

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)**
- **Admin Assistant - Open Door (30hrs)**

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 Receptionist](#)
- [Social Care Practitioner](#)
- [Housing Support Assistant x 2](#)
- [Social Worker x 2](#)
- [Children & Young Persons Worker](#)
- [Plumber x 2](#)
- [Leisure Assistant x 2](#)
- [Support Sports Coaches](#)
- [Supply Venue Assistants](#)

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

FAULDHUSE 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

Graduate Apprenticeship Trainee Site Manager, Edinburgh. Clark Contracts [Details here](#)

Customer Service Executive Graduate Apprenticeship, Edinburgh. Microsoft [Details here](#)

Modern Apprenticeship CNC Machinist, Livingston. Deans Ltd [Details here](#)

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

Modern Apprenticeship Process Engineer, Livingston. Saica Pack UK Ltd [Details here](#)

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

Apprentice Heavy Vehicle Technician, Bathgate. Company confidential via GTG [Details here](#)

Technical Apprenticeship – Pre-registration Pharmacy Technician, Livingston. NHS Scotland [Details here](#)

Graduate Vacancies

C++ Graduate Software Engineer (FT), Edinburgh. [Details here](#)

Government Statistician (FT), Scotland. Government Statistical Service – closes 16/08/22 [Details here](#)

Science Management Graduate Scheme (FT), UK Wide. Rentokil Initial – closes 11/10/22 [Details here](#)

Installation Delivery Executive (FT), Glasgow. City Fibre – closes 31/07/22 [Details here](#)

Quality Inspector (FT), Glasgow. BAE Systems – closes 31/07/22 [Details here](#)

Data & Analytics Graduate Programme (Fixed Term), UK Wide. Capita – closes 25/07/22 [Details here](#)

Academy Customer Field Engineer (FT), UK Wide. City Fibre – closes 31/07/22 [Details here](#)

Business Graduate Programme (FT), Glasgow. FDM Group – closes 31/07/22 [Details here](#)

Graduate Civil Engineer (FT), Scotland. MGroup services – assessment date 19/07/22 [Details here](#)

Supply Chain/Logistics – Graduate Development Programme (FT), UK Wide. Calor – closes 29/07/2022 [Details here](#)

West Lothian Job Creation Fund

WEST LOTHIAN JOB CREATION FUND



West Lothian Council's Economic Development Team has committed to supporting more local businesses to create sustainable employment opportunities.

The Job Creation Fund will provide businesses with the financial support needed to create jobs for West Lothian residents.

For more information and to express a note of interest, please visit the [Invest in West Lothian website!](#)

If you would like to find out more information please visit the Invest In West Lothian website by [clicking here](#)

Management Vacancies

Customer Experience Manager (FT), Broxburn. William Hill [Details here](#)

Learning & Skills Manager- Access, Employability & Schools (FT Permanent), Livingston. West Lothian College – closes 24/07/22 [Details here](#)

Records Management Associate (FT), Livingston. IQVIA [Details here](#)

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

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

Clinical Operations Manager (FT), Livingston. ICON – closes 03/08/22 [Details here](#)

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

Performance Manager, Livingston. FEDCAP – closes 18/07/22 [Details here](#)

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

Assistant Store Manager (FT Permanent), Livingston. Hugo Boss [Details here](#)

Construction Vacancies

Skilled Paver & Landscaper (FT), Edinburgh – closes 07/08/22 [Details here](#)

Electrical Engineer (FT), Grangemouth. Ineos – closes 22/07/22 [Details here](#)

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

Mobile Plant Fitter (FT), Broxburn. Path Recruitment – closes 27/07/22 [Details here](#)

Labourer (FT), Livingston. [Details here](#)

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

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

Labourer (FT), Armadale. Naia Garden Services – closes 16/07/22 [Details here](#)

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

Office / Admin Vacancies

Document Controller (FT), Livingston. Via Zachary Daniels [Details here](#)

Administration Assistant (PT), Ratho. The Bridge Inn [Details here](#)

Banking Administrator (PT), Home/Hybrid. Parkinsons UK [Details here](#)

Administrator (FT Temporary), Whitburn. Via Blue Arrow [Details here](#)

Customer Services Administrator (FT), Bathgate. Johnston Oils [Details here](#)

Finance Administrator (FT Fixed Term), Home Working. Sky [Details here](#)

Administration Assistant/Receptionist (FT & PT), Livingston. Murieston Medical Practice - closes 24/7/22 [Details here](#)

Freelance NAOs Admin Assistant (PT), Home Based. Neurological Alliance of Scotland – closes 24/07/22 [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 Vacancies

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

Production Packer/Processor (FT PT), Livingston. Red Rock Partnership [Details here](#)

Warehouse Operator/Stores Operator (FT Perm), Livingston. Burtons [Details here](#)

Production Operative (FT perm), Livingston and Whitburn. Escape [Details here](#)

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

Production Manager (FT), Livingston. Haig Kitchens [Details here](#)

Production Packer (FT Temp), Broxburn. The Recruitment Co [Details here](#)

Food production Operative (FT), Livingston. Red Rock Partnership [Details here](#)

Pick and Packer (FT Perm), Livingston. Nisha Enterprise [Details here](#)

Weekend Production Operative (FT Perm), Broxburn. Connect [Details here](#)

Production Operative (FT Permanent), Livingston - closes 23/07/22 [Details here](#)

Production Operative (FT), Broxburn. Sure Recruitment [Details here](#)

Care Vacancies

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

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

Community Care Assistant - Evening (FT & PT), Livingston. Meloosh Homecare Livingston [Details here](#)

Veterinary Care Assistant (FT Permanent), Livingston. Veterinary Specialists Scotland. [Details here](#)

Care Support Worker (FT), Bathgate. Adigo Care [Details here](#)

Evening Care Assistant (PT), Linlithgow. Home Instead [Details here](#)

Night Care Assistant, East Whitburn. HC - One - Redmill [Details here](#)

Care Assistant (FT Permanent), West Lothian - closes 21/07/2022 [Details here](#)

Childrens Support Worker (FT Contract), Bathgate - closes 16/07/2022 [Details here](#)

Registered Nurse (PT Permanent), Livingston - closes 07/08/2022 [Details here](#)

Care Assistant (FT Permanent), Linlithgow - closes 31/07/2022 [Details here](#)

Retail Vacancies

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

Multiple roles - Pharmacy, Store Assistant (PT & FT), West Lothian. Boots the Chemist [Details here](#)

Assistant Store Manager (FT), Livingston. Hugo Boss [Details here](#)

Customer Assistant (PT), Livingston. Co-Op [Details here](#)

Customer Associates and branch managers (FT & PT), West Lothian. Scotmid [Details here](#)

Retail Assistant Manager (FT), Livingston. One Below - Via Indeed [Details here](#)

Store Team Member (PT), Livingston. Home Bargains - closes 08/08/2022 [Details here](#)

Warehouse Vacancies

Warehouse Operative (FT), Livingston. Diet Chef [Details here](#)

Warehouse Operative (FT Permanent), Livingston. Via 24-7 Recruitment Services [Details here](#)

Forklift Driver (Narrow Aisle/Bendy) Warehouse Operative (FT), Broxburn. Garden Mile [Details here](#)

Warehouse and FLT Operative (FT Temporary), Livingston. ARCT Transport [Details here](#)

Warehouse Operative (Temporary), Bathgate. Via Brightwork Recruitment [Details here](#)

Cleaning Vacancies

Lab cleaning Technician (PT), Livingston. Cleanroom Zone [Details here](#)

Office/showroom Cleaner (PT), Bathgate. Private Care Company [Details here](#)

Cleaning Operative (FT), Broxburn. JM Diamond Cleaning services [Details here](#)

Cleaner (FT/PT), Livingston. Grand Central [Details here](#)

Featured Local Vacancy

Action for Children are currently seeking applicants for:

- Transition Worker (FT Fixed Term), West Lothian - closing date 21/07/22

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



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](#)