

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 - Warehouse X 2 (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**
- **Garden Assistant - WL Foodbank (30 hrs)**

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;

- [Supply Pupil Support Worker Advanced](#)
- [Housing Support Assistant x 2](#)
- [Facilities Management Assistant x 3](#)
- [Administrative Assistant - head of service](#)
- [Cook Supervisors x 3](#)
- [Cleaners](#)
- [School Crossing Patrol Guide](#)
- [Leisure Assistant x 2](#)
- [Plumber x 2](#)

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

Access2employment are available to meet customers in the following locations:

ALMONDBANK LIBRARY
 BATHGATE PARTNERSHIP CENTRE
 FAULDHOUSE PARTNERSHIP CENTRE
 STRATHBROCK PARTNERSHIP CENTRE
 WHITBURN LIBRARY



Contact: access2employment@westlothian.gov.uk
 or call **0800 032 9768** to arrange an appointment.



Have your say on local priorities and influence the future of council services in West Lothian.

Click [HERE](#) to complete / contact 0800 032 9768 for help.

Job Vacancies

Invest in West Lothian

Discover new possibilities in West Lothian's dynamic jobs market including key sectors such as life sciences, engineering & manufacturing, logistics & distribution, and many more!

www.investinwestlothian.com/job-vacancies/

If you are a local employer with an available vacancy, you can submit it on our website!

Volunteer Vacancies



The **Advice Shop** West Lothian Council have a number of volunteer positions available across West Lothian for 2022/23.

Please see the link below for current vacancies and to register for the upcoming volunteer training session.

www.westlothian.gov.uk/advice-shop

For more information contact: 01506 283053 or email volunteering@westlothian.gov.uk

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 Admin Assistant \(AKC IFA's, Livingston\)](#)
- [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

Apprenticeship Vacancies

Electronic Test Engineer Apprentice (Fixed Term), Livingston. CB Technology [Details here](#)

Accounts Trainee Apprenticeship (Fixed Term), Livingston. CB Technology [Details here](#)

Parts Advisor Apprenticeship (Fixed Term), Kirknewton. Dpc David Philp Commercials Ltd [Details here](#)

Parts Advisor Apprenticeship (Fixed Term), Bathgate. Lothian DAF [Details here](#)

Customer Service Apprenticeship (Fixed Term), Livingston. Sky [Details here](#)

Facilities Operative Apprenticeship (Fixed Term), Livingston. Mears Group [Details here](#)

Childcare Assistant Apprenticeship (Fixed Term), Broxburn. Carousel Training [Details here](#)

Spray Painter Apprenticeship (Fixed Term), Broxburn. Glasgow Training Group (GTG) [Details here](#)

Graduate Vacancies

Graduate Leadership Development Programme (Fixed Term), UK. Unlocked Graduates [Details here](#)

Various positions for Graduates (FT), UK. Sparta Global Ltd [Details here](#)

Graduate Civil Engineer (FT), Scotland. MGroup services – assessment date 19/07/2022 [Details here](#)

Marketing & Accounts Executive (FT), Edinburgh. Pogo Studio – closes 6/7/2022 [Details here](#)

Trainee Quantity Surveyor (FT), Newbridge. Clark Contracts [Details here](#)

Graduate Inside Sales representative (FT), Edinburgh. Thermo Fisher [Details here](#)

Trainee Recruitment Consultant (FT), Edinburgh. Edmund and Evans Ltd [Details here](#)

Product Development (FT), Loanhead. The Secrets of Caledonia Ltd [Details here](#)

Variety of positions (FT), Edinburgh. SeeByte Ltd [Details here](#)

Key Account Manager (FT), Edinburgh. Seltek Consultants Ltd [Details here](#)

Graduate Work Experience

Are you a recent Graduate?
Are you currently unemployed or working in a job that doesn't utilise your degree?
Do you live in West Lothian?
Are you aged 24 or under?



If you answered YES to these 4 questions then West Lothian Council's Graduate Work Experience programme may be for you.

The positions available below are one year paid contracts.

Applications open for:

[Social Policy \(Learning Disability Service\) Details here](#)

[Social Policy \(Modernisation Programme\) Details here](#)

[Education \(Performance Officer\) Details here](#)

[Corporate Communications \(Graphic Design\) Details here](#)

[Digital Transformation \(Learning\) Details here](#)

Management Vacancies

Information and Support Manager (FT), Blended Location. Sight Scotland Veterans – Closes 21/7/22
[Details here](#)

Fundraising Manager (PT Fixed Term), Flexible. Handicabs – closes 14/07/22 [Details here](#)

East Lothian Programme Manager (FT), Home Based. MCR Pathways – closes 22/7/22 [Details here](#)

Marketing and Campaigns Manager (PT), Hybrid. Edinburgh Dog and Cat Home – Closes 25/7/22
[Details here](#)

Assistant Branch Manager (FT), West Calder. AMT Vehicle Rental [Details here](#)

Asset Manager (FT), Livingston. Schuh [Details here](#)

Assistant Proposition Manager (FT), Agile Working. Lloyds – closes 15/07/22 [Details here](#)

Retail Manager (FT/PT), Bathgate. Lloyds Pharmacy [Details here](#)

Operations Manager (FT), Newbridge. The Alternative Parcels Co Ltd [Details here](#)

Fundraising Manager (PT Fixed Term), Flexible Base. HcL – closes 14/07/22 [Details here](#)

Construction Vacancies

Senior Engineer – Flood Risk Management (FT), Livingston. West Lothian Council – closes 12/07/22
[Details here](#)

Plumbers x 2 (FT), Livingston. West Lothian Council – closes 17/07/22 [Details here](#)

Groundworker (FT), Livingston [Details here](#)

Painter & Decorator (FT), Bathgate [Details here](#)

General Operative (FT), Shotts. Aggregate Industries – closes 29/07/22 [Details here](#)

Fencing Labourer (FT), West Lothian. Wright & Maclennan – closes 30/07/22 [Details here](#)

Labourer (FT), Livingston. Linsco – closes 10/07/22
[Details here](#)

Semi Skilled Site Operative (FT), Bathgate. Maintain Solutions Ltd – closes 24/07/22 [Details here](#)

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

Office / Admin Vacancies

Freelance NAOs Admin Assistant (PT), Home Based. Neurological Alliance of Scotland – Closes 24/07/22
[Details here](#)

Receptionist/Junior Administrator (FT), Livingston. Aceo Limited [Details here](#)

Regional Administration Assistant (FT Fixed Term), Bathgate. Aldi [Details here](#)

Administrator (FT/PT Temporary 2mths), West Lothian. Via Escape Recruitment [Details here](#)

Property Management Administrator (FT), Livingston. DM Hall [Details here](#)

Hotel Receptionist (FT), Livingston. Mercure [Details here](#)

Administration Assistant (FT Temporary), Bathgate. Blue Arrow [Details here](#)

Customer Service Administrator (FT), Livingston. Connect Appointments [Details here](#)

Workshop Administrator (PT), Broxburn. Northgate – closes 13/7/22 [Details here](#)

Finance Administrator (FT Permanent), Bathgate – closes 15/07/2022 [Details here](#)

Quick links to more jobs..

Hospitality vacancies, [Details here](#)

Livingston Designer Outlet, [Details here](#)

Almondvale Centre, [Details here](#)

NHS vacancies, [Details here](#)

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](#)



Manufacturing/Production/Warehouse

Production Operative (FT Permanent), Livingston - closes 23/07/2022 [Details here](#)

Production Packer (FT Temporary), Broxburn - closes 31/07/2022 [Details here](#)

Forklift Operators (FT Permanent), Livingston - closes 15/07/2022 [Details here](#)

Machine Operator (FT Permanent), Livingston - closes 15/07/2022 [Details here](#)

Picker/Packer (FT Temporary), Broxburn - closes 30/07/2022 [Details here](#)

Warehouse Operative (FT Temporary), Newbridge. Taskmaster Resources LTD [Details here](#)

Warehouse Parcel Sorter (Temporary), Livingston. Via Connect Appointments [Details here](#)

Bakery Production Operative (Permanent), Bathgate. Via Connect Appointments [Details here](#)

Weekend Warehouse Operative (FT & PT Temporary), Newbridge. Via Virtue Recruitment Services Ltd [Details here](#)

Warehouse Operative (FT Temporary), Livingston. Via Search Consultancy LTD [Details here](#)

Warehouse Operative (FT Temporary), Bathgate. Via Connect Appointments [Details here](#)

Warehouse Operative (FT Temporary), Ladywell. [Details here](#)

Care Vacancies

Care Assistant (FT/PT), Various Locations. Call-In Homecare [Details here](#)

Twilight Care Assistant (FT), Whitburn. Redmill Care Home [Details here](#)

Care Assistant (FT), Linlithgow. HC-One [Details here](#)

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

Care Assistant (FT/PT), South Queensferry. Avenue Care Services [Details here](#)

Support Worker (FT Permanent), Livingston - closes 31/07/2022 [Details here](#)

Social care support worker (PT Permanent), Whitburn. WLC - closes 12/07/2022 [Details here](#)

Health care assistant (PT Permanent), Broxburn - closes 18/07/2022 [Details here](#)

Featured Local Vacancy

Signpost are seeking applicants for the following:

- Admin Assistant to the Chief Executive (PT) Livingston
- Family Support Worker (FT), Livingston

If you are interested in any of the above positions please [click here](#) to apply.



SIGNPOST

Retail Vacancies

Branch Supervisors and Retail Assistants (FT &PT), West Lothian. Scotmid [Details here](#)

Retail Managers, Pharmacist, Healthcare Partners (FT & PT), West Lothian. Lloyds Pharmacy's [Details here](#)

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

Store Assistants (FT & PT), Livingston and Broxburn. Aldi [Details here](#)

Stock Assistant (FT), Broxburn. Aldi [Details here](#)

Sales Assistant (PT), Bathgate. HSL chairs - via indeed [Details here](#)

Customer Service Assistant (PT Permanent), Deans - closes 20/07/22 [Details here](#)

Cleaning Vacancies

Cleaner(PT), Livingston. Aceo Ltd [Details here](#)

Domestic (FT/PT), Broxburn. Time for You [Details here](#)

Lab Cleaning technician (PT), Livingston. Cleanroom Zone [Details here](#)

Industrial cleaner (FT), Livingston. The recruitment Company [Details here](#)

Domestic Assistant (PT), Livingston. Advanced Services Plus [Details here](#)

Cleaning Operative (PT), Livingston. NIC service Group [Details here](#)

Search #ScottishHospitalityJobs



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@JCPinNorthScot

@JCPinSWScot

Summer Hospitality Campaign

Every Tuesday during July and August between 1pm and 2pm

jobcentreplus

Featured Local Vacancy

Digital Project Solutions are currently seeking an:

- Apprentice Business Administrator (FT), Shairps Business Park Livingston

DIGITAL PROJECT SOLUTIONS
OPTIMISE YOUR PROJECT, DIGITALLY

CLICK TO
LEARN
MORE

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](#)

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