

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;

- [Social Worker - HM Addiewell Prison](#)
- [Social Care Practitioner](#)
- [Procurement Officer](#)
- [Assistant Cook](#)
- [Engineer - Structures](#)
- [Personal Development Workers](#)
- [Retirement Housing Manager](#)
- [Acredale House Care 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



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?

VoiceAbility are currently seeking a:
 Support Session Volunteer – Scotland [Details here](#)

For further volunteer opportunities in your area contact Volunteer Scotland [here](#)

Progress Your Potential

NHS Lothian is looking for motivated and enthusiastic young people aged 16-24 to join a 6-month supported work placement with roles including:

- **Play workers**
- **Administrative assistants**
- **Activity co-ordinators**

This programme is for young people with lived experience of the care system. This can include kinship care, foster care, adoption, secure care, residential care or looked after at home.

More information can be found [here](#)

Please get in touch by emailing:

HealthandSocialCare-Scotland@princes-trust.org.uk stating that you are interested in Progress Your Potential.

Applications close - 17th June

Initial training will take place in Edinburgh with support to arrange travel.



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

West Lothian Council's **Steps N2 Work** are currently seeking applicants for the positions below:

- Trainee Assistant to Senior Pre-Engineer Manager (Elite Control Systems)
- IT & IT Telecoms Trainee (Brightbridge)
- 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)

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

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

Featured Local Vacancy

Michelle's Swim lessons are currently seeking:

- Assistant Swim Teachers (Training can be provided)

Contact **07825417612** for more information.



Featured Local Vacancy

Mitsubishi Electric in Livingston are currently recruiting:

- Various Production Operators

For more information and to apply please [click here](#)



Featured Local Vacancy

CB Scotland based in Livingston are recruiting a:

- Factory Team Leader
- Forklift Truck/Van Operatives
- Warehouse Operatives

To apply please send CV to w.yeung@cbeurope.nl



Graduate Vacancies

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

Trainee Development Officer (Fixed Term), Glasgow. Maryhill Housing Association – closes 25/05/2022 [Details here](#)

Conference Producer (FT), (FT), UK Wide – Remote options available. LBCG Ltd closes – 25/05/2022 [Details here](#)

Support and Inclusion Officer (Fixed Term), Fully Remote. British Association for Counselling and Psychotherapy – closes 07/06/2022 [Details here](#)

Trainee Recruitment Consultant (FT), Edinburgh. Aston Carter – closes 30/04/2023 [Details here](#)

Graduate Medical Sales (FT), Edinburgh and Glasgow. Chase People – closes 31/12/2022 [Details here](#)

Education Centre Manager (FT), UK Wide. Explore Learning – closes 31/05/2022 [Details here](#)

Project Officer – Housing Needs (Fixed Term), Livingston. Matchstick Dev – closes 29/05/2022 [Details here](#)

Graduate Engineer (FT), Livingston. IntaPeople Limited [Details here](#)

Tester – Graduate (Tech + Programme) (Fixed Term), UK Wide. Grayce [Details here](#)

Apprenticeship Vacancies

Graduate Apprentice Software Developer, Edinburgh. Lothian Buses [Details here](#)

Customer Service Apprenticeships (Fraud Operations), Edinburgh. Natwest Group [Details here](#)

Chef apprentice, Livingston. Via Lifetime Training [Details here](#)

Apprentice Kitchen Team, Livingston. Pizza Express [Details here](#)

Apprentice Administrator, Livingston. Bellway [Details here](#)

Modern Apprentice Property and Workplace Assistant, Edinburgh. DLA Piper [Details here](#)

Modern Apprentice Mechanical Maintenance Technician, Livingston. Shin-Etsu [Details here](#)

Modern Apprentice Healthcare Support Worker, Edinburgh. NHS Lothian [Details here](#)

Management Vacancies

Construction Manager (FT Permanent), Livingston. Bellway - closes 28/05/22 [Details here](#)

Store Manager - Estee Lauder Companies (FT Permanent), Livingston. The Cosmetics Company Store [Details here](#)

Provisioning Team Manager (FT), Livingston. Sky [Details here](#)

Portfolio Manager (FT), Livingston. Sky [Details here](#)

Practice Manager (FT), East Calder. East Calder & Ratho Medical Practice - closes 03/06/22 [Details here](#)

Branch Manager- Broxburn Brick Centre, Broxburn. Huws Gray Group [Details here](#)

Kiosk Team Manager (FT), Bathgate. Yo Sushi (Tesco Superstore) - closes 31/05/22 [Details here](#)

Commercial Manager, Livingston. Clancy - closes 09/06/22 [Details here](#)

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

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

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

Construction Vacancies

Roofer (FT), Livingston. West Lothian Council - closes 05/06/22 [Details here](#)

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

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

TRR & Cabling Engineer (FT), Locktel Communication Services [Details here](#)

Joiner (FT), Livingston. West Lothian Council - closes 30/06/22 [Details here](#)

Electrician Various Grades (FT), Livingston. West Lothian Council - closes 30/06/22 [Details here](#)

Electrical Estimator (FT), Livingston/ Glasgow. WGM Engineering [Details here](#)

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

Featured Local Vacancy

Maxi Construction are currently seeking a:

- Graduate Site Manager

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



Office / Admin Vacancies

1st Level Help Desk Support (FT), Livingston. [Details here](#)

Office/Accounts Administrator (FT), Livingston. Randex Ltd [Details here](#)

Finance Administrator/Bookkeeper (FT or PT), Broxburn. JK Business Services [Details here](#)

Pensions Administrator (FT Temporary), Home Working/Glasgow. [Details here](#)

Office Administrator (FT), Livingston. Apex Hotels - Closes 13/06/22 [Details here](#)

Administrative Assistant (FT), Broxburn. Alex Nangle Electrical [Details here](#)

Administration Assistant (FT), Livingston. NHS Scotland - closes 20/05/22 [Details here](#)

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

Academic Records Administrator (FT Fixed Term), Oatridge. SRUC - closes 22/5/22 [Details here](#)

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

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

Hospitality Vacancies

KFC Flex Manager (Various Locations) [Details here](#)

Hospitality & Events Manager, Sodexo [Details here](#)

Chef de Partie, Mercure Hotel, Livingston [Details here](#)

Four Marys (Various Positions), Linlithgow [Details here](#)

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](#)

Travelodge, various positions & locations [Details here](#)

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

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

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

Manufacturing/Production

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

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

Food Production Operator (FT PT), Livingston. Red Rock
Partnership [Details here](#)

Production Assistant (FT Temp), Livingston. Connect
[Details here](#)

Assembly Operative (FT Temp), Broxburn. Connect
[Details here](#)

Production Operative (FT Temp), Livingston. Blue
Arrow [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](#)

Care Sector Vacancies

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

Supply Social Care Support Worker, (FT&PT), West
Lothian. West Lothian Council – closes 31/12/2022
[Details here](#)

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

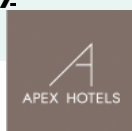
Care Assistant, (FT&PT), Across West Lothian. Call-In
Homecare [Details here](#)

Featured Local Vacancy

Apex Hotels Livingston are currently looking to recruit:

- Laundry Supervisor - [Click here to apply](#)
- Laundry Driver - [Click here to apply](#)
- Office administrator - [Click here to apply](#)

Contact 07718707545 for more
information.



Retail Vacancies

Assistant Merchandiser (FT), Bathgate. Schuh
Distribution Centre [Details here](#)

Retail Assistant (PT), Livingston. DCK [Details here](#)

Retail Assistant (PT), Bathgate. DCK [Details here](#)

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

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

Sales Associate (PT), Livingston. Ernest Jones
[Details here](#)

Store Manager (FT), Livingston. Lindt [Details here](#)

Retail Associate (PT), Livingston. New Balance
[Details here](#)

Key Holder (PT), Livingston. Claire's [Details here](#)

Store Assistant (PT), Broxburn. Home Bargains – closes
31/05/22 [Details here](#)

Retail Sales Assistant (FT), Livingston. Dreams – via
Total Jobs [Details here](#)

Sales Consultant (FT), Broxburn. Arnold Clark
[Details here](#)

Sales Advisor (FT), Livingston. Bellway homes – closes
28/05/22 [Details here](#)

Multiple Store Assistant roles (FT & PT), West Lothian.
Aldi [Details here](#)

Warehouse Vacancies

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

Backshift Warehouse Operative (FT, PT & Temp to
Perm), Newbridge. Virtue Recruitment Services Ltd.
[Details here](#)

Warehouse Assistant (FT Permanent), Bathgate. Dacoll
[Details here](#)

Warehouse Supervisor, Livingston. The Range
[Details here](#)

Warehouse Operatives (PT), Livingston. Yodel
[Details here](#)

Featured Local Vacancy

Macmillan are currently looking to recruit:

- Relationship Fundraising Coordinator - Scotland,
Wales And Northern Ireland

[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](#)