

# VACANCY BULLETIN

## LONG TERM UNEMPLOYMENT

Are you a West Lothian Resident?

Aged 25 or over and been Unemployed for 1 year or more? For more information and to apply: contact [Angela.Campbell2@westlothian.gov.uk](mailto:Angela.Campbell2@westlothian.gov.uk)

- Playworker - Simply Play (16-30 hrs)
- Barista - Larder (26 hrs)
- Operational Assistant - Larder (26 hrs)
- Administration - West Lothian College (26 hrs)
- Warehouse Assistant - WL Foodbank (30 hrs)
- Admin Assistant - Open Door (30hrs)
- Trainee Advisers - Citizens Advice x 1 (25 hrs)
- Technical Support Officer - WL Council x 1 (29 hrs)
- Retail (Livingston) - Kidz-Eco x 2 (Hrs TBC)
- Retail (Bathgate) - Kidz-Eco x 2 (Hrs TBC)
- Community Development Assistant (Livingston) - Kidz'n'Kin (16-30 hours)

## Challenge Poverty Week

3rd - 10th October

Sign up today! Workshops & Drop-In Sessions Available

- *LinkedIn - In person hosted by A2E (Profile set up)*
- *Preparing for Work - In person hosted by A2E*
- *Create / Edit your own CV - In person hosted by A2E*
- *Transferable Skills - Online Workshop*
- *Job Searching - Online Workshop*
- *Drop-Ins - A2E & Business Gateway Advice & Support*
- *Wellbeing & Advice Shop - Online Workshop*

[CLICK HERE - TO BOOK YOUR PLACE](#)

If you require any support or additional information to access any of our upcoming workshops or drop-ins please contact 0800 032 9768

## Public & Third Sector Vacancies

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

- [Pupil Support Worker](#)
- [Cleaner](#)
- [Cook](#)
- [Support at Home](#)
- [Supply Sport & Leisure Assistant](#)
- [Clerical Assistant](#)
- [Supply Facilities Management Assistant](#)
- [Housing Investment Officer](#)

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'



## 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](http://www.westlothian.gov.uk/advice-shop)

For more information contact: 01506 283053 or email [volunteering@westlothian.gov.uk](mailto:volunteering@westlothian.gov.uk)



## 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/](http://www.investinwestlothian.com/job-vacancies/)

If you are a local employer with an available vacancy, you can submit it on our website!

## Management Vacancies

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

Customer and Trading Manager – Online (FT Permanent), Livingston. Sainsburys – closes 08/10/22  
[Details here](#)

Regional Manager (FT), Edinburgh. Heriot Watt University – closes 16/10/22 [Details here](#)

Service Manager (FT), Newbridge. Western Nissan  
[Details here](#)

Assistant Store Manager (FT), Livingston. Under Armour [Details here](#)

Team Leader (FT Permanent), Livingston. Leonard Cheshire – closes 30/10/22 [Details here](#)

Front Office Manager (FT), Edinburgh. Marriott Hotel  
[Details here](#)

Customer Service Manager (FT Permanent), Motherwell. DX – closes 27/10/22 [Details here](#)

Project Engineering Manager (Permanent), Grangemouth. Eni – closes 14/10/22 [Details here](#)

Team Manager (FT Permanent), Livingston. Primark  
[Details here](#)

Store Manager, Livingston. The Range [Details here](#)

Locality Manager (FT Permanent), Bathgate. Change Grow Live – closes 23/10/22 [Details here](#)

## Construction Vacancies

Plumbers x 2 (FT), Livingston. West Lothian Council – closes 30/12/22 [Details here](#)

Floor Layer (FT), Stirling. Stirling Council – closes 13/10/22 [Details here](#)

Electrician (FT), Stirling. Stirling Council – closes 13/10/22- [Details here](#)

Fabricator (FT), Rosyth. Babcock International.  
[Details here](#)

Systems Engineer (FT), Rosyth. Babcock International.  
[Details here](#)

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

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

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

Welder (FT), Rosyth. Babcock International [Details here](#)

Electrical Estimator (FT), Livingston/ Glasgow. WGM Engineering [Details here](#)

## Office / Admin Vacancies

Office Accounts / Admin Assistant (PT), Livingston. Shand Cycles – via Indeed [Details here](#)

Health Visitor Administration Assistant (FT), Livingston. West Lothian Health and Social Care Partnership – closes 12/10/22 [Details here](#)

eHealth Desktop Support Officer (FT), Livingston. St John's Hospital – closes 12/10/22 [Details here](#)

Admin Assistant (PT), Livingston. Nimbus Engineering – Via Indeed [Details here](#)

Customer Service Administrator (FT), Bathgate. Menzies Distribution [Details here](#)

Receptionist (FT), Bathgate. M-Brace Orthodontics – via Indeed [Details here](#)

Accounts Administrator (FT & PT), Livingston. Dalrada Technology – via Indeed [Details here](#)

Nights Reception (FT), Livingston. Premier Inn  
[Details here](#)

Office Administrator (FT), Livingston. SubCold Ltd – via Indeed [Details here](#)

Receptionist (FT), Winchburgh. Xcite West Lothian – via Indeed [Details here](#)

Legal Secretary (FT), Livingston. Caesar Howie – via Indeed [Details here](#)

## Quick links to more jobs..

Invest in West Lothian [Details here](#)

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](#)



## 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 Warehouse Assistant \(River Kids, Broxburn\)](#)
- [Trainee Admin Assistant \(AKC IFA's, Livingston\)](#)
- [General Labourer \(Edinburgh Fabrications, Broxburn\)](#)
- [Trainee Rental Controller \(McNicoll Vehicle Hire Ltd\)](#)
- [Trainee Online Sales Assistant \(TES Supplies\)](#)

If you would like any further information or assistance to apply please contact:  
[stepsn2work@westlothian.gov.uk](mailto:stepsn2work@westlothian.gov.uk) or call  
0800 032 9768

## Apprenticeship Vacancies

Graduate Apprentice Software Engineering, Edinburgh. Leonardo UK [Details here](#)

Helpdesk Apprentice, Bathgate. Novus Solutions  
Trainee Butcher, Broxburn. AK Stoddarts [Details here](#)

Trainee Telecoms Engineer, Livingston. Wellwood Communications [Details here](#)

Skilled Trades Apprentice (Engineering), Rosyth. Babcock [Details here](#)

Apprentice Mechanic, Linlithgow. Via GTG Training [Details here](#)

Apprentice Vehicle Panel Technician, Broxburn. Via GTG Training [Details here](#)

Chef Apprenticeship, Livingston. Brucefield Farm [Details here](#)

Air Conditioning Apprentices, Livingston. Livingston Building Services [Details here](#)

Modern Apprentice Healthcare Support Worker, various locations. NHS Scotland [Details here](#)

For more Apprenticeship vacancies, check the web  
Apprenticeship.scot [here](#)

## Graduate Vacancies

Technical Operations Graduate Programme (Fixed Term), Glasgow. FDM – closes 31/10/22 [Details here](#)

Graduate Chartered Accountant (FT), UK Wide. ICAS – closes September 2023 [Details here](#)

Graduate Management Trainee (Fixed Term), Edinburgh. Enterprise Rent-a-Car – closes September 2023 [Details here](#)

Graduate Management Trainee (Fixed Term), Glasgow. Enterprise Rent-a-Car – closes September 2023 [Details here](#)

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

Trainee Recruitment Consultant (FT), Edinburgh. Aston Carter closes – 30/04/23 [Details here](#)

Graduate Recruitment Consultant (FT), Edinburgh. TekSystems – 30/04/22 [Details here](#)

Graduate Area Manager – Scotland (FT), Scotland. Aldi – closes 20/10/22 [Details here](#)

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

Graduate Field Support Engineer (FT), Livingston. Global – Engineering [Details here](#)

Graduate Design Engineer (FT), Scotland. Xilinx [Details here](#)

## Graduate Work Experience

*The opportunities below are one year paid contracts based within West Lothian Council.*

[Social Policy \(Family Placement Project\) Details here](#)

[Social Policy \(Modernisation Programme\) Details here](#)

[Customer & Community Services \(Youth Engagement History\) Details here](#)

[Customer & Community Services \(Registration Services\) Details here](#)

[Education Services \(ASN Mapping Project\) Details here](#)

[Economic Development \(Community Led Development Project\) Details here](#)

[Property Services \(Surveyor\) Details here](#)

[Property Services \(Architect\) Details here](#)

[NETS, Lands & Countryside \(Ground Maintenance Project\) Details here](#)

[Recycling Waste & Fleet Services \(Recycling & Waste Project\) Details here](#)



[stepsn2work@westlothian.gov.uk](mailto:stepsn2work@westlothian.gov.uk)

## Warehouse Vacancies

Warehouse Operative (FT Permanent), Newbridge. Bestway [Details here](#)

Dayshift Warehouse Operatives (Temporary), Broxburn. Driver Hire (West Lothian) [Details here](#)

Warehouse Assistant (FT Permanent), Livingston. Schuh [Details here](#)

Warehouse Trade Counter Operative (FT Permanent), Livingston. GXO Logistics [Details here](#)

Stores Operative (FT), Newbridge. VPZ [Details here](#)

## Featured Local Vacancies

**Earth Test Laboratories** are currently recruiting for the following roles:

- Engineering Technician
- Laboratory Technician
- Trainee Laboratory Technician



For more details please contact [access2employment@westlothian.gov.uk](mailto:access2employment@westlothian.gov.uk)

**Engineered Foam Products** are currently recruiting for a:

- Production Operator

To apply please send CV to [anne.strachan@engineeredfoamproducts.com](mailto:anne.strachan@engineeredfoamproducts.com)



**The LARDER** are currently seeking a:

- Self Employed Barista Trainer

To apply please send CV & covering letters to: [hr@thelarder.org](mailto:hr@thelarder.org)



**C-Change** are currently recruiting for:

- Personal Development Workers

If you are interested in applying please find [Details here](#)



**WLDAS** are currently recruiting for a:

- Bereavement and Young People Worker

For further information about the post contact: [fiona.brown@wldas.org](mailto:fiona.brown@wldas.org)



## Manufacturing/Production Vacancies

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

Production Operative with Machine knowledge (FT), Livingston. D R Newitt [Details here](#)

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

Production Operative (FT Perm), Linlithgow. Campbell's Prime Meat [Details here](#)

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

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

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

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

Production Operator (FT Perm), Bathgate. Blue Arrow [Details here](#)

## Retail Vacancies

Sales Associate (PT), Livingston. Earnest Jones – closes 14/10/22 [Detail here](#)

Sales Assistant (PT Temp), Livingston. Yours Clothing [Detail here](#)

Multiple Retail Roles (FT &PT), Bathgate. Tesco's [Detail here](#)

Customer Sales Advisor (PT), Livingston. Halfords [Detail here](#)

Seasonal Sales Associate (PT), Livingston. Tommy Hilfiger [Detail here](#)

Multiple retail roles (FT & PT), Livingston. Iceland Stores [Detail here](#)

Multiple retail roles (FT & PT), West Lothian. Asda Superstores [Detail here](#)

Retail Travel Advisor (FT), Livingston. TUI [Detail here](#)

## Care Vacancies

Project Worker (FT), Livingston. Rock Trust – closes 21/10/22 [Details here](#)

Community Care Assistant Incapacity & Mental Health (FT), Livingston. West Lothian Council – closes 10/10/22 [Details here](#)

Social Care Support Worker (FT), Various Locations. West Lothian Council – closes 10/10/22 [Details 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:0800 032 9768)

Email - [a2ewellbeingteam@westlothian.gov.uk](mailto: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](mailto: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](mailto: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](mailto:access2employment@westlothian.gov.uk)

 [Book a telephone/online appointment](#)

Register for the weekly jobs Vacancy Bulletin [here](#)

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