

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;

- **Housing Investment Officer**
- **Supply Sports Coaches**
- **Assistant Cook**
- **ELC Practitioner**
- **Support Worker**
- **Care and Support Worker - Older People**
- **Clerical Assistant**
- **Cleaners**

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 **2nd & 16th June**

Customer Service **21st June**

Transferable Skills **28th June**

CV Preparation **30th June**

A2E LOCATION APPOINTMENTS

Access2employment are now available to meet face to face in the following locations:

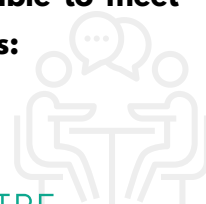
ALMONDBANK LIBRARY

BATHGATE PARTNERSHIP CENTRE

FAULDHUSE PARTNERSHIP CENTRE

STRATHBROCK PARTNERSHIP CENTRE

WHITBURN LIBRARY



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

To book an in person appointment please contact your allocated A2E adviser. Alternatively email: **access2employment@westlothian.gov.uk** or call **0800 032 9768**.

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:

- [Apprentice Joinery \(SK Joinery\)](#)
- [General Labourer \(Edinburgh Fabrications, Broxburn\)](#)
- [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 \(Joint Force Alba\)](#)

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

If you would like any further information or assistance with applying please contact:

stepsn2work@westlothian.gov.uk or call 0800 032 9768

Volunteering

Volunteering is one of the most rewarding things you can do.



Local to West Lothian

[Museum Volunteer \(Mill Farm\)](#)

[Digital Champion \(Marie Curie\)](#)

[Nightstop Host \(Rock Trust\)](#)

For more opportunities please [click here](#)

Contact access2employment@westlothian.gov.uk

if you would like any help to apply.



Graduate Vacancies

Technology Analyst - Explorer Graduate Programme 2022, Glasgow. Barclays [Details here](#)

Technology Rotational Graduate Programme, Livingston. Sky [Details here](#)

Procurement Officer Graduate, Edinburgh. Scottish Prison Service [Details here](#)

Graduate Engineer, Edinburgh. Marston Holdings [Details here](#)

Graduate Consultant Life Sciences, Edinburgh. Kleboe Jardine [Details here](#)

Graduate Management Trainee Marketing, Edinburgh. Grant Property [Details here](#)

Graduate Management Trainee, Edinburgh. Enterprise [Details here](#)

School Account Manager (FT), Edinburgh. Sumdog – closes 14/06/22 [Details here](#)

Support and Inclusion Officer (Fixed Term), Fully Remote. British Association of Counselling and Psychotherapy – closes 07/06/22 [Details here](#)

Business Graduate, Edinburgh. CGI [Details here](#)

Supply Chain Management Trainee, Edinburgh. APUC [Details here](#)

Apprenticeship Vacancies

Graduate Apprenticeship Trainee Quantity Surveyor, Livingston. Graham [Details here](#)

Graduate Apprenticeship Software Developer, Livingston. Shin-Etsu Handotai Europe [Details here](#)

Apprentice Fire & Security Engineer, Edinburgh. Johnson Controls [Details here](#)

Telecoms Operator Modern Apprenticeship, St John's Hospital Livingston. NHS Scotland [Details here](#)

Administration Assistant Modern Apprentice, Edinburgh. Historic Environment Scotland [Details here](#)

Modern Apprentice Admin Officer with IT Support, Edinburgh. Scottish Government [Details here](#)

Project Management Apprenticeship, Edinburgh. Natwest Group [Details here](#)

Modern Apprentice Estate Caretaker, Livingston. Link Group Ltd [Details here](#)

Management Vacancies

Assistant Service Manager (Various hours Permanent), West Lothian. Moore House Group - closes 06/06/22 [Details here](#)

Registered Service Manager (FT Permanent), West Lothian. Moore House Group- closes 06/06/22 [Details here](#)

Duty Manager (FT), Broxburn. Xcite West Lothian Leisure - closes 09/06/22 [Details here](#)

Training and Development Manager (FT Permanent), Newbridge. Scottish Ambulance Service - closes 09/06/22 [Details here](#)

Assistant Manager (PT), Livingston. Game [Details here](#)

Retail Manager (FT Fixed Term), Livingston. Lloyds Pharmacy [Details here](#)

Shift Manager (PT), Broxburn. Lidl - closes 10/06/22 [Details here](#)

Assistant Manager (PT Permanent), Livingston. Boots [Details here](#)

Project Manager (FT Permanent), Livingston. Clancy - closes 22/06/22 [Details here](#)

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

Construction Vacancies

Time Served Plasterer (FT), Livingston. Response Building Maintenance Scotland [Details here](#)

Semi-Skilled Site Operative (FT), Bathgate. Maintain Solutions Ltd – closes 26/06/22 [Details here](#)

Bricklayer (FT), Falkirk. Linsco Recruitment [Details here](#)

Public Utilities & Roadworks Officer (FT), Livingston. West Lothian Council – closes 05/06/22 [Details here](#)

Groundworker/ Landscaper (FT), Livingston. Almond Electric Gates – closes 05/06/22 [Details here](#)

Grounds Maintenance (FT), Livingston. Continental Landscapes [Details here](#)

Labourers x2 (FT), Bathgate. A1 Jobs – closes 16/06/22 [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](#)

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

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

Office / Admin Vacancies

Administrator (FT Perm), Bathgate. Everwarm [Details here](#)

Accommodations Admin (FT Temp), Livingston. Pertemps [Details here](#)

Administration /Customer Service - Work from home (FT Perm), Interaction [Details here](#)

Stock Administrator (FT), Livingston. GXO Logistics [Details here](#)

Administrator (FT Temp), Livingston. Contract Scotland [Details here](#)

Junior Transition Administrator (FT Perm), Livingston remote. The Cashroom Ltd [Details here](#)

Customer Service Administrator (FT Temp), Livingston. Search [Details here](#)

Buyer's Admin Assistant (FT Perm), Bathgate. Schuh [Details here](#)

Bottling and Logistics Administrator (FT), Livingston. Aceo [Details here](#)

Administrator (FT), Livingston. Clancy Group [Details here](#)

Office Administrator (FT Perm), Livingston. Apex Hotels [Details here](#)

Customer Service Administrator (FT Perm), Livingston. Aceo [Details here](#)

Hospitality Vacancies

Team Member/Cookie decorator, Livingston. Millies Cookies [Details here](#)

Barista, Bathgate. Granary Cafe [Details here](#)

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

Bar Staff TRNSMT. Various Festivals [Details here](#)

Barista Costa, Livingston / Bathgate. [Details here](#)

Barista, Edinburgh Airport. Starbucks – closes 06/06/22 [Details here](#)

Front of House, Bathgate. Pepe's Peri Peri [Details here](#)

Bar & Waiting Staff, Ratho. The Bridge Inn [Details here](#)

Featured Local Vacancy

Action for Children are recruiting a:

- Housing Support Worker (FT), Salary £23k

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



Manufacturing/Production

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

Process Operator Clean Room (FT & PT Perm),
Livingston. Fishers [Details here](#)

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

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

Production Operative (FT Perm), Livingston. Acorn
Recruitment [Details here](#)

Process Operator (FT & PT), Livingston. Red Rock
Partnership [Detail here](#)

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

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

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

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

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

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

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

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

Healthcare Assistant (FT & PT), West Lothian. Scotforce
Healthcare [Details here](#)

Support Worker (FT & PT), Livingston. Ark People
Housing Care – closes 30/06/22 [Details here](#)

Care and Support Worker (PT), Livingston. Trust
Housing Association – closes 03/06/22 [Details here](#)

Retail Vacancies

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

3x Sales Team Mate roles (PT), Livingston. Under
Armour [Details here](#)

Store Team member (PT), Livingston. Home Bargains –
closes 24/06/22 [Details here](#)

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

Pharmacist and Customer Service roles (PT and FT)
West Lothian. Boots the Chemist [Details here](#)

Retail Assistant Manager (FT), Livingston. TUI
[Details here](#)

Retail Sales Assistant (PT), Livingston. Dreams Beds
Sales Advisor (PT), Livingston. Superdrug [Details here](#)

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

Customer Assistants and Phone Shop (PT and FT), West
Lothian. Tesco's [Details here](#)

Receptionist/Shop assistant (PT), Livingston. Nu Moves
Dance Studio – via indeed [Details here](#)

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

Customer Service Assistant (Food to Go) (PT), East
Calder. Scotmid – closes 13/06/22 [Details here](#)

Warehouse Vacancies

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

Warehouse Shift Manager, Livingston. Tesco
[Details here](#)

Product Distribution Manager (FT Temporary),
Livingston. Jobstore UK Ltd [Details here](#)

Machine Operator/Forklift Driver (PT Temporary),
Livingston. Via Blue Arrow [Details here](#)

Warehouse Operative (FT), Livingston. We Staff
[Details here](#)

Featured Local Vacancy

Hierarchy Support Services are recruiting a:

Community & Supported Housing Support Worker
(FT Permanent)

For more information and to apply contact
savinga@hbsolutions.co.uk



**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:0800 032 9768)

Email - a2ewellbeingteam@westlothian.gov.uk

**YOUNG PEOPLE
EMPLOYMENT SUPPORT**

**YOUNG
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:0800 032 9768)

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:0800 032 9768)

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:0800 032 9768)



access2employment@westlothian.gov.uk



[Book a telephone/online appointment](#)

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

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