**Snippets Bulletin**

17 September 2019

Do you need help to apply for any of these opportunities? If so, please phone 01506 434249, or call into Skills Development Scotland, Cairngorm House, Almondvale Boulevard, Livingston to arrange an appointment.

This bulletin is usually updated on a weekly basis, which means that recruiting companies can take off and add new vacancies in between issues, so please use this bulletin as a guide only.

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| New! Part-time Sales Adviser, H&M, Livingston Centre - <http://bit.ly/2lSdgvm>  |
| New! Apprentice Database Technician, Lloyds Banking Group, Edinburgh - <http://bit.ly/2lXwboE>. Closing date 17 October 2019. |
| New! Dental Nurse – Qualified or Trainee, Kingsport Dental Practice, Howden, Livingston - <http://bit.ly/2miEkUB>. 1-year dental practice experience required.As advertised on Indeed.  |
| New! Apprentice, Kwik Fit, Livingston - <http://bit.ly/2kH7SuI> * Apprentice Autocare Technician, Kwik Fit, Chesser, Edinburgh -- <http://bit.ly/2kc0wiw>
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| New! Seasonal Sales Associate, GAP, Livingston Designer Outlet - <http://bit.ly/2mbyEf3>  |
| New! Part-time Customer Service Adviser, Argos, Almondvale Retail Park, Livingston - <http://bit.ly/2kGmies>  |
| New! Seasonal Sales Consultant, Swarovski, Livingston Centre - <http://bit.ly/2lSprrK>  |
| New! Production Operator, Mitsubishi Electric, Livingston - <http://bit.ly/2kJAW4P>Apply with Indeed. |
| New! Team Member, Pizza Hut, Livingston - <http://bit.ly/2lLVolI>  |
| New! Optical Assistant, Vision Express, Livingston Centre - <http://bit.ly/2lLdIvm>. 13.75 hours (2 days). |
| Closing soon! Sales Assistant (stock and delivery), Dunelm, Livingston - <http://bit.ly/2kygeF5>. Closing date 19 September.  |
| Recruitment Fair to be held in the Winter Gardens at Almondvale Centre, Livingston on Thursday, 26 September from 4pm to 7pm - <http://bit.ly/2lNG9ss>.  |
| New! Temporary Christmas Sales Assistant, Lush, Almondvale Centre, Livingston - <http://bit.ly/2lSzXPM>. Closing date 22 September.  |
| New! Customer Assistant – Store Warehouse Operative, Marks and Spencer, The Gyle, Edinburgh. Less than 20 hours per week, temp - <http://bit.ly/2miwc6x>  |
| Royal Mail is looking for:* Christmas Casuals, Bathgate Delivery Office - <http://bit.ly/2ktawUL>. Typical shifts available are 2pm – 10pm. Part-time might be available.
* Christmas Casuals, Livingston Delivery Office - <http://bit.ly/2m07YxU>. Typical shifts available are 2pm – 10pm. Part-time might be available.

Advanced Engineering Apprenticeship, Edinburgh - <http://bit.ly/2lEzu3S> |
| Junior Technician/Apprentice, Coda Octopus, Edinburgh - <http://bit.ly/2kweDiX>. Closing date 20 September.  |
| Care Leaver Internship (Admin Officer), Department for Education, Edinburgh, Glasgow and Falkirk - <http://bit.ly/2k0S4Tb>. Applicants must be age 18-30 on 1 October 2019. Closing date 26 September. Salary £17,489. |
| House Team Member (Admin Officer) x2, Scottish Government, Victoria Quay, Edinburgh - <http://bit.ly/2kuLx3s>. Closing date 25 September.  |
| Admin/ Reception, Ashgrove Group Practice, Blackburn Partnership Centre - <http://bit.ly/2jWEbp0>. Temp, 20 hours. Closing date 27 September.  |
| Apprentice Vehicle Technician, Vauxhall, Edinburgh - <http://bit.ly/2kBiNpM>  |
| Apprentice Parts Person, Eastern BMW, Newbridge - <http://bit.ly/2lHGoVV>  |
| Apprentice Parts Person, Accident Repair Centre, Broxburn - <http://bit.ly/2lGErsO>  |
| Apprentice Service Technician, Eastern BMW, Newbridge - <http://bit.ly/2lJPIJ6>  |
| Sales Executive Apprenticeship, Sodexho, Victoria Quay, Edinburgh - <http://bit.ly/2lLYVAg>. Closing date 19 September.  |
| Trainee Test Technician, Element, Newbridge - <http://bit.ly/2lSSoEa>  |
| Next Livingston has various sales and stockroom vacancies, both temp and permanent.<http://bit.ly/2LgJWaI>  |
| IHG Hotels* Kitchen Porter, The Kimpton Charlotte Square, Edinburgh - <http://bit.ly/2krTMxd>.
* Kitchen Porter, Intercontinental Edinburgh The George, Edinburgh - <http://bit.ly/2jWkhdX>
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| Closing soon! Food and Beverage Assistant, Houstoun House Hotel, Uphall - <http://bit.ly/2L3Pzce>. Closing date 19 September.  |
| Sales Assistants, Deichmann Shoes, Almondvale Centre, Livingston - <http://bit.ly/2YV27f6>.  |
| Sales Advisor (part-time), Ted Baker, Livingston Designer Outlet - <http://bit.ly/2MYWLZH>  |
| Home Carers, 1st Class Care, Livingston Village. Part-time and full-time positions available to care for people aged 16 – elderly. Company will put employees through SVQ 2 if they don’t already have it. To apply, applicants can call into the company office at 5 Fairbairn Place, Livingston Village, phone 01506 412698 or email lynnmcavoy@1stclasscare.co.uk. Applicants need to be 17+.  |
| Home Care Assistants, Care 1 Professional Services Ltd, Glasgow is looking for staff in West Lothian. No qualifications required. Company will pay for PVG. Applicants need to be 18+.If interested, phone Kayleigh or Mary on 0141 222 5796. Interviews will be held in West Lothian.  |
| West Lothian Council – * Supply Care Home Domestics (House, Kitchen, Laundry) – various locations across West Lothian. Hours not guaranteed – successful candidates will be contacted to cover shifts as and when needed - <http://bit.ly/2Yoij9h>. Closing date 31 December.
* Supply Social Care Workers – various locations across West Lothian. Hours not guaranteed – successful candidates will be contacted to cover shifts as and when needed - <http://bit.ly/2OA5iES>. Must have SVQ2 in health and social care, or equivalent. Closing date 31 December 2019.
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| Norton House Hotel and Spa, Newbridge currently has the following vacancies: Breakfast Chef - <http://bit.ly/2y5vCeU>Kitchen Porter (casual) - <http://bit.ly/2GNpdKd> Bar Assistant (part-time) - <http://bit.ly/31BHWk7> Conference and Banqueting Assistant (casual)- <http://bit.ly/2Md1Gqs> Room Attendant (casual) - <http://bit.ly/2Z2Aj8s> Bar Person (fulltime, permanent) - <http://bit.ly/2jZz73p> Front Office Reception (part-time, permanent) - <http://bit.ly/2lB8HoP>  |
| BT plc is currently recruiting Openreach Trainee Engineers, Nationwide - <http://bit.ly/2kzxaL6> |
| Dalmahoy Hotel and Country Club currently has openings for:* Pastry chef, kitchen porter, room attendant, food and beverage attendant, conference and banqueting attendant, commis chef, golf and leisure attendant, golf and leisure membership sales adviser, maintenance electrician <https://bit.ly/2z8ldm5>
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| Aldi currently has the following vacancies in West Lothian:* Store Management Apprentice, Whitburn, Bathgate and Linlithgow
* Career Starter – Stores, Livingston and Whitburn
* Store Assistant, Livingston, Whitburn, Bathgate and Linlithgow

<http://bit.ly/2x1u19A> |
| Holmes Care Group is currently looking to fill the following vacancies at Heatherfield in Armadale:* Care Assistant (various hours) - <http://bit.ly/2WSK6ci>. PVG application paid for by company. No experience necessary. Closing date 6 January 2020.
* Care Assistant(bank) - <http://bit.ly/2XX0HAV>. PVG application paid for by company. No experience necessary. Closing date 17 December 2019.
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| McDonalds has various full and part-time vacancies in Livingston, Bathgate and at Newbridge Roundabout:<https://bit.ly/2lRWBDT>  |
| Whitbread has various team member, chef and kitchen vacancies in West Lothian - <http://bit.ly/2IRxe2P>:  |

RAF Apprenticeships

The RAF is currently recruiting for the following apprenticeships: Cyberspace communications specialist • personnel support • intelligence analyst • RAF regimental gunner • weapon technician • air and ground steward • supply, storage and distribution specialist • chef • driver • mover • air and space operations specialist (aerospace operations) • air and space operations specialist (flight operations) • aircraft technician (avionics) • aircraft technician (avionics) • communications infrastructure technician • RAF police • survival equipment specialist • firefighter • firefighter •general technician (workshops •

You can also register your interest for the following apprenticeships and be notified when they open: RAF medic • photographer

<http://bit.ly/31AxCbR>

Army

The army offers the following apprenticeships:

Public service and health • engineering • telecommunications • animal care • IT • logistics • business admin • <http://bit.ly/31AxCbR>

Royal Navy

There are 64 different types of apprenticeships available in the Royal Navy. The following roles are currently being recruited for with a high priority, but there’s many more to choose from:

Catering services • catering services (submariner) • mine warfare specialist • Royal Marines bugler • Royal Marines commando • Royal Marines musician • Royal Navy police • warfare specialist • warfare specialist (submariner) •

Weapon engineer officer (submariner) • writer (submariner • writer Logistician) •

<http://bit.ly/2ZnE5Fw>

[www.apprenticeships.scot](http://www.apprenticeships.scot)

See below *a selection*of the opportunities currently advertised on the [www.apprenticeships.scot](http://www.apprenticeships.scot):

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| New! Admin Support: Facilities, NHS Education for Scotland, Westport, Edinburgh - <http://bit.ly/2m9TRpD>. Closing date 20 September.  |
| New! Apprentice Quantity Surveyor, Clark Contracts, Edinburgh - <http://bit.ly/2m9VCTL>. Closing date 13 October 2019. Training provider is QA. |
| Closing soon! Apprentice Admin Assistant, Edinburgh Business School at Heriot-Watt University - <http://bit.ly/2lSgfUk>. Closing date 22 September.  |
| New! Apprentice Accounts Administrator, Murrayfield, Edinburgh - <http://bit.ly/2kaWPto>. Closing date 9 October.Training provider is Rewards Training. |
| Closing soon! Apprentice Architect’s Office Administrator, Leith, Edinburgh - <http://bit.ly/2md0He5>. Closing date 23 September. Training provider is Rewards Training.  |
| Closing soon! LEADER (Liaison Entre Actions de Development de l’Economie Rurale) Admin Officer Apprentice, Scottish Government, Edinburgh - <http://bit.ly/2m8A3TB>. Closing date 24 September.  |
| Closing soon! Apprentice Finance Admin Assistant, Scottish Government, Edinburgh - <http://bit.ly/2md4WX3>.Closing date 24 September.  |
| New! Engineer Officer Cadetship, Stream Marine Training, Glasgow - <http://bit.ly/2lMERy0>. Closing date 1 October. Training Provider is City of Glasgow College. |
| New! Deck Officer Cadetship, Stream Marine Training, Glasgow - <http://bit.ly/2lOIqUe>. Closing date 1 October. Training provider is City of Glasgow College.  |
| Digital Applications Assistant Modern Apprentice, Livingston - <http://bit.ly/2lGJCce>. Closing date 26 September. Training Provider is GP Strategies.  |
| Trainee Quantity Surveyor, Carey Group, Edinburgh - <http://bit.ly/2m8QOOH>. Closing date 26 September.  |
| Apprentice Accounts Assistant, Edinburgh - <http://bit.ly/2m8VNin>. Closing date 30 September. Training Provider is Microcom. |
| Apprentice Sales / Administrator, Livingston - <http://bit.ly/2m0LXyP>. Closing date 30 September. Training provider is Microcom. |
| Closing soon! Apprentice Contracts Administrator, Livingston - <http://bit.ly/2kD8r8T>. Closing date 23 September. Training provider is GP Strategies.  |
| Apprentice Chef, Hawes Inn, South Queensferry - <http://bit.ly/2P707wx>. Closing date 7 October. Training provider is Lifetime Training. Qualification = Level 2 hospitality, food production and cooking.  |
| Apprentice Service Technician (Heavy Vehicle), AM Phillip, Broxburn - <http://bit.ly/2NokLWl>. Closing date 27 September. Training provider is Bosch.  |
| Childcare Modern Apprenticeship, Busy Bees, Livingston - <http://bit.ly/2NpAapG>. Closing date 30 September.  |
| Childcare Apprentice, Armadale - <http://bit.ly/30w5Tcw>. Closing date 12 October.Training provider is Carousel. |
| Childcare Apprentice, Bathgate - <http://bit.ly/2P4XwDl>. Closing date 12 October.Training provider is Carousel.  |

Jobs at Edinburgh Airport

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| Various jobs advertised. See below for a selection and please check the website for more details and a wider selection of opportunities - <https://bit.ly/2RI3lXu>* Chef - Brewdog
* Part-time Sales Assistant – Brora
* Team Member – Burger King
* Barista – Café Nero
* New! Retail Assistant – Coco Chocolatier
* Barista – Costa
* New! Food and Beverage Assistant - Doubletree By Hilton
* Various Driving Positions – Driver Hire
* Customer Service Agent (taxi controller) - Edinburgh City Private Hire
* Cleaner – Fresh Cleaning
* New! Instant Return / Customer Service Rep - Hertz
* Kitchen and Front of House Positions – Hudson St Grill
* Foreign exchange consultant – International Currency Exchange
* Part-time Sales Assistant – Kurt Geiger
* Retail and Service Assistant – Luggage Point
* Retail Assistant - MAC
* Cleaner – Sasse
* Sales Adviser – Scottish Fine Gifts
* Various Positions - Starbucks
* Threading Therapist and Nail Technician – Superdrug
* New! Customer Service Agent – Ticket Desk (Passenger Service Agent) – Swissport. Closing date 23 September.
* Sales Adviser – Tartan Weaving Mill
* Kitchen and Bar Staff – Wetherspoons
* Ramp Agent – WFS. Driving licence preferred.
* Sales Assistants (various shift patterns) – WH Smith
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[www.positive-destinations.co.uk](http://www.positive-destinations.co.uk)

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| * West Lothian Steps N2 Work wage subsidy opportunities have certain conditions - Opportunities are open to West Lothian Residents only.
* Applicants aged 18 and under must be unemployed, applicants 19-24 must be 3 months unemployed or have previously engaged with MCMC or GRFW.
* No current positions.
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The Prince’s Trust – [www.princes-trust.org.uk](http://www.princes-trust.org.uk)

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| No local opportunities |

Agencies

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| Blue Arrow, Almondvale Boulevard, Livingston is looking for:* Warehouse Operatives, Livingston
* New! Food Operative, Broxburn
* New! Process Operatives, Livingston
* Production Operators, Livingston

Applicants must be 18+. <http://bit.ly/2k9nEOG>  |
| Stafforce is currently looking for production operators for Youngs Seafoods in Livingston - <http://bit.ly/2ky3s9B>  |
| Connect Appointments, Houstoun Interchange in Livingston - 01506 449944. Give them a call to ask if they have any openings available in West Lothian. Currently looking for housekeeping, kitchen porter, food production (Sighthill), relief chefs in the wider Lothian area. Applicants must be 18+.<https://www.connectappointments.co.uk/>  |
| New! PMP Recruitment is recruiting for warehouse operatives at XPO Logistics in Livingston - <http://bit.ly/2lNzlex>. Must be 18+New! Warehouse Operative, DHL, Livingston - <http://bit.ly/2lSgQW1>. Must be 18+.Closing date 20 September.  |

Careers At Sea

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| Looking to pursue a career in the merchant navy? Clyde Marine Training, Glasgow is the UK’s largest maritime training provider and they accept applications for officer cadetships (deck, engineer and electro-technical) and ratings cadetships. More information can be found at <https://www.clydemarinetraining.com>  |

Community Jobs Scotland

Special conditions apply to these vacancies and only people aged 16-29 who fall into one of the following categories can apply: person with a criminal conviction; care leaver or care experienced; carer; military early service leaver; person with a disability; person currently participating on an activity agreement; homeless person; person affected by substance misuse; person with lower than SCQF level 5 qualification (lower than Nat 5, Standard Grade credit, Intermediate 2 or SVQ 2); work programme completers who remain unemployed.

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| * Trainee Community Assistant, Kidz-Eco CIC, Livingston - <http://bit.ly/2krlZEv>
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| * Sales Assistant, Home Aid, Bathgate - <http://bit.ly/2lVCF7l>
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Useful to Know

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| **Digital Start Fund – Digital World**Digital skills can help you land a well-paid career with long term security but accessing the training you need to get started is often costly. That’s why the[**Digital Start Fund**](https://www.facebook.com/hashtag/digitalstartfund?source=feed_text&epa=HASHTAG&__xts__%5B0%5D=68.ARCNcarGjPkz7u3IN_vRECFJ5QACX8WruhXVC_Uhhjm4uBWEohi83i5bV-LOkagX4TGRhyLOYWaf3kmgTo4Ht-akTBFcyfN_3Zx5rumPZ9ZVbCzGXHQxpCedCKxxcylj9Z_PLiGVaa7NheMT43c5lBvZk8loCqPXlQTQh-ZWLRerYNKRsnP4m4T1h2wviGa_kmUu4WQFZDgmeg8o8QlpJWA5d8awRCCODuWG7_2siJWLADA16uT_yFePQ8cKgLCUikECOy6IX1Mx51jUFvLpJEb_bC2kSxN88hfwThp36u-ILLl_6dQ6Er5oz_x9hZMk9WMljwgkXM02aUDHr8vftMIM0Q&__tn__=%2ANK-R) has been created, to help people on lower incomes gain skills in software development and cyber security. To be eligible to apply, you’ll need to be resident in Scotland and have the right to work in the UK. You will also have to either receive Universal Credit or another income-based benefits ORface two or more barriers to work, such as being an army veteran, having a disability, living in an area with a high unemployment rate, being aged 54 or older, or being homeless. Please note that recent graduates (within the last 12 months) aren’t eligible to apply.The fund will close at the end of March 2020 (funds allowing) - [https://bit.ly/2Mg70ds](https://bit.ly/2Mg70ds?fbclid=IwAR1dLw-CFZ3rzKFnt42cTwJNzNkAeyODm20GcTB_ou1m2Wj_lPA-6ygOdOg).  |
| **Centrica/Scottish Gas Work Experience Programme**Centrica/Scottish Gas have more dates for their Work Experience programme. Their next taster day is 23 September in Edinburgh - <http://bit.ly/2ylBVv5>. The duration of the work experience is generally 2 weeks and during the work experience at Scottish Gas, you will gain an awareness of products & services and have an opportunity to spend some time with a customer services team, plus shadow engineers installing and servicing heating products and energy systems. All participants will leave armed with work experience stories to use for future employment opportunities, either with Centrica or elsewhere. |
| Timpson’s offer free dry cleaning of clothes for interview. This offer is open to people who are unemployed and seeking work. You don’t need a voucher, just ask at the counter to get the deal. There currently isn’t an end date to this offer and it is running in every store that has dry cleaning facilities – about 300 stores across the UK. For more information, please see <https://bit.ly/2YXka1b>.  |
| Charlie Miller in Edinburgh accepts applications for their trainee hairdressing positions all year. For more details see <https://bit.ly/2JdVsAy>. |
| At college? Cala Homes offers placements during college holidays. Please contact a member of the HR Team by emailing careers@cala.co.uk outlining your preferred location and length of placement - <https://bit.ly/2zaFt3y>. |
| DBM Construction in Bathgate accept speculative CVs – <http://bit.ly/2Prj4X7>  |
| **National Minimum Wage and National Living Wage rates** 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](https://www.gov.uk/know-when-you-can-leave-school) 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.**Current rates** These rates are for the National Living Wage and the National Minimum Wage. The rates change every April.

| **Year** | **25 and over****Living Wage** | **21 to 24****Min Wage** | **18 to 20****Min Wage** | **Under 18****Min Wage** | **Apprentice****Min Wage** |
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| April 2019 | £8.21 | £7.70 | £6.15 | £4.35 | £3.90 |

**Apprentices**[Apprentices](https://www.gov.uk/apprenticeships-guide) are entitled to the apprentice rate if they’re either:* aged under 19
* aged 19 or over and in the first year of their apprenticeship

**Example** An apprentice aged 22 in the first year of their apprenticeship is entitled to a minimum hourly rate of £3.90.Apprentices are entitled to the minimum wage for their age if they both:* are aged 19 or over
* have completed the first year of their apprenticeship

**Example** An apprentice aged 22 who has completed the first year of their apprenticeship is entitled to a minimum hourly rate of £7.70. |