



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)
- 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
- Warehouse Assistant - WL Foodbank (30 hrs)
- Admin Assistant - Open Door (30hrs)
- Trainee Advisers - CAB X 2 (25 hrs)
- Technical Support Officer - WLC x 2 (29)
- Kidz-Eco Retail x 2 Livingston (Hrs TBC)
- Kidz-Eco Retail 2x Bathgate (Hrs TBC)
- KidznKin Livingston- Community Development Assistant (between 16-30 hours)

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

- [Solicitor - Litigation Team](#)
- [Housing Options Officer - Various Locations](#)
- [Revenues Officer x 2](#)
- [Group Manager - Older People](#)
- [Development Management Technician](#)
- [Business Support Officer](#)
- [Care Home Domestic](#)
- [Adult Learning Team Leader](#)

There are various vacancies currently available in West Lothian in the 3rd Sector and on My Job Scotland;

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.



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 \(Component Sense\)](#)
- [Trainee Admin Assistant Events \(Specialized Organization\)](#)
- [Trainee Rental Controller \(McNicoll Vehicle Hire Ltd\)](#)
- [Trainee Online Sales Assistant \(TES Supplies\)](#)
- [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 Project Manager, Livingston. The Clancy Group [Details here](#)

Helpdesk Support Apprentice, Livingston. Heat and Control [Details here](#)

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

Apprentice Mechanical Fitter, Broxburn. EZEFLOW UK Ltd [Details here](#)

Business and Admin Apprentice, Linlithgow. Eczema Outreach Support [Details here](#)

Apprentice Engineer, Livingston. Dalrada [Details here](#)

Apprentice Facilities Operative, Livingston. Mears [Details here](#)

Apprentice Cabinet Maker, Broxburn. Bespoke Interiors [Details here](#)

Graduate Vacancies

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

Business Analyst Graduate Programme – October 22 (Fixed Term), UK Wide. Capita – closes 17/09/22 [Details here](#)

Project Management Graduate Programme – October 2022 (Fixed Term), UK Wide – closes 17/09/22 [Details here](#)

Trainee Recruitment Consultant (FT), Edinburgh. Aston Carter – closes 30/4/23 [Details here](#)

Graduate Trainee Engineer (Fixed Term), Glasgow. STV – closes 11/08/22 [Details here](#)

Legal Team Assistant (FT), Glasgow. STV – closes 11/08/22 [Details here](#)

Graduate Area Manager (FT), Scotland. Aldi – closes 31/08/22 [Details here](#)

Graduate Area Manager (FT), Scotland. Aldi – closes 31/08/22 [Details Here](#)

Logistics Graduate Management Programme (FT), UK Wide. Lidl – closes 12/10/22 [Details here](#)

Graduate Management Trainee (FT), Edinburgh. Enterprise – closes 09/10/22 [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

Head of Marketing (FT), Livingston. Scoffable
[Details here](#)

Despatch Manager (FT), Livingston. DS Smith
[Details here](#)

Retail Manager (FT Permanent), Livingston. Lloyds Pharmacy
[Detail here](#)

Night Shift Team Manager (FT), Livingston. Yodel
[Details here](#)

Supply Chain Manager (FT), Livingston. DS Smith
[Details here](#)

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

Brand Manager- Whisky Brands (FT Permanent), Broxburn. Ian Macleod Distillers
[Details here](#)

Team Leader (FT Permanent), Livingston. DXE- closes 22/08/22
[Details here](#)

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

Service Leader, Livingston. Schindler
[Details here](#)

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

Construction Vacancies

Roads Operative x 2 (FT), Livingston. West Lothian Council – closes 17/08/22-
[Details here](#)

Plumbers x 2 (FT), Livingston. West Lothian Council – closes 31/08/22
[Details here](#)

Surveyor (FT), Livingston. West Lothian Council – closes 15/08/22
[Details here](#)

Workshop Technician (FT), Linlithgow Academy. West Lothian Council – closes 16/08/22
[Details here](#)

Joiner (FT), Livingston. West Lothian Council – closes 31/12/22
[Details here](#)

Joiner (FT), Livingston. Response
Mechanical Project Engineer (FT), Livingston. WGM Engineering
[Details here](#)

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

Cabling Engineer (FT), Livingston. Locktel Communications
[Details here](#)

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

Office / Admin Vacancies

Receptionist (PT), Winchburgh. NHS Scotland – closes 2/9/22
[Details here](#)

Hotel Night Receptionist (FT), Livingston. Mercure - closes 9/9/22
[Details here](#)

Service Administrator (FT), Brxoburn. Gordon Bow Plant Hire – closes 26/8/22
[Details here](#)

Transport Clerk (FT), Livingston. DHL
[Details here](#)

Senior Sales Coordinator (FT), Livingston. KOMPAN Scotland Ltd
[Details here](#)

E- Commerce Administrator (FT), West Calder. Via Talento Group
[Details here](#)

Administrator (FT Temp to Perm), Bo'ness. Via Blue Arrow
[Details here](#)

Clerical Assistant (FT), Livingston. West Lothian Council - closes 18/8/22
[Details here](#)

CSC Adviser x2 (FT), Livingston. West Lothian Council – closes 17/8/22
[Details here](#)

Office Administrator (FT), Linlithgow. Calnex Solutions
[Details here](#)

Staff Deployment Administrator (FT Permanent), West Calder – closes 06/09/2022
[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

Machine Operator/Production Operations (FT Temporary), Livingston – closes 02/09/22 [Details here](#)

Production Operative (FT Temporary), Linlithgow – closes 14/08/22 [Details here](#)

Production Shift Supervisor (FT Perm), Livingston. Empteezy Group [Details here](#)

Picker/Packer (FT), Livingston. Sure Recruitment [Details here](#)

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

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

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

Production Operator (FT), Bathgate. Glen Turner Company [Details here](#)

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

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

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

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

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

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

Production Operative – Backshift (FT Permanent), Broxburn – closes 07/09/22 [Details here](#)

Featured Local Vacancy

Eczema Outreach Support are recruiting for:

- Modern Apprentice - Business and Administration

To apply please send your CV to recruitment@eos.org.uk



Featured Local Vacancy

QA are currently recruiting for:

- Help desk and support apprentice

To apply please [click here](#)



Retail Vacancies

Assistant store manager (FT), Livingston. Matalan [Details here](#)

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

Temporary Sales Assistant (FT), Livingston. Matalan [Details here](#)

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

4 x manager and Sales Assistants (PT & FT), Livingston. Claire's [Details here](#)

Home Delivery Drivers (FT), Livingston. Morrisons [Details here](#)

Market street team leader (FT), Bathgate. Morrisons [Details here](#)

Customer Assistant (PT), Bathgate. Morrisons [Details here](#)

Customer Assistant Café (PT), Bathgate. Morrisons [Details here](#)

Warehouse Vacancies

Despatch Warehouse Operative (FT), Livingston. MBC Scotland [Details here](#)

Warehouse Operative (Permanent), Newbridge. Via TTS 24-7 [Details here](#)

Picker/Packer (FT), Livingston. Via Sure Recruitment Group [Details here](#)

Warehouse Operative (FT), Motherwell. Lidl [Details here](#)

Warehouse Operative (FT Permanent), Broxburn. SIG Exteriors [Details here](#)

EVRI Warehouse Operative (Permanent), Bathgate. Via PMP Recruitment [Details here](#)

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

Featured Local Vacancy

Kitchen Internationals are recruiting for:

- Driver/Warehouse Operative x 4

To apply please send your CV to Recruitment@donaldson-timber.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](#)

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