

# VACANCY BULLETIN



## ESOL PARENTS IN EMPLOYMENT



This 3-month course is delivered 2 days a week within School hours and term dates starting on the 17th January. The course will help parents navigate the world of work and participants will benefit from dedicated 1-1 support from A2E Parental Employment Advisers to help reach employment goals.

### LOCATION

Forestbank Community Centre  
Ladywell  
Livingston, EH54 6DX

\*Runs every Monday and Wednesday 10am to 12pm

To reserve a place, email:

pesf@westlothian.gov.uk  
or  
call 0800 032 9768



# SIGN UP NOW

To find out more please click [here](#)


 Support and advice to help West Lothian residents into work

## N2 Work Drop in

Access2employment will be holding informal online drop in sessions for local residents looking for work.

Our team of experienced employment advisors will be available to answer any employment related questions including -

- Job searching & Applications
- CV & Interview Preparation
- Workshops & any additional support

Please join us on  
Thursday 13th January  
11am - 1pm



For more information:

Freephone: 0800 032 9768

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



EUROPEAN UNION  
SCOTLAND  
GOVERNMENT



There are various vacancies currently available in West Lothian on My Job Scotland, including:

- Catering Assistant
- Supply Receptionist
- Leisure Assistant
- Joiner
- Housing Support Assistant
- Cleaners

To apply directly and for more information on these and other local authority vacancies, click [here](#)

## Public Sector

Clerical Assistant/Receptionist (FT, Permanent), West Lothian Civic Centre. WLC - closes 26/01/22

[Details here](#)

Integrated Discharge Hub Manager (FT, Permanent), Various location in Livingston. WLC - closes 21/01/22

[Details here](#)

Procurement Technical Assistant ( FT, Fixed Term), Livingston. WLC - closes 15/01/22 [Details here](#)

Locality Catering Co-Ordinator (FT, Permanent), Bathgate. WLC - closes 23/01/22 [Details here](#)

Floating Cook Supervisor (PT, Permanent), Various location in West Lothian. WLC - closes 23/01/22

[Details here](#)

Catering Assistant - Balbardie Primary School (PT, Permanent), Bathgate. WLC - closes 23/01/22 [Details here](#)

Supply Receptionist (Supply), Beecraigs Country Park. WLC - closes 23/01/22 [Details here](#)

Leisure Assistant x2 (PT, Temporary & Permanent), Fauldhouse. WLC - closes 30/01/22 [Details here](#)

Family Support Worker - Mental Wellbeing (FT, Fixed Term), Bathgate. WLC - closes 18/01/22 [Details here](#)

Housing Options Officer (FT Permanent), Various Locations in West Lothian. WLC - closes 16/01/22

[Details here](#)

Cleaners (PT, Temporary & Permanent), Various location in West Lothian. WLC - closes 23/01/22

[Details here](#)

You can access this Drop-In Session by clicking [here](#).

## Management Vacancies

Branch Manager (FT Permanent), Broxburn. Just Go Motorhomes [Details here](#)

Assistant Guest Experience Manager, Edinburgh. Gleneagles Townhouse [Details here](#)

Property Manager (FT Permanent), Edinburgh. West Lodge Caravan Park [Details here](#)

Customer and Trading Manager (FT), Livingston. Sainsburys [Details here](#)

Department Manager (FT), Livingston. H&M [Details here](#)

Operations Manager- Student Support (FT Permanent), [Details here](#)

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

Health and Safety Manager (FT), Livingston. Valneva [Details here](#)

Digital Trading Manager (FT Permanent), Edinburgh. Dobbies- closes 01/02/22 [Details here](#)

General Manager (FT Permanent), Livingston. Innoflate [Details here](#)

## Office / Admin Vacancies

Care Advisor/Receptionist (FT), Fauldhouse. NHS Scotland - closes 14/01/22 [Details here](#)

Medical Secretary (FT), Livingston. NHS Scotland - closes 14/01/22 [Details here](#)

Team Leader - Test and Protect (FT Fixed Term), Livingston. NHS Scotland - closes 19/01/22 [Details here](#)

Customer Services Administrator (FT), Livingston, Aceo Limited [Details here](#)

Business Support Assistant/Delivery Officer (FT), Livingston/Home Working. Improvement Service - closes 30/01/22 [Details here](#)

Clerical Officer (FT), Livingston. NHS Scotland - closes 21/01/22 [Details here](#)

Data Entry/Administration (FT Fixed Term), Livingston. Restore Digital [Details here](#)

Receptionist/Admin Assistant (FT), Edinburgh. Connect Chiropractic [Details here](#)

Office Administrator (PT), Livingston/Home Working. The Calming Co - closes 31/01/22 [Details here](#)

Business Support Coordinator (FT), Livingston. Energy Assets [Details here](#)

Provisioning Administrator (FT), Livingston. Sky TV [Details here](#)

## Construction Vacancies

Joiner (FT), Livingston. West Lothian Council - closes 31/03/22 [Details here](#)

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

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

Civils Project Engineer (FT), Livingston. WGM Engineering [Details here](#)

EV Project Engineer (FT), Livingston. WGM Engineering [Details here](#)

Trainee Surveyor (FT), Glasgow. KN Circet - closes 21/01/22 [Details here](#)

Labourer (FT), Bathgate. A1 Jobs - closes 06/02/22 [Details here](#)

Labourer x 2 (FT), Bathgate. A1 Jobs - closes 07/02/22 [Details here](#)

Painter (FT), Bathgate. A1 Jobs - closes 06/02/22 [Details here](#)

Healthcare Support Workers Band 3 (various hours, Permanent), West Lothian Civic Centre. NHS - closes 21/01/22 [Details here](#)

## Warehouse Vacancies

Warehouse Operative (FT), Broxburn. Garden Mile [Details here](#)

Warehouse Operative (FT, PT), Livingston. Tesco [Details here](#)

Warehouse Operative (FT, Permanent), Livingston. Instock LTD [Details here](#)

Warehouse Janitor/Cleaner (FT, Permanent), Bathgate. Phosters (FM) Limited [Details here](#)

Multidrop Van Driver/Warehouse Operative (FT), Livingston. NAS Recruitment Services LTS [Details here](#)

Warehouse Operative (FT), Livingston. Search Consultancy LTD [Details here](#)

Production Operative (FT), Livingston. Via Escape Recruitment Services [Details here](#)

## Featured Local Vacancy

West Lothian 50+ Network are looking to recruit:

- **Manager**, Bathgate PT 21 hrs/week

Salary: £25,000 pro rata

- **Development Officer**, Bathgate PT 20-22 hrs/week

Salary : £20,020 pro rata

For more information please email

[hub@westlothian50plusnetwork.co.uk](mailto:hub@westlothian50plusnetwork.co.uk)



# Age 16 - 24 on Universal Credit?



There are a number of jobs available in West Lothian & the surrounding areas if you are a currently aged between 16 - 24 years and in receipt of Universal Credit.

**Company: Danceworld**  
**Role: Trainee Dance Teacher**

**Company: A.K. Stoddart, Broxburn**  
**Role: Packer x4, Hygiene/Cleaner x4, Trainee Butcher x4,**

**Company: Rocket Delivery Services Ltd, Bathgate**  
**Role: Operations Assistant**

**Company: Balance Bistro, Deans Livingston**  
**Role: Kitchen Assistant**

**Company: DBM Building Contractors LTD, Bathgate**  
**Role: Office Admin**

**Company: Hungten Charcuterie, West Calder**  
**Role: Production Assistant**

**To apply:**  
Please contact your jobcentre work coach or visit the DWP website [here](#)

Alternatively email [stepsn2work@westlothian.gov.uk](mailto:stepsn2work@westlothian.gov.uk) for any application guidance or support.

**\*\*Positions available via the kickstart scheme will provide training opportunities\*\***



## Interested in Social Care

Do you live in West Lothian? Are you aged 24 or under?  
Interested in Social Care?  
Currently unemployed?

If you answered yes to these 4 questions then West Lothian Jobs Fund (WLJF) may be for you. The West Lothian Job Fund offers paid training positions within West Lothian Council

Current positions available:

Trainee Social Care Worker Livingston (Craigsmuir)  
Trainee Support at Home Care Worker



To apply send your CV to [Stepsn2Work@westlothian.gov.uk](mailto:Stepsn2Work@westlothian.gov.uk)

For more information:  
Freephone: 0800 032 9768  
Email: [stepsn2work@westlothian.gov.uk](mailto:stepsn2work@westlothian.gov.uk)



# Graduate Vacancies

Graduate Scheme (FT), UK. Taylor Wimpey [Details here](#)

Graduate IT Scheme (FT), UK. Scottish Power [Details here](#)

Supply Chain Graduate (FT), Livingston [Details here](#)

Graduate Territory Executive (FT), Scotland. Wisser Graduates [Details here](#)

Graduate Front Line Prison Officer (FT), UK. Unlocked [Details here](#)

Graduate in Forestry/Environment & Horticulture (FT), UK & Europe. Tillhill Forestry – closes 28/02/22 [Details here](#)

Graduate Applications Engineer (FT), UK & Europe. Keyence UK Ltd [Details here](#)

Graduate Researcher (FT), UK & Europe. Places for People [Details here](#)

Range of Barclays Graduate Opportunities (FT), Scotland. Barclays [Details here](#)

Range of Graduate Opportunities (FT), Scotland. TPP [Details here](#)

Graduate Vibration & Integrity Technician (FT), Glasgow. FINTEC Recruit [Details here](#)

Various Graduate Opportunities (FT), Glasgow, Ernest Young [Details here](#)

## Apprenticeships

FM Graduate Apprentice, Edinburgh. Leonardo LTD - closes 13/03/22 [Details here](#)

Edinburgh Technology Degree Apprenticeship 2022 - closes 15/01/22 [Details here](#)

Modern Apprentice Digital Administrator, Bathgate. Johnston Fuels - closes 14/01/22 [Details here](#)

Modern Apprentice Childcare Assistant, various locations. Via Carousel Training [Details here](#)

Modern Apprentice Aviation Operations Assistant, Bathgate. Microcom Training - closes 24/01/22 [Details here](#)

Modern Apprentice Helpdesk Administrator, Livingston. Target FM - closes 28/01/22 [Details here](#)

Modern Apprentice Painter and Decorator, Edinburgh. Platform Interior Solutions Ltd - closes 29/1/22 [Details here](#)

Modern Apprenticeship Healthcare Support Worker, Livingston. NHS Scotland - closes 21/01/22 [Details here](#)

Modern Apprenticeship – Biomedical Support Worker, Livingston. NHS Scotland - closes 21/01/22 [Details here](#)

Trainee Kitchen Team, Livingston. Pizza Express - closes 19/01/22 [Details here](#)

## Manufacturing/Production

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

Production Operators (FT Temp), Bathgate. Staffplus  
[Details here](#)

Production Line Operator (FT PT Fixed Term),  
Livingston. Option A [Details here](#)

Production Assembly Technician (FT Perm), Broxburn.  
ESSRecruit [Details here](#)

Picker/Packer (FT Temp), Livingston. Cordant  
[Details here](#)

Production Support Technician (FT Perm), Livingston.  
Exchange People [Details here](#)

Electronics Assembly Operator (FT Temp to Perm),  
Livingston. STEM [Details here](#)

Picker/Packer (FT PT Temp), Livingston. Connect  
[Details here](#)

Production Operator Packing (FT Temp/Perm),  
Livingston. ESSRecruit [Details here](#)

Warehouse Order Picker (FT Temp, Bathgate. Connect  
[Details here](#)

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

## Care Sector Vacancies

Support Worker (30hrs Permanent), Livingston.  
Leonard Cheshire – closes 11/02/22 [Details here](#)

Domestic (PT Permanent), Livingston. Leonard Cheshire  
– closes 10/02/22 [Details here](#)

Team Leader (FT Permanent), Livingston. Leonard  
Cheshire – closes 10/02/22 [Details here](#)

Support Worker (FT, PT and Occasional hrs), Kirkliston.  
Leonard Cheshire – closes 15/02/22 [Details here](#)

Care and Support Worker – Older People (PT  
Permanent), Livingston. Trust Housing Association –  
closes 25/01/22  
[Details here](#)

Support Practitioner (FT Permanent), Livingston. The  
Richmond Fellowship – closes 31/01/22 [Details here](#)

Mental Health Nurse (FT Permanent), Livingston. St  
John's Hospital – closes 19/01/22 [Details here](#)

Clinical Psychologist, Older Adult Psychology (FT),  
Livingston. NHS St John's Hospital – closes 14/01/22  
[Details here](#)

eHealth Desktop Support Officer (FT Permanent),  
Livingston. NHS St John's Hospital – closes 13/01/22  
[Details here](#)

Community Mental Health Nurse – Community  
Addictions Service (FT Permanent), West Lothian Civic  
Centre. NHS – closes 19/01/22 [Details here](#)

## Various Vacancies

Driver (PT), Various. Salvation Army - closes February  
22 [Details here](#)

Hygiene Operator (FT), Broxburn. Manpower  
[Details here](#)

HGV Class 2 Driver, (FT), Grangemouth. World Fuel  
Services [Details here](#)

Cleaning Supervisor (FT), Bathgate. Spectrum Service  
Solutions [Details here](#)

Forklift Driver, (FT) Broxburn. Manpower - closes  
03/02/22 [Details here](#)

Delivery Van Driver, (FT) West Lothian. Manpower -  
closes 04/02/22 [Details here](#)

Cleaner (FT), Livingston. Mitie [Details here](#)

HGV Cat C, Class 2 Driver, (FT) Dalkeith. NWH Group  
[Details here](#)

Forklift Driver, (FT), Livingston. Randstad [Details here](#)

## Retail Vacancies

Assistant Manager (PT), Livingston. Pavers – closes  
03/02/22 [Details here](#)

Retail Advisor (PT), Livingston. Telefonica O2  
[Details here](#)

Customer Assistant (PT), Livingston. Marks and Spencer  
– closes 18/01/22 [Details here](#)

Customer Assistant (PT), Livingston. Marks and Spencer  
– closes 18/01/22 [Details here](#)

Night Team Manager (FT), Bathgate. Tesco – closes  
15/01/22 [Details here](#)

Store Cleaner (PT), Livingston. Home Bargains - closes  
6/02/22 [Details here](#)

Team Leader (FT), Livingston. Home Bargains – closes  
06/02/22 [Details here](#)

Online Trading Manager (FT), Livingston. Asda  
Supercentre – closes 23/02/22 [Details here](#)

Section Leader (FT), Livingston. Asda Supercentre –  
closes 24/02/22 [Details here](#)

Security (PT temp ), Livingston. Asda Supercentre –  
closes 21/02/21 [Details here](#)

Retail assistant (FT), Livingston. Farm Foods  
[Details here](#)

## Featured Local Vacancy

Napiers the Herbalists are hiring a full time  
**General Assistant** (£10/hrs)

To apply sent your CV to [mailorder@napiers.net](mailto:mailorder@napiers.net)

# NAPIERS the HERBALISTS

**C-CHANGE**  
SUPPORTING GOOD LIVES



## We're Hiring in West Lothian

### Personal Development Workers

- ✓ Friendly
- ✓ Supportive
- ✓ Encouraging
- ✓ Team Player

- Full Time and Part Time
- Flexible Hours
- Full Training Provided

Check out our website or for an informal chat please call Denise: 07870-906-379

C-Change supports people that have learning disabilities, mental health issues and other additional support needs to make real positive change in their lives regardless of their age or circumstances.



Apply via:  
[c-change.org.uk/jobs](http://c-change.org.uk/jobs)

## Long Term Unemployment

Long term unemployed programme aims to create opportunities for West Lothian residents aged 25+ who have been unemployed for 1 year or more. These vacancies are paid at the Real Living Wage and last for 6 months, with the opportunity to undertake further funded training. These vacancies will be available within the Public, Third and Voluntary Sectors.

- **Retail Assistant at Kidz-Eco CIC**, Bathgate, FT (Monday to Saturday), £9.50 per hrs
- **Community Development Assistant at Kidz-Eco CIC**, Livingston (Monday to Saturday), £9.50 per hrs
- **Retails Assistant at Kidz-Eco CIC**, Livingston, FT (Monday to Saturday), £9.50 per hrs
- **Financial Wellbeing Administrator, Bridge Community Project**, Livingston. 16hrs per week, £10.93 per hrs

For more information or to apply please email your CV and covering letter to [Angela.Campbell2@westlothian.gov.uk](mailto:Angela.Campbell2@westlothian.gov.uk) or [access2employment@westlothian.gov.uk](mailto:access2employment@westlothian.gov.uk)

**\*\*Positions available for West Lothian residents aged 25+ who have been unemployed for 1 year or more\*\***



## 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**

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



## 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 an Interview**

To book a telephone or online appointment with an Employment Adviser, contact us by:



Freephone: **0800 032 9768**



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



[Book an appointment online](#)

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