details here</u>

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

Client Services Administrator (Fixed Term), Edinburgh. 7iM LLP Details here

Marketing Executive (FT), Edinburgh. Barratt Developments Plc <u>Details here</u>

Structural Engineer (FT), Edinburgh. Tetra Tech Details here

Customer Representative (FT), Edinburgh. Pareto Law Details here

Quantity Surveyor (FT), Edinburgh. Barratt Developments Plc <u>Details here</u>

#### **Apprenticeship Vacancies**

Graduate Apprenticeship Civil Engineer, Edinburgh. JBA Consulting – closes 13/05/22 <u>Details here</u>

Graduate Apprentice Software Developer, Edinburgh. Lothian Buses Details here

Cyber Security Graduate Apprentice, Edinburgh.
Quorum Cyber Security Limited <u>Details here</u>

Apprentice Production Associate, Livingston. The Glenmorangie Company <u>Details here</u>

Apprentice Mechanical Maintenance Technician, Livingston. Shin-Etsu (Equipment Maintenance Dept) Details here

Apprentice Property and Workplace Assistant, Edinburgh. DLA Piper <u>Details here</u>

Apprentice Facilities Assistant, Livingston. Mears Facilities Management Ltd <u>Details here</u>

Apprentice Administrator, Livingston. Bellway Homes Ltd Details here

Travel Consultant Apprentice, Livingston. Hays Travel Details here

Customer Service Apprenticeship, Livingston. Sky Details here

Chef Apprentice, Bathgate. Toby Carvery Details here

# **Management Vacancies**

Maintenance/ Inspections Manager (FT Permanent), Livingston. Bellway Homes – closes 06/05/22 Details here

Business Relationships Manager, Edinburgh/Flexible -Hybrid. The Open University – closes 06/05/22 Details here

Programme Manager (FT Permanent), Edinburgh. Scottish Government – closes 17/05/22 Details here

New Business Manager, Broxburn. Northgate Vehicle Hire - closes 27/05/22 <u>Details here</u>

Operations Manager (FT), Livingston. Sky <u>Details here</u>

Support Manager (FT), Livingston. Sky <u>Details here</u>

First Line Manager (FT), Livingston. Young Seafoodcloses 12/05/22 <u>Details here</u>

Cleaning Section Leader (FT), Livingston. Asda-closes 09/05/22 <u>Details here</u>

Assistant Site Manager (FT Permanent), Livingston. Bellway - closes 11/05/22 <u>Details here</u>

Customer Services and Sales Manager (FT Permanent), Livingston. Regus <u>Details here</u>

Duty Manager (FT), Livingston. Prezzo Details here

#### **Construction Vacancies**

Electrician Various Grades (FT), Livingston. West Lothian Council – closes 30/06/22 Details here

Plumbers x 2 (FT), Livingston. West Lothian Council – closes 15/05/22 <u>Details here</u>

Joiner (FT), Livingston. West Lothian Council – closes 30/06/22 <u>Details here</u>

Landscape Gardener/Labourer (FT) Broxburn. Grass Inc Ltd <u>Details here</u>

General Labourer/Builder (FT), Livingston. Response Building Maintenance Services <u>Details here</u>

# **Featured Local Vacancy**

**Maxi Construction Limited are recruiting:** 

- Site Manager
- General Operative

<u>Click here</u> for more information and to apply.



#### Office / Admin Vacancies

Supply Receptionist (Supply), Linlithgow. West Lothian Council – closes 09/05/22 <u>Details here</u>

Administrator/Receptionist (FT Temporary), Livingston. Ranstad – closes 10/5/22 <u>Details here</u>

Compliance Administrator (FT), Bathgate. Everwarm Details here

Secretary (FT), Livingston. NHS Scotland – closes 13/5/22 Details here

Customer Services Administrator (FT), Newbridge. Via Virtue Recruitment <u>Details here</u>

Administrator (FT), Newbridge. NHS Scotland – closes 13/5/22 <u>Details here</u>

Logistics Administrator (FT), Broxburn. Just Go Motorhomes <u>Details here</u>

Ward Administrator (PT Fixed Term), Bo'ness. NHS Scotland – closes 12/5/22 <u>Details here</u>

Finance Administrator (FT Temporary), Livingston. Via Office Angels <u>Details here</u>

Receptionist (FT Permanent), Whitburn. Ayrton Veterinary Hospital <u>Details here</u>

Warehouse Admin Assistant (FT Permanent), Livingston. 2Pure Ltd <u>Details here</u>

# **Hospitality Vacancies**

Waiting & Bar Staff, Food Creations, Bathgate Details here

The Bridge Inn, Ratho <u>Details here</u>

Kitchen Trainee (PT) Pizza Express. Livingston - closes 13/5/22 <u>Details here</u>

Waiting Staff, Bistro 19, West Calder Details here

Waiting Staff, Ennis Inns Ltd, Bathgate <u>Details here</u>

Griller Gaucho, Edinburgh - closes 23/5/22 Details here

Various Positions, Zizzi, **Details here** 

Various Positions, Hilton Hotel, Edinburgh **Details here** 

Various Positions, Toni Macaroni Details here

Breakfast Preparation Assistants, Tiago, Livingston Details here

Peri Peri Chefs, Tiago, Livingston Details here

Kitchen Trainee (PT) Pizza Express. Livingston - closes 13/5/22 <u>Details here</u>

Various Positions. Nandos Details here

# Manufacturing/Production

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

Assembly Technician (FT Perm), Broxburn. ESS Recruit Details here

Warehouse Operative (FT Temp), Livingston. Connectcloses 13/05/22 <u>Details here</u>

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

Production Operative (FT, PT Perm), Linlithgow. Campbell's Prime Meat <u>Details here</u>

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

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

Production Operative (FT Temp-Perm), Broxburn. Option A <u>Details here</u>

Production Operators and Inspectors (FT Perm), Livingston. Realise Recruitment <u>Details here</u>

Production/Baking Operative (FT), Bathgate. Be Personnel Details here

Packer (FT Temp to Perm), Broxburn. Be Personnel Details here

#### Retail Vacancies

Store Team Member café and bakery (PT), Livingston. Home Bargains – closes 13/05/22 <u>Details here</u>

Store Team Member (PT), Broxburn. Home Bargains – closes 07/05/22 <u>Details here</u>

Customer Service Executive (FT), Livingston. Arnold Clark <u>Details here</u>

Sales Consultant (FT), Broxburn. Arnold Clark

Details here

Retail Assistants and Delivery drivers (PT, Temp and Perm), West Lothian. Iceland <u>Details here</u>

Retail Store Manager (FT), Livingston. Euro Garages <u>Details here</u>

Retail Supervisor (FT & PT), Livingston. Euro Garages Details here

Customer Service Advisor (FT &PT), Livingston. Euro Garages <u>Details here</u>

Team Member (FT and PT) Whitburn. KFC <u>Details here</u>

Team Member (FT &PT), Livingston. Aldi <u>Details here</u>

Store Assistant (FT &PT), Broxburn. Aldi <u>Detail here</u>

Cashier (PT), Bathgate. Amusements <u>Details here</u>

Retail Assistant (PT), Wishaw. The Range Details here

Field Merchandiser (PT Permanent), Livingston. Hallmarks cards <u>Details here</u>

#### **Care Sector Vacancies**

Supply Social Care Support Worker (FT & PT), West Lothian. West Lothian Council – closes 31/12/22

<u>Details here</u>

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

Care Assistant (FT & PT), Across West Lothian. Call-In Homecare <a href="Details here">Details here</a>

Support Worker (FT & PT), Livingston. The Action Group Details here

Care Assistant (PT & FT), Livingston. Randolph Hill Nursing Home – closes 31/05/22 <u>Details here</u>

# Warehouse Vacancies

Warehouse Operative (Permanent), Livingston. Corus Consultancy Ltd <u>Details here</u>

Stock Controller/Warehouse Operative (FT Permanent), Broxburn. Garden Mile <u>Details here</u>

Warehouse Operative (FT Permanent) Livingston. 24-7 Recruitment Services <u>Details here</u>

Warehouse Operative (FT Permanent), Livingston. DHL Details here

Warehouse Operative – Night Shift, Livingston. Tesco Details here

#### **Featured Local Vacancy**

West Lothian Drug and Alcohol Service are currently looking to recruit:

- Specialist Link Worker Young People (PT/29hrs)
- Therapeutic Support Service Project Worker (FT)

# **Featured Local Vacancy**

Home Stop in Bathgate are looking to recruit:

 Sales Advisors (PT & FT Permanent) (Furniture & Beds)

<u>Click here</u> for more information and to apply.



To apply please send your CV to sales@homestop.uk





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 - stepsn2work@westlothian.gov.uk

#### 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

To unsubscribe, please complete this form