

VACANCY BULLETIN

LONG TERM UNEMPLOYMENT

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 training.

- **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;

- [Activity Coordinator](#)
- [Building Standards Surveyor](#)
- [Leisure Assistant](#)
- [Assistant Rangers](#)
- [Assistant Country Park Operative](#)
- [Shaping Place for Wellbeing](#)
- [Support Worker](#)
- [Staff Nurse](#)

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 |
| Women N2 Work (Starts) | 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

Interested in Volunteering?

Voluntary Sector Gateway are currently seeking Trustees 
[click here](#) for further details. Voluntary Sector Gateway West Lothian

Volunteer opportunities in your area can be found [here](#) featuring Almond Valley & Rock Trust.

access2employment

Support and advice to help West Lothian residents into work

6 WEEK EMPLOYABILITY PROGRAMME

WOMEN N2 WORK

Tuesday, Wednesday & Thursday's
 2 hour sessions per day delivered online

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

Topics covered include:

Wellbeing, Empowerment & Personal Development
 Mock Interview Support, CV Development,
 Job searching & more.



To register please 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 Steps2Work 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

[Click here](#) to complete the online registration

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



Featured Local Vacancy

Howie's Outdoor Play are currently looking to recruit:

- Apprentice (Starting August 2022)

For more information and to apply please contact Howiesoutdoorplay@gmail.com

Featured Local Vacancy

Open Door Accommodation Project are currently looking to recruit:

- Project Worker (FT, Salary 22k)



Open Door

[Click here](#) for more information and to apply.

Graduate Vacancies

Electronic Engineering Graduate Leadership Development Programme – September 2022 start (Fixed Term), Livingston. Raytheon Intelligence & Space [Details here](#)

Supply Chain Management Graduate Supply Chain Management Leadership Development Programme – September 2022 start (Fixed Term), Livingston. Raytheon Intelligence & Space [Details here](#)

Graduate Recruitment Consultant (FT), Edinburgh. Virtus Talent [Details here](#)

Trainee Recruitment Consultant (FT), Edinburgh. Virtus Talent [Details here](#)

Data Engineer (FT), Glasgow. Thales [Details here](#)

Travel Consultant (FT), UK Wide. Trailfinders – closes 05/06/22 [Details here](#)

Digital Media Manager (FT), Glasgow. STV [Details here](#)

Graduate Management Trainee Programme (Fixed Term), UK Wide – closes 01/06/22 [Details here](#)

Researcher (FT), Glasgow. STV [Details here](#)

Digital Marketing Graduate – Fully Remote (FT), UK Wide. thisWayUP Ltd [Details here](#)

Apprenticeship Vacancies

Graduate Apprenticeship Civil Engineer, Edinburgh. JBA Consulting – closes 13/05/22 [Details here](#)

Graduate Apprentice Civil Engineer, Edinburgh. Morrison Construction [Details here](#)

Apprentice Vehicle Parts Advisor, Broxburn. Bikespeed UK [Details here](#)

Apprentice Heavy Vehicle Technician, Broxburn. Mercedes-Benz [Details here](#)

Apprentice Production Associate, Livingston. Glenmorangie [Details here](#)

Apprentice Optical Assistant, Bathgate. Specsavers [Details here](#)

Apprentice Business Admin Assistant, Newbridge. Macklin Motors [Details here](#)

Trainee Dispensary Assistant, Armadale. Gordon's Direct Pharmacy [Details here](#)

Apprentice Floor Layer, Livingston. Kirkton Flooring [Details here](#)

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

Management Vacancies

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

New Business Manager, Broxburn. Northgate Vehicle Hire - closes 27/05/22 [Details here](#)

First Line Manager (FT), Livingston. Young Seafood- closes 12/05/22 [Details here](#)

Assistant Manager (PT Permanent), Livingston. Boots- closes 20/05/22 [Details here](#)

Senior QA Manager (FT), Livingston. Eurofins [Details here](#)

Section Manager (FT Permanent), Livingston. Asda- closes 04/06/22 [Details here](#)

Online Trading Manager (FT Permanent), Livingston. Asda - closes 21/05/22 [Details here](#)

Duty Manager, Livingston. Smyths Toys [Details here](#)

General Manager (FT), Livingston. BaxterStorey [Details here](#)

Land Director, Bathgate. Persimmon Homes [Details here](#)

Management Trainee (FT), Edinburgh. Enterprise Rent-a-Car [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 [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](#)

Landscape Gardener/Labourer (FT) Broxburn. Grass Inc Ltd [Details here](#)

General Labourer/ Builder (FT), Livingston. Response Building Maintenance Services [Details here](#)

General Labourer (FT), Bathgate. Pro Joinery & Renovation [Details here](#)

Electrician (FT), Livingston. WGM Engineering [Details here](#)

Multi Skilled Commercial Gas Engineer (FT), West Lothian. [Details here](#)

Office / Admin Vacancies

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

Administrator (FT), Newbridge. NHS Scotland – closes 13/5/22 [Details here](#)

Fundraising Assistant (FT), Home Working/Edinburgh. My Name's 5 Daddie Foundation – closes 18/5/22 [Details here](#)

Finance & Admin Weaver (PT Contract), Home Based. Scottish Communities Climate Action Network – closes 18/5/22 [Details here](#)

Administration/Customer Service (FT), Home Working. Via Interaction Recruitment Group [Details here](#)

Customer Service Consultant (FT), Livingston. TSB [Details here](#)

Bank Administration Staff (Casual), Livingston. West Lothian College – closes 22/5/22 [Details here](#)

Planning Administrator (FT), Rosyth. Via Be Personnel [Details here](#)

Payroll/HR Administrator (FT), Livingston. Xcite [Details here](#)

Receptionist (PT), Broxburn. Xcite [Details here](#)

Hospitality Vacancies

Bar Staff (PT) Bathgate. Toby Carvery [Details here](#)

Food Production Operative (PT) Bathgate. Toby Carvery [Details here](#)

Senior Pizza Chef, Livingston. Pizza Express [Details here](#)

Head Chef Livingston (FT) BaxterStorey [Details here](#)

Waiting & Bar Staff, Food Creations, Bathgate [Details here](#)

Senior Account Manager, Browns Food Group - closes 3/6/22 [Details here](#)

The Bridge Inn, Ratho [Details here](#)

Waiting Staff, Bistro 19, West Calder [Details here](#)

Waiting Staff, Ennis Inns Ltd, Bathgate [Details here](#)

Various Positions, Hilton Hotel, Edinburgh [Details here](#)

Peri Peri Chefs x 4, Tiago, Livingston [Details here](#)

Kitchen Trainee (PT) Pizza Express. Livingston - closes 13/5/22 [Details here](#)

Manufacturing/Production

Warehouse Operative (FT Temp), Livingston. Connect-closes 13/05/22 [Details here](#)

Production Labeller Operator (Backshift, FT), Broxburn. Broxburn Bottlers [Details here](#)

Production Operator (FT Perm), Livingston. Empteezy Group [Details here](#)

Production Operator (FT Perm), Livingston. Merck KGaA Darmstadt Germany [Details here](#)

Production Operative (FT), Livingston. Stafforce [Details here](#)

Production Machine Operator (FT Temp), Livingston. Staffplus [Details here](#)

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

Production Operative (FT, PT Perm), Linlithgow. Campbell's Prime Meat [Details here](#)

Production Operator (FT Temp), Livingston. Exchange People [Details here](#)

Production Operator (FT Perm), Livingston. Michael Page [Details here](#)

Assembly Operator (FT Perm), Livingston. REL Recruitment [Details here](#)

Care Sector Vacancies

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

Care Assistant (PT & FT), Livingston. Randolph Hill Nursing Home – closes 31/05/22 [Details here](#)

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

Care Assistant/Domestic Support Worker (PT), Livingston. Constance Care – closes 31/05/22 [Details here](#)

Featured Local Vacancy

Citizen Advice Bureau are currently looking to recruit:

- Help to Claim Adviser - (Various Positions)
- Gambling Support Service Training & Engagement Officer

[Click here](#) for more information and to apply.



Retail Vacancies

Shop assistants (FT & PT), Whitburn. Christie the Baker [Details here](#)

Dispensary Assistant / Trainee Dispensary Assistant (FT), Armadale. Gordons Chemists [Details here](#)

Sales Assistant (PT - 12h/week), Livingston. The Entertainer [Details here](#)

Sales Assistant (PT - 20h/week), Livingston. The Entertainer [Details here](#)

Retail Shop Supervisor (FT), Ladywell Livingston. Greggs Bakery [Details here](#)

Retail Team Member (PT), Ladywell Livingston. Greggs Bakery [Details here](#)

Retail Team Member (PT), Livingston Centre. Greggs Bakery [Details here](#)

Sales Assistant (PT), Livingston. WHSmiths [Details here](#)

Multiple retail and Home Delivery roles (PT), West Lothian. Iceland [Details here](#)

Assistant Manager (FT), Livingston. Mountain Warehouse [Details here](#)

Sales Assistant (PT), Livingston. Mountain Warehouse – closes 06/06/22 [Details here](#)

Retail Assistant (PT), BoNess. Lloyds Pharmacy [Details here](#)

Store Team Member café and bakery (PT), Livingston. Home Bargains – closes 13/05/22 [Details here](#)

Warehouse Vacancies

Warehouse Operative/Forklift Driver (FT Permanent), Livingston – closes 05/06/22 [Details here](#)

Night Warehouse Operative (FT Permanent), DX Network Services – closes 04/06/22 [Details here](#)

Forklift Operator (FT Temporary), Livingston – closes 02/06/22 [Details here](#)

Dispatch Operator (FT Temporary), Livingston – closes 29/05/22 [Details here](#)

Warehouse Stock Accuracy Checker (FT Permanent), Livingston. Purple Jobs [Details here](#)

Featured Local Vacancy

Window & Door Company Ltd are currently looking to recruit:

- Trade Counter Staff (FT Permanent), Livingston

[Click here](#) for more information and to apply.



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:08000329768)

Email - a2ewellbeingteam@westlothian.gov.uk

YOUNG PEOPLE
EMPLOYMENT SUPPORTYOUNG
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:08000329768)

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:08000329768)

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:08000329768)

 access2employment@westlothian.gov.uk

 [Book a telephone/online appointment](#)

Register for the weekly jobs Vacancy Bulletin [here](#)

To unsubscribe, please complete this [form](#)