



Snippets Bulletin – 19 June 2023

The opportunities listed here have been sourced to be particularly suitable for school and college leavers looking for apprenticeships and entry level jobs. Any websites mentioned may have other opportunities suitable for a wider age range or more experienced applicant.

This bulletin is sent to young people looking for work, voluntary organisations, schools and colleges, West Lothian Council and many other organisations. If you would like to be added to the circulation list or need help to apply for any of the opportunities shown below, please phone 01506 434249 to speak to an SDS adviser.

The Skills Development Scotland office in Cairngorm House, Livingston will permanently shut on Wednesday, 21 June. Thereafter, careers guidance and employability appointments will be delivered in the community, including at West Lothian College and local partnership centres. To make an appointment, please call 01506 434249.

New! PETS AT HOME:

- **Dog Groomer/Trainee**, Almondvale Retail Park, Livingston - [see here](#). Closing date 13 July.
- **P/T Store Colleague**, Stockbridge Retail Park, Linlithgow - [see here](#).

HOME BARGAINS:

- **New! Store Team Member**, Almondvale Retail Park, Livingston - [see here](#). Closing date 1 July.
- **Closing soon! Store Team Member**, Thistle Retail Park, Broxburn - [see here](#). Closing date 26 June.

SCOTMID / CO-OP:

- **New! Temporary Customer Service Assistant**, Uphall - [see here](#). Closing date 9 July.
- **Closing soon! Customer Service Assistant**, Deans, Livingston - [see here](#). Closing date 22 June.

Closing soon! TESCO:

- **Booker – Warehouse Operative**, Livingston Distribution Centre. Lates and early shifts - [see here](#). Must be 18+ to apply. Closing date 24 June.
- **Warehouse Operative**, Livingston - [see here](#). Must be 18+ to apply. Closing date 22 June.
- **Warehouse Operative**, Livingston - [see here](#). Must be 18+ to apply. Closing date 21 June.
- **Seasonal Colleague**, Tesco Express, Broxburn - [see here](#). Closing date 25 June.
- **Colleague**, Tesco Mobile, Blackburn Road, Bathgate - [see here](#). Closing date 29 June.

New! Heavy Mechanic, Bathgate - [see here](#). Closing date 7 July.

New! IT Service Desk Apprentice, Menzies Distribution, Lochside Avenue, Edinburgh Park - [see here](#).

New! WEST LOTHIAN COLLEGE is running the following skills boost courses:

- **Introduction to Digital Skills (online)**. 14 weeks. Free, no cost. Immediate start - [see here](#).
- **Prep for College for NQ Accounting level 5 course 1**. 7 – 11 August 2023 - [see here](#).
- **Prep for College for NQ Accounting level 5 course 2**. 14-18 August 2023 - [see here](#).

SCHUH:

- **New! Sales Adviser (f/t)**, Livingston Kids, The Elements, Livingston Centre - [see here](#).
- **New! Email Marketing Assistant**, Schuh Head Office, Livingston - [see here](#).
- **New! Quality Control Assistant**, Schuh Head Office, Livingston - [see here](#).
- **Sales Adviser (p/t)**, Livingston Kids, The Elements, Livingston Centre – [see here](#).
- **Customer Experience Team**, Schuh Head Office, Livingston - [see here](#).

New! Data Analyst Apprentice, Clancy Docwra Ltd, Oakbank, Livingston – [see here](#).

New! Fire and Security Apprentice Engineer , Connolly Holdings – see here .
New! Butchery Assistant / Apprentice , Craigie's Farm, Queensferry - see here .
MITCHELLS AND BUTLER: <ul style="list-style-type: none"> • Part-time Kitchen Assistant, Brucefield Farm, Livingston - see here. • New! Breakfast Chef, Toby Carvery, Bathgate Farm - see here.
PEOPLE'S POSTCODE LOTTERY, Edinburgh: <ul style="list-style-type: none"> • Graduate Apprenticeship – Software Developer – see here. The successful applicant will study towards a BSc (hons) in Software Development at Napier University. Closing date 28 June. • Graduate Apprenticeship – IT Cyber Security – see here. The successful applicant will study towards a Beng (hons) in Cyber Security at Napier University. Closing date 28 June.
Apprentice Software Developer , Shin Etsu Handotai, Livingston - see here . Closing date 25 June.
5 x Apprentice Customer Service Representative , (financial services – company name confidential), Edinburgh - see here . Initial recruitment will be carried out by RSVP Resourcing. Closing date 30 June.
IT Support Apprentice , SIBCAS, Bathgate - see here . Closing date 30 June.
Facelook in Uphall is looking for two hair and beauty juniors . Interested? Then call Stewart or Natalie on 01506 238019 or visit Facelook Hair and Beauty on social media to note your interest.
Aldi has the following vacancies available at a selection of their stores throughout West Lothian: <ul style="list-style-type: none"> • Career Starter Stores • Stock Assistant • Store Assistant • Store Cleaner • Store Management Apprentice See here to go to the job search landing page.
Customer Service Apprentice , Arnold Clark, Broxburn – see here .
Apprentice Engineer , WSP, Edinburgh – see here . Closing date 30 June.
24 x Customer Service and Digital Apprentice , Diligenta, Fountainbridge, Edinburgh – see here . Closing date 27 July.
IT Support Apprentice , VPZ, Newbridge - see here . Closing date 4 July.
2 x Apprentice Railway Technicians , CAF Rail Services, Edinburgh Tram Depot, Gogarburn - see here . Closing date 27 June.
Business Admin Apprentice , Scotia Wealth Management, Edinburgh - see here . Closing date 30 June.
Civil Engineering Apprentice , Fairhurst, George Street, Edinburgh – see here . Closing date 29 June.
Logistics and Export Compliance Apprentice , John Bean Technologies (JBT), Livingston - see here .
Closing soon! Purchasing Executive Admin Apprentice , Tour Partner Group, South Gyle, Edinburgh - see here . Closing date 20 June.
The social mobility charity, Leadership Through Sport and Business (LTSB) prepares and supports young people from disadvantaged backgrounds into meaningful roles with major firms. The LTSB

programmes consist of a 'bootcamp' followed by an interview and placement with an employer. For more information about LTSB, please [see here](#).

Current opportunities:

- **Contact Centre Bootcamp and Apprenticeship Programme** with NatWest in Edinburgh - [see here](#). Next programme starts 24 July.
- **Software Development, Information Security, Data Analysis, IT and Telecommunications Systems** - [see here](#). Next programme starts 3 July and 7 August.
- **Business Admin** - [see here](#). Next programme starts 7 August.

Applicants must be 16-24, been educated in a state school and received either free school meals and/or needed additional support to access careers.

Closing soon! Graduate Apprenticeship: Pharmaceutical, Manufacturing and Facilities Engineer, Next Pharma, Livingston – [see here](#). The successful applicant will study towards a BEng (hons) in Engineering: Design and Manufacture at Heriot-Watt University. Closing date 22 June.

MacDonald Hotels and Resorts accept speculative CVs - [see here](#) for more information.

Ford Light Vehicle Maintenance and Repair Apprentice, AM Phillip Trucktech, Broxburn - [see here](#). Closing date 18 July.

Design Administration Apprentice, Beck Interiors, York Place, Edinburgh – [see here](#). Closing date 30 June.

IT Service Desk Apprentice, Aviagen, Newbridge- [see here](#). Closing date 30 June.

Apprentice Vehicle Parts Adviser, Fleet Factors, Broxburn - [see here](#). Closing date 5 July.

On Call Firefighter, Scottish Fire and Rescue Service, various locations – [see here](#). No experience necessary as full training will be provided. Must be 18+. Other conditions apply. Closing date 31 December 2023.

Assurance Apprenticeship Programme, EY, Edinburgh - [see here](#).

Generation UK will be hosting a 10 week bootcamp for participants interested in becoming **retrofit advisers**. Participants need to be 18+. For further information and to apply, please [see here](#). Start date 14 August.

Help Desk Administrator Apprentice, Simply Solutions, Livingston - [see here](#). Closing date 30 June.

Food Technology Apprenticeship, Bakkavor, Bo'ness. For more details and to apply online, please [see here](#).

Event Safety Stewards, Security Scotland Ltd, various sites (including football grounds) – [see here](#). Must be 18+.

WEST LOTHIAN COUNCIL:

- **Supply Social Care Support Worker**, various locations throughout West Lothian – [see here](#). Closing date 31 December 2023.
- **Pupil Support Worker** x3, St Nicholas Primary School, Broxburn - [see here](#). Closing date 28 June.
- **Pupil Support Worker**, Bathgate Academy - [see here](#). Closing date 27 June.
- **Closing soon! Pupil Support Worker**, Dechmont Infant School - [see here](#). Closing date 22 June.
- **Closing soon! Supply Receptionist**, Beecraigs Country Park - [see here](#). Closing date 22 June.
- **Closing soon! Clerical Assistant**, Broxburn Academy - [see here](#). Closing date 21 June.
- **Closing soon! Clerical Assistant**, St Margaret's Academy - [see here](#). Closing date 21 June.
- **Closing soon! Passenger Escort** x3, Whitehill Service Centre, Bathgate - [see here](#). Closing date 20 June.

Ongoing! Trainee Hairdresser, Charlie Miller, Edinburgh - [see here](#).

MITSUBISHI ELECTRIC, Livingston:

Mitsubishi manufacture ventilation systems take on production operators on a regular basis. If this type of work interests you, you can also go along to their premises at Nettlehill Road, Houstoun Industrial Estate, Livingston, EH54 5EQ to collect an application form.

WEST LOTHIAN COUNCIL WAGE SUBSIDY PROGRAMME:

Eligibility conditions apply - Open to West Lothian residents only, aged 16 - 24. Applicants aged 16-18 must be unemployed, applicants 19-24 must be 3 months unemployed or have previously engaged with More Choices More Chances or the Employability Fund / Get Ready For Work Programme. For more information on current opportunities, please [see here](#).

- **Stores and Trade Counter Controller**, Powerflow Solutions Ltd, Broxburn
- **Property Administrator**, Letting Solutions.
- **Veterinary Care Assistant**, Westport Veterinary Clinic, Linlithgow

CAMPBELL'S PRIME MEAT, by Linlithgow:

- **Trainee / Apprentice Butcher**
- **Trainee / Apprentice Fishmonger**
- **Production Operatives (dayshift or nightshift)**

[See here](#) for more information.

Various **retail** vacancies are currently available at Livingston Designer Outlet. Please [see here](#) to get more information.

Driver Home Care Assistants, ION Care and Support, West Lothian.

Due to continued growth, ION has opportunities for anyone who wants to make a real difference. They are currently recruiting Driver Home Care Assistants to work in the West Lothian region. Applicants must be 18+ and have access to own transport.

Employer offers: Permanent full and part-time contracts, £9.63 per hour + 25p mileage, flexible schedule to suit availability, access to SVQ qualifications, a referral bonus scheme.

No experience is required - all you need is a positive attitude and a willingness to make a difference to our service users lives. If this sounds like the role for you then please email andrew@ioncareandsupport.com or call 07949443313 for more information.

Apprenticeships in Hospitality Scotland is a ground-breaking training course that began as a partnership between hotels across Scotland. Apprentices follow the modern apprenticeship in hospitality services and spend six months in each key department: housekeeping, food and beverage, kitchen and reception. For more information and details of how to apply please see: <https://www.apprenticeshipinhospitality.scot>

Production Team Members, Genius Foods, Bathgate – <https://geniusfood.com/en-gb/work-with-us/>. Applicants must be 18+ to apply.

Childcare Apprenticeships available in numerous locations throughout West Lothian and Edinburgh. Please see www.apprenticeships.scot for more details.

FUSE is a world class retail and hospitality academy, setting standards for skills, training, recruitment and career support in Edinburgh. It has been established to connect people with training courses, accredited qualifications, employers and jobs in both retail and hospitality. Jobs are based in the new St James Quarter and across the city. Current vacancies can be found here: <https://www.edinburghfuse.com/jobs/>

McDonalds Restaurants currently has vacancies at their Livingston, Bathgate and Newbridge sites <https://people.mcdonalds.co.uk/job-search> (link will take you to the job search page).

The Job Board for Almondvale Centre, Livingston can be viewed by following this link: <https://www.thecentrelivingston.com/centre-info/jobs>.

RAF Apprenticeships – More information can be found [here](#).

Army Apprenticeships – More information can be found [here](#).

Royal Navy Apprenticeships – More information can be found [here](#).

Jobs at Edinburgh Airport

Jobs currently available at Edinburgh Airport can be seen here:
<https://careers.edinburghairport.com/careers/>

Agencies

If you are under 18:

Some agencies will only accept applications from people aged 18+, so please let them know your age when you contact them so you know right away if they will process your application.

Adecco. Tel 333 0433871.
www.adecco-jobs.com
Tel 333 0433871

Blue Arrow, Lennox House, Almondvale Boulevard, Livingston, EH54 6QP. Tel 01506 412229.
Applicants must be 18+.
www.bluearrow.co.uk

Connect Appointments, Houstoun Interchange in Livingston – 01506 449944.
Applicants must be 18+.
<https://www.connectappointments.co.uk/>

Cordant People. Tel 0131 285 0550.
Recruits for industrial, production and machine operators in West Lothian. Must be 18+.
Registration is online and interview is by video call.
<http://cordantpeople.com>

NAS Recruitment Services, 2 Fairbairn Place, Livingston Village, EH54 6TN. Tel: 01506 460334.
www.nasscotland.com
Recruits for warehousing and the driving/logistics industry. Applicants must be 18+.
Applicants must be able to speak and understand English (for health and safety purposes). If interested in registering, please call the agency.

Office Angels, 106 Almondvale South, Livingston – 01506 832260.
www.office-angels.com

REL Recruitment, Fleming House, Simpson Parkway, Kirkton Campus, Livingston, EH54 7BH.
Tel: 07884666026.

Search Recruitment – 0131 718 8081
www.search.co.uk

Whiteclaw Agency, Carmondean, Livingston – 01506 237226
www.whiteclawagency.co.uk

Useful to Know

Livingston Youth Trust

Livingston Youth Trust is a small trust that provides financial assistance to individual young people from Livingston. It can help to give support towards future progress in the chosen fields of the arts, sport and music. The Trust considers general applications from individuals, groups of young people

and organisations working with young people and based in Livingston. Such general applications must be clearly presented and have specific benefits for young people. Applications for general subsidy will not be considered. Young people under the age of 21 or organisations working with young people under the age of 21 with an active interest in a chosen field may apply, where the individuals or organisations are not in a position to develop that interest from their own resources. The Youth Trust can provide one-off grants where an individual is taking part in educational, cultural and sporting activities or training programmes which are likely to develop or enhance their abilities. For more information, please [see here](#).

Individual Training Accounts

Eligible applicants can get up to £200 towards the cost of a training course. Use the money to build the skills you need for a job, or to get training to take your career to the next level. Whatever you want to do, there's a wide range of ITA approved courses on offer. Because it's not a loan, you don't have to pay it back.

Applying for your ITA

[See here](#) for more information and to apply online.

Restrictions apply and proof of benefits / income is required.

Job Start Payment

Starting work? This benefit has been introduced to support 16 to 24 year olds into work. The age limit rises to 25 for care leavers. Applicants need to have been unemployed for six months and in receipt of certain benefits. If your application is successful, you'll get £252.50, or a higher payment of £404 if you are the main carer of any children. This will come in one payment, and you do not need to pay this money back.

What you can spend the payment on:

The payment is intended to help with the costs of starting a new job.

It's up to you what you spend the money on and the Job Centre does not need to see any receipts. You could use it for things like:

- travel costs, such as a bus or train pass
- lunches
- new clothes or a uniform
- childcare

For more information on this benefit, eligibility criteria and details of how to apply, please see:

<https://www.mygov.scot/job-start-payment/>

Interview Clothing Help

Did you know that high street chain Timpson Ltd offer FREE dry cleaning of garments for interview if you are unemployed and seeking work? You don't need a voucher for this, just ask at the counter to get the deal. Timpson Ltd confirmed you can get any number of clothing items dry cleaned for free if it's for an interview. The offer is running in every store that has dry cleaning facilities – about 300 stores across the UK. <https://cutt.ly/SRPXurQ>

Young Person's Free Bus Travel Scheme for Under 22s

This scheme started on 31 January 2022, and you must have a National Entitlement Card (NEC) or new Young Scot NEC to get free travel. There are a range of ways to apply – including for those without digital access / photo ID. If you had a Young Scot card previously you will already be registered on the system

so you can phone 0131 200 2351 and get help to get the bus pass through your Young Scot account. To find out more and apply, please see <https://getyournec.scot/nec/?opt=Apply-for-Card>.

PLEASE NOTE THAT AN EXISTING YOUNG SCOT CARD WILL NOT WORK AND YOU NEED TO APPLY FOR A NEW CARD

Volunteering

Voluntary Sector Gateway West Lothian - Talk to VSG if you are unsure about what you want to do or whether voluntary work is right for you. They can assist with other issues which may affect your voluntary work such as disability, recent illness or a lack of confidence. Voluntary Sector Gateway offers a personal, tailored service and gives you access to a diverse range of opportunities across West Lothian. [See here](#) for more information.

Five Sister's Zoo is currently recruiting Visitor Engagement Volunteers: For more details of the role and how to apply please [see here](#).

Edinburgh Zoo has volunteering opportunities in the following areas: public engagement, gardens, events, education / outdoor education, admin, student. Please see here for more information and to complete an online application form: [see here](#).

The Conservation Volunteers Youth Programme supports young people to gain the confidence, skills and experience they need to gain employment in the environment and land-based sectors. Through their connections to the green sector, they can provide tailored training and experience that responds to different young people's needs - [see here](#) for more information.

Young Carer Grant

The Young Carer Grant is available for 16-18-year-olds who spend an average of 16 hours caring for someone who receives a disability benefit. Young carers can combine the hours they spend caring for more than one eligible person in order to reach the 16 hours a week requirement. For more information and eligibility criteria, please see <https://bit.ly/2sHSsKj>

Independent Living Fund

The ILF Scotland Transition Fund can give out money for activities and things that help you spend time with other people and try something new. Applicants should be 16-25, have a disability and live in Scotland. For more details, please see www.ilf.scot/transition-fund. Telephone number is 0300 200 2022.

Do you need a safe place to stay? Aged 16-25?

Rock Trust can provide emergency accommodation – including nightstops - whilst they work with you to explore long-term options. To get in touch, phone 0131 557 4059. Email admin@rocktrust.org. Web address: www.rocktrust.org

Do you urgently need help with your mental health?

If you are having a difficult time and your feelings are too much to handle, there are people who can help you:

Breathing Space – 0800 83 85 87. Scotland's mental health phone service provide a safe and supportive space by listening, offering advice and providing information.

Samaritans Scotland – 116 123.

West Space - West Lothian's online source of mental health and wellbeing information –

www.westspace.org.uk

NHS 24 – 111

Emergency Services – 999.

National Minimum Wage and National Living Wage rates

https://checkyourpay.campaign.gov.uk/#are_you_under_25

The hourly rate for the minimum wage depends on your age and whether you're an apprentice. You must be at least [school leaving age](#) to get the National Minimum Wage and aged 25 to get the National Living Wage - the minimum wage will still apply for workers aged 24 and under.

These rates are for the National Living Wage and the National Minimum Wage. The rates change every April.

Year	23 and over Living Wage	21 to 22 Min Wage	18 to 20 Min Wage	Under 18 Min Wage	Apprentice Min Wage
From April 2023	£10.42	£10.18	£7.49	£5.28	£5.28

If you are in your first year of your apprenticeship then you are legally entitled to at least the apprenticeship National Minimum Wage pay rate of £4.30 per hour.

If you are aged 19 or over and have completed the first year of your apprenticeship, then you are legally entitled to the [National Living and Minimum Wage rates relevant to your age group](#)