

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;

- [Stores Operative](#)
- [Fleet Operations Manager](#)
- [Work Foreperson \(Vehicles\) X 2](#)
- [Open Space & Cemeteries Manager](#)
- [Mechanic X 4 \(Vehicles\)](#)
- [HR Assistant](#)
- [Supply Receptionist](#)
- [Leisure Assistant](#)
- [Supply Sports Coach](#)

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

Graduate Apprenticeship BioSS Graduate Apprentice in Data Science (Junior Data Scientist, Edinburgh. BioSS [Details here](#))

Graduate Apprenticeship Contracts Officer, Edinburgh. Hanover Scotland Housing Association [Details here](#)

Modern Apprenticeship Light Vehicle Technician, Broxburn. Western Commercial Mercedes-Benz [Details here](#)

Modern Apprenticeship Spray Painter, Broxburn. Via GTG Training [Details here](#)

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

Modern Apprenticeship Customer Service Administrator, Broxburn. Graycoll Truck 'N' Trailer Ltd [Details here](#)

Modern Apprenticeship Business Administrator, Livingston. Faurecia [Details here](#)

Graduate Vacancies

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](#)

Associate Project Engineer (FT), Livingston. FoundOcean [Details here](#)

Graduate Production Scientist (FT), Edinburgh. First People Solutions [Details here](#)

Graduate Recruitment Consultant (FT), Edinburgh. DR Newitt [Details here](#)

Senior Embedded Linux Software Engineer (FT), Edinburgh. Octagon Group [Details here](#)

Engineering Technician – As Built (FT), Edinburgh. City Fibre [Details here](#)

QA Technician (FT), Edinburgh. Hays [Details here](#)

Structural Engineer (FT), Edinburgh. Tera Tech [Details here](#)

Audit Manager – Corporate (FT), Edinburgh or Glasgow. BDO [Details here](#)

Senior Process Design Engineer (FT), Dunfermline. Babcock [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:

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

[Corporate \(Corporate communications / Corporate Services\) Details here](#)

Management Vacancies

Alcohol and Drug Partnership Lead (FT Permanent), West Lothian. NHS Lothian – closes 29/07/22

[Details here](#)

Asset Manager (FT Permanent), Livingston. Horizon Housing – closes 02/08/22 [Details here](#)

Night Shift Team Manager (FT), Livingston. Yodel

[Details here](#)

Operations Support Manager (FT), Scotland.

BaxterStorey [Details here](#)

Operations Manager, Livingston. The Range – closes 22/07/22 [Details here](#)

Site Manager (FT Permanent), Livingston. Bellway

[Details here](#)

Head of Product Category Management (FT),

Broxburn. Ooni [Details here](#)

Technical Project Manager- Product (FT), Broxburn.

Ooni [Details here](#)

Learning & Skills Manager- Access, Employability &

Schools (FT Permanent), Livingston. West Lothian

College – closes 24/07/22 [Details here](#)

Construction Vacancies

Maintenance Technician (Mechanical (FT),

Grangemouth. INEOS – closes 27/07/22 [Details here](#)

Maintenance Technician (Electrical) (FT), Grangemouth.

INEOS – closes 27/07/22 [Details here](#)

Maintenance Technician (Instrument) (FT),

Grangemouth. INEOS – closes 27/07/22 [Details here](#)

TAR Instrument & Electrical Engineer (FT),

Grangemouth. INEOS – closes 25/07/22 [Details here](#)

Construction Lead (FT), Grangemouth. INEOS – closes

02/08/22 [Details here](#)

Skilled Paver & Landscaper (FT), The Edinburgh

Driveway Company Ltd – closes 07/08/22 [Details here](#)

Mobile Plant Fitter (FT), Broxburn. Path Recruitment –

closes 27/07/22 [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](#)

Office / Admin Vacancies

Workshop Administrator (FT), Broxburn. Graycoll

Truck n Trailer Ltd [Details here](#)

Sales Administrator (FT), Livingston. Highlander

Scotland Ltd – closes 10/08/22 [Details here](#)

Workshop Administrator (PT), Broxburn. Northgate –

closes 12/08/22 [Details here](#)

Warranty Administrator (FT), Broxburn. Eastern

Western Motor Group [Details here](#)

Finance and Payroll Admin (FT), Home Based. Via D R

Newitt [Details here](#)

Medical Receptionist (FT), Kirkliston. Fairmile Health

[Details here](#)

Warehouse Administrator (FT), Livingston. GXO

Logistics [Details here](#)

Administrator (FT or PT), Bathgate. Change Grow Live

– closes 7/8/22 [Details here](#)

Admin Worker (PT), Livingston. Woman's Aid – closes

27/7/22 [Details here](#)

Customer Service Administrator (FT Temporary),

Connect Appointments – closes 14/08/2022

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

Assembly Operative (FT Temp to Perm), Livingston REL
Recruitment [Details here](#)

Production/Baking Operative (FT), Bathgate. Be
Personnel [Details here](#)

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

Production Operator (FT Temp), Whitburn. Escape
Recruitment [Details here](#)

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

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

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

Care Vacancies

Support Worker (FT), Livingston. Autism Initiatives -
closes 26/07/22 [Details here](#)

Personal Assistant (PT), Blackburn. Enable Scotland -
closes 31/08/22 [Details here](#)

Support Worker (FT), West Lothian. The Action Group
[Details here](#)

Supply Care Home Domestic (PT), Livingston. West
Lothian Council - closes 31/12/22 [Details here](#)

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

Supply Social Care Practitioner (PT), Livingston. West
Lothian Council - closes 31/12/22 [Details here](#)

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

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

Supply Social Care Practitioner (PT), Livingston. West
Lothian Council - closes 31/12/22 [Details here](#)

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

Senior Care Assistant (FT Permanent), Bathgate. HC-
One Ltd - closes 10/08/2022 [Details here](#)

Retail Vacancies

Customer Service Assistant / Branch Supervisors (PT)
West Lothian. Scotmid/ Co-Op [Details here](#)

Store Assistant (FT), Bathgate. Aldi [Details here](#)

Store Assistant (FT), Livingston. Aldi [Details here](#)

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

Customer Advisor (PT Fixed Term), Livingston. Boots
The Chemist [Details here](#)

Multiple roles (PT & FT), Livingston. Superdrug
[Details here](#)

Multiple roles (PT & FT), West Lothian. Lloyds Chemist
[Details here](#)

Warehouse Vacancies

Warehouse operative (FT) Dunfermline, Amazon
[Details here](#)

Dayshift Warehouse Operative, (FT) Broxburn, Driver
Hire Edinburgh West [Details here](#)

Warehouse Assistant (PT) Livingston, Schuh
[Details here](#)

Warehouse Cleaner (FT Temporary), Livingston - closes
18/08/2022 [Details here](#)

Warehouse Operative (FT Permanent), Livingston -
closes 21/07/2022 [Details here](#)

Cleaning Vacancies

Domestic (FT), Livingston. NHS Motorhome Cleaner
(FT/PT), Broxburn. Bunk Campers [Details here](#)

Cleaning Operative (FT), Broxburn. JD Diamond
Cleaning Services [Details here](#)

Evening Cleaner (PT), Livingston. Spectrum Cleaning
Services [Details here](#)

Cleaner (FT), Bathgate. CJC Recruitment Limited
[Details here](#)

Featured Local Vacancy

Taskmasters Ltd are currently seeking applicants for:

- Order Pickers (FT), 6am - 2pm or 10am - 6pm.
Livingston West Lothian

If you would like to apply for
this position please send your
CV to dunfermline@tmrec.com



TaskMaster
Flexible, Permanent and Contract Staffing Solutions



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](#)