

VACANCY BULLETIN

Employment Skills Workshops

Access2Employment bite size workshops aim to give you the confidence and skills to successfully find and apply for job vacancies and to succeed in an interview.

Delivered online, in a friendly and supportive environment, March workshop dates are:

LinkedIn Introduction, Profile and Networking
6 April, 11am-12pm or 20 April, 11am-12pm

Skills, Effective Job Searching
8 April, 11am-12pm or 22 April, 11am-12pm

Participate in Online Interviews
13 April, 11am-12pm or 27 April, 11am-12pm

Introduction to Customer Service
15 April, 11am-12pm

CV Workshop
29 April, 11am-12pm

Wellbeing
21 April, 10am-12pm

For more information or to register for the workshops, please email Access2employment@westlothian.gov.uk or complete the online registration form [here](#)



Time to be your own boss?

Have you ever considered working for yourself, using your skills, talents and knowledge to shape your own future?

Business Gateway offer free, one-to-one support, helping you explore all aspects of starting a business. We also offer a range of webinars throughout March to help you develop your idea.

- Business Start-up – Business Planning
- Business Start-up – Finance Webinar
- Business Start-up – Marketing
- Starting a Business in Challenging Times

More information on webinars are available [here](#) or contact us on [01506 283400](tel:01506283400) to book an appointment with an adviser.



CV Assistance

A2E Employment Advisers can work with you to improve your chance of being invited to interview and securing a job.

We will help you tailor your CV, ensuring it reflects your skills and abilities and present this in a well structured layout to avoid common mistakes.

For assistance, please call [0800 032 9768](tel:08000329768) or complete our CV questionnaire [here](#)



Vacancies within West Lothian Council, include:

- Facilities Officer
- Customer & Facilities Assistant
- Benefit & Financial Support Officer
- Driver Labourer
- Stores Operative
- Assistant Cook
- Catering Assistants
- Social Care

For more information on these and other local authority vacancies, click [here](#)

COUNCIL / NHS

Catering Assistant, (PT) Various, West Lothian Council - closes 4/4/21 [Details here](#)

Medical Secretary (PT), Addiewell, NHS Scotland - Closes 7/04/21 [Details here](#)

Customer and Facilities Assistant (PT x2), Livingston, West Lothian Council – Closes 11/04/21 [Details here](#)

Customer Services Assistant (PT), Livingston, West Lothian Council – Closes 11/04/21 [Details here](#)

Data Analyst (FT) Edinburgh/Glasgow. NHS - closes 12/4/21 [Details here](#)

Facilities Officer, Bathgate West Lothian Council - closes 11/4/21 [Details here](#)

Benefit & Financial Support Officer Bathgate (x3 Positions available) West Lothian Council. [Details here](#)

Business Network Adviser (FT Fixed Term), Livingston. West Lothian Council – closes 28/03/21 [Details here](#)

Almond Project Women's Worker, Livingston. West Lothian Council - closes 13/4/21 [Details here](#)

DASAT Worker, Livingston. West Lothian Council - closes 13/4/21 [Details here](#)

Children's Worker, Livingston. West Lothian Council - closes 13/4/21 [Details here](#)

Supply Care Practitioner, Various Locations West Lothian. West Lothian Council - closes 31/12/21 [Details here](#)

Support Worker, Linlithgow, Ark People housing - closes 11/5/21 [Details here](#)

E Health Desktop Support Officer, Livingston. St Johns Hospital - closes 09/04/21 [Details here](#)

Medical Receptionist, Edinburgh, Westerhailes Healthy Living Centre - closes 09/4/21 [Details here](#)

Retail / Hospitality

Supervisor (PT Temp), Livingston. New Look – closes 12/04/21 [Details here](#)

Department Manager Pets (FT), Livingston. Dobbies Garden Centre – closes 18/04/21 [Details here](#)

Customer Service Representative (FT), Livingston. Office Angels – closing date 15 Apr 202 [Details here](#)

Sales Assistant(F/T), Livingston. Jack Jones [Details here](#)

Customer Service Assistant(P/T), Livingston. Scotmid co-op. Closing – 09.04.21 [Details here](#)

Customer Sales Advisor(P/T), Livingston. Halfords [Details here](#)

Department Supervisor(P/T), Livingston. Halfords [Details here](#)

Cycle Technician(P/T), Livingston. Halfords [Details here](#)

Deputy Store Manager (F/T), Livingston. Aldi [Details here](#)

Retail Manger(F/T), Livingston. Shakeaholic via Indeed [Details here](#)

Front of house(P/T), Livingston. Nando's [Details here](#)

Team Member(Barista)(P/T), Bathgate. D'nisi Coffee Company – via indeed [Details here](#)

Restaurant Assistant(P/T), Livingston. Don Pollo Peri Peri – Via Indeed [Details here](#)

Catering and Team Room Assistant (P/T Seasonal), Livingston. Almond Valley Heritage Trust – Via Indeed [Details here](#)

Front of House Assistance (PT), Livingston. Bannantynes – closes 10/04/21 [Details here](#)

Supervisor (FT), Livingston. Hugo Boss [Details here](#)



Financial Wellbeing

Do you have debts? Are you constantly robbing Peter to pay Paul? Are you having sleepless nights because you are worried about how you are going to pay your council tax or rent/mortgage or credit card?

Did you know the [Advice Shop](#) has an experienced and dedicated Money Advice Team who although may not be able to meet with you face to face at the moment are able to help you explore your options to deal with problem debts.

If you are struggling with debt and would like to speak to one of our money advisors contact our team at the Advice Shop on [01506 283000](tel:01506283000) or fill in our online referral form [here](#) or email moneyandhousing@westlothian.gov.uk If you want to be more in control of your spending why not try our budgeting tool by visiting [here](#)

This is worrying time for everyone and our Money Advice Team at the Advice Shop are here to try and help.

3rd Sector / Charitable Orgs

Business Development Manager (PT, Fixed Term), Polbeth. Polbeth Community HUB SCIO – closes 20/04/21 [Details here](#)

Addiction Worker Training Project (FT), Various. Scottish Drugs Forum – Closes 16/04/21 [Details here](#)

Education Development Officer (FT), Falkirk. Falkirk Foundation – Closes 05/04/21 [Details here](#)

Policy research officer (FT), Edinburgh. Sight Scotland – closes 09/04/21 [Details here](#)

Business Development Manager (FT), Polbeth. Polbeth Community Hub - closes 20/04/21 - [Details here](#)

Food Commercial Officer (FT), travel throughout Scotland. Fare Share – closes 05/04/21 [Details here](#)

Support Worker (FT), Grangemouth. Link Living – closes 12/04/21 [Details here](#)

Parkinson's Active Project Assistant (PT Fixed Term), Home Based, Parkinson's UK – closes 5/04/21 [Details here](#)

Counselling Team Leader (FT), Bathgate. S.M.I.L.E Counselling - closes 21/04/21 [Details here](#)

Digital Marketing Officer (FT), Cornerstone, home working - closes 12/04/21 [Details here](#)

Training Co-ordinator (FT), Livingston. The Larder Training & Skills Academy, closes 30/04/21 [Details here](#)

Co-design Officer (FT), Home based. Young Scot Enterprise - closing 4/04/21 [Details here](#)



A2E Parental Employment Support

Are you a West Lothian parent looking for a job, change of career or to retrain/upskill? 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

Working with you, we will help you to explore goals, aspirations and barriers and help you create your personalised action plan, detailing how you can work towards achieving your employment goals.

For more information or to book an appointment, please visit [here](#) or call - [0800 032 9768](tel:08000329768), Email - access2employment@westlothian.gov.uk – Quote: Parent

Office / Admin

Credit Controller (FT), Livingston, Via Neo Recruitment
[Details here](#)

Administrator (FT, Temp to Perm), Bathgate. Contract
Scotland [Details here](#)

Administrator (Exams) x 2 (FT, Permanent), Edinburgh.
Royal College of Surgeons - closes 05/04/21 [Details here](#)

Customer Care Co-ordinator (FT), Newbridge, Dandara
[Details here](#)

Construction Administrator (FT), Newbridge, Dandara
[Details here](#)

Logistics Coordinator (FT, Permanent). Livingston [Details here](#)

Office Administrator (FT, Permanent), Livingston. The
Presdec UK Ltd [Details here](#)

Technical Support and Project Coordinator (FT),
Livingston, Bradley Environment [Details here](#)

Safeguarding Administrator (FT), Edinburgh. Chest Heart
and Stroke Scotland [Details here](#)

Various roles, HR / Marketing/Managerial, Edinburgh.
Young Scot (x9 Posts available) [Details here](#)

Finance Administrator (PT Temp), Home Based, SCRA -
Closes 8/04/21 [Details here](#)

Office Administrator (FT Temp), Livingston - via Office Angels
[Details here](#)

Digital, Arts & Admin Assistant (F/T), Edinburgh. Jupiter
Artland - closes 08/04/21 [Details here](#)

Business Administration Assistant Modern Apprenticeship,
Edinburgh. TC Young - closes 10/04/21 [Details here](#)

Customer Sales Apprenticeship (FT - July start), Livingston.
SKY - closes 02/05/21 [Details here](#)

Customer Service Advisors (Various Shifts), Livingston. SKY
[Details here](#)

Larger

Livingston Designer Outlet
frequently have opportunities -
for the latest vacancies, see [here](#)

Employers

Almondvale Centre,
information available [here](#)

For current NHS vacancies, see [here](#)

Opportunities at SKY view info - [here](#)

For vacancies in the public and third sectors,
info [here](#)

For Livingston Jobs at IQVIA - click [here](#)

For Civil service Jobs - click [here](#)

For Tesco Careers - click [here](#)

Apprenticeships & Young People

Light Vehicle Service Technician Modern Apprenticeship FT,
Grangemouth. Hazco Environmental - closes 29/04/21
[Details here](#)

Customer Service Modern Apprenticeship, Livingston. Sky
(x15 positions available) - closes 02/05/21 [Details here](#)

Warehouse Assistant Modern Apprenticeship, Bathgate.
Worldwide Tradelink Ltd (x2 positions available) [Details here](#)

Graduate/ Junior Materials Planner (FT Permanent) Uphall
Station, Burtens Biscuits [Details here](#)

Apprentice Gardner/Groundsman, Edinburgh. Jupiter
Artland - closes 08/04/21 [Details here](#)

Store management apprentice (F/T), Livingston. Aldi [Details here](#)

Vehicle Parts Advisor Apprenticeship, Broxburn. Bikespeed
UK [Details here](#)

Business Analyst Modern Apprenticeship FT, Edinburgh. M&G
plc - Closes 15/04/21 [Details here](#)

Need help with your
apprentice application
or personal statement?
[Contact A2E TODAY!](#)

For updates and current
apprenticeship vacancies,
check the
Apprenticeship.scot
website [here](#)

Management

Distribution Manager (FT Permanent), Bathgate. JBT
Distribution [Details here](#)

Transport Manager (FT Permanent), Bathgate. JBT
Distribution [Details here](#)

Café Manager (FT Permanent), Bathgate. Morrisons- closes
11/04/21 [Details here](#)

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

Assistant Front of House Manager (FT Temp), Broxburn. Just
Go Motorhomes [Details here](#)

Director (FT), Homebased, Scotland. Making Rights Real-
closes 20/04/21 [Details here](#)

Chief Executive Officer (FT), Homebased/ Edinburgh.
Inclusion Scotland- closes 09/04/21 [Details here](#)

Backpackers Hostel Manager (FT Permanent), Edinburgh.
Edinbreak Ltd - closes 02/04/21 [Details here](#)

Food Team Manager (FT), Falkirk. Marks and Spencer [Details here](#)

Team Leader- Front of House & Bar, South Queensferry.
Buzzworks- closes 31/05/21 [Details here](#)

Operations Manager (FT Permanent), Livingston. Mercure
Hotel- closes 28/04/21 [Details here](#)

Incident and Recovery Manager (FT), Edinburgh. TSB [Details here](#)

Warehouse Manager (FT Permanent), Edinburgh. Bunzl
Cleaning and Safety [Details here](#)

Smart Services Manager, Edinburgh. Young Scot closes -
06/04/21 [Details here](#)

Additional Vacancies

Trainee Site Manager Graduate Apprenticeship (FT), Edinburgh. McLaughlin & Harvey - closes 18/04/21 [Details here](#)

Data Analyst Apprenticeship (FT), Natwest Group. Edinburgh. [Details here](#)

Commercial Surveying Assistant Graduate Apprenticeship (FT), Edinburgh. Knight Frank – closes 08/04/21 [Details here](#)

Commis Chef Modern Apprenticeship (FT), Bo'ness. Richmond Park Hotel – closes 19/04/21 [Details here](#)

Home Care Assistant, West Lothian. Hazel Head - closes 31/05/21 [Details here](#)

Cleanroom Manufacturing Technician (FT Permanent), Livingston. via SRG [Details here](#)

Nightshift Maintenance Technician (FT Temporary), Livingston. via Blue Arrow [Details here](#)

Manufacturing Supervisor (FT Permanent), Livingston. Valneva [Details here](#)

Manufacturing Shift leader (FT Permanent), Livingston. Valneva [Details here](#)

Q.A Specialist (FT Permanent), Livingston. Valneva [Details here](#)

Order Picker (Part Time Temporary), Livingston, via Connect Appts. [Details here](#)

Parcel Sorter (FT Temporary), Livingston, via Connect Appointments [Details here](#)

Supply Planning & Bottling Production Manager (FT Permanent), Livingston. via Brightwork Recruitment [Details here](#)

Process Operator (FT Temporary), Livingston. via Eden Scott [Details here](#)

Various Roles available, Operative / Cleaners (PT/FT) Livingston. Mitie (x5 posts available) [Details here](#)

Skilled Groundworkers, (Plotwork's) (FT Permanent) Broxburn, Stewart Landscapes Ltd [Details here](#)

Skilled Groundworkers (Roads and Sewers) (FT Permanent) Broxburn, Stewart Landscapes Ltd [Details here](#)

Construction Professional and Technical Author (Procedures) (FT Permanent) Livingston, EH54 6GA, Scottish Government, [Details here](#)

Groundworker/Foreman (FT) Whitburn EH47 9AL, McLaren Plant Ltd [Detail here](#)

Access2Employment

is seeking your feedback on the weekly Vacancy Bulletin.

Please email access2employment@westlothian.gov.uk with ideas and suggestions, or anything we could improve.

Also, if you have had support from the team this year, please complete our online customer feedback form - [here](#)

Your feedback will help us improve the service we offer!

Warehouse / Production

Warehouse Assistant Modern Apprenticeship (PT 25hrs), Bathgate. Worldwide Tradelink – closes 18/04/21 [Details here](#)

Warehouse Manager (FT, Permanent), Bathgate. Via JBT Distribution [Details here](#)

Warehouse Cleaner Nights (Permanent), Bathgate. Via Aldi [Details here](#)

Warehouse Operative Inbound (FT, Permanent), Livingston. Via Yodel [Details here](#)

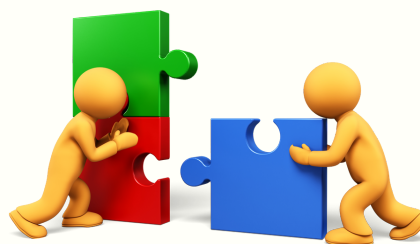
Driver/Warehouse Assistant (FT, Permanent), Bathgate. Via Plumbase [Details here](#)

Warehouse Operative (FT, Permanent), Livingston. Via Tesco – closes 12/04/21 [Details here](#)

Warehouse Operative Nights (FT, Permanent), Livingston. Via Tesco – closes 12/04/21 [Details here](#)

SQE Coordinator, (Temp 6 months) Whitburn. Via Adecco [Details here](#)

Manufacturing Technician, FT (Permanent), Livingston, via BR Recruitment [Details here](#)



One to One Employment Support

One to one support is available from an Access2employment Employment Adviser who will assist with:

- **Understanding your transferable skills**
- **Job searching**
- **CV preparation and a stand out cover letter**
- **Online applications**
- **Preparing for 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 an appointment](#) online

Register for the Vacancy Bulletin [here](#)

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



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