**Snippets Bulletin**

22 October 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! Sales Assistant (Christmas Temp), Poundland, Livingston - <http://bit.ly/2qbBIK7>. Closing date 30 October. |
| New! Festive Colleagues (days), Tesco, Blackburn Road, Bathgate - <http://bit.ly/35Kl3xw>. Part-time, temp. Closing date 4 November.  New! Festive Colleagues (nights/twilight), Tesco Blackburn Road, Bathgate - <http://bit.ly/2nUCtXe>. Part-time, temp. Closing date 4 November.  New! One Stop Customer Assistant, Broxburn - <http://bit.ly/31r3DTo>. 16 hours. Closing date 6 November.  New! Festive Colleagues (days), Edinburgh Hermiston - <http://bit.ly/2pugpmU>. Part-time, temp. Closing date 4 November. |
| New! Customer Service Advisor (cards), Sainsbury Bank Lochside, South Gyle, Edinburgh - <http://bit.ly/2VSysPz>. Full-time, permanent. |
| New! Engineering Maintenance Apprenticeship, Torness Power Station, Dunbar - <http://bit.ly/2oTXAtb>. Closing date 5 January 2020. |
| New! Sales Assistant (Seasonal) - <http://bit.ly/31kzeWX>. 20 hours per week. Closing date 27 October. |
| New! GTG is currently looking for the following apprentices:   * Vehicle Parts Apprentice, Arnold Clark, Seafield, Edinburgh * Bus and Coach Technician Apprentice, Leith * Light Vehicle Technician Apprentice, Sighthill, Edinburgh * Apprentice Business Admin, Winchburgh, * Parts Apprentice, Sighthill   <https://apprenticeships.gtg.co.uk/> |
| New! Part-time Sales Assistant – Service, Dunelm, Livingston – <http://bit.ly/2MMrfN2>. 16 hours per week. Closing date 12 November. |
| New! Accounts Assistant, Vialex, Edinburgh – [http://bit.ly/33A0Yir](http://bit.ly/33A0YIr). Closing date 31 October 2019.  Training provider is QA. |
| New! EY (Ernst Young), Edinburgh is recruiting for the following programmes:   * Assurance Apprenticeship Programme (Sept 2020 start) – [https://go.ey.com/2Iwnu6v](https://go.ey.com/2IWnu6v) * Transactions Business Apprenticeship Programme – <https://go.ey.com/2ppnsgF> * Tax Business Apprenticeship Programme – <https://go.ey.com/2MGSh8s> |
| New! Part-time Store Colleague, Pets At Home, Livingston – <http://bit.ly/31kZctg>. 16 hours per week. Closing date 31 January 2020. |
| Closing soon! Temporary Christmas Sales Associate, H Samuel, Livingston Centre - <http://bit.ly/2VJs8Kk>. Part-time up to 12 hours per week. Closing date 27 October. |
| New! Seasonal Sales Assistant, Card Factory, Livingston Centre - <http://bit.ly/2BstxvD>. |
| Christmas Customer Adviser, Boots, The Gyle, Edinburgh - <http://bit.ly/2ICkZ98>. |
| Mercer Wealth Apprenticeship 2020, Edinburgh - <http://bit.ly/2VI7BG8> |
| Retail Customer Adviser, 3 Store, Livingston. 16 hours - <http://bit.ly/2ouzC7K> |
| Customer Service Advisor, Argos, Livingston Almondvale Centre – <http://bit.ly/2W2Lv0S>. 15 hours per week until 31 December. |
| Sales Assistant, Superdry, The Elements, Livingston Centre - <http://bit.ly/30Zla4T>. Permanent, 30 hours. Closing date 7 November. |
| Seasonal Sales Assistant, JD Sports, Livingston - <http://bit.ly/321Q8KS>. Closing date 4 November. |
| Closing soon! Seasonal Sales Assistant, Pandora, Livingston - <https://go.pandora.net/2AY4oZa>. Closing date 27 October. |
| Closing soon! Seasonal Assistants, Edinburgh Zoo - <http://bit.ly/2B1xtmu>. Closing date 24 October 2019. |
| Customer Sales Advisor, Sky Call Centre, Livingston - <http://bit.ly/2VrOxf6>. Permanent, 37.5 hours per week.  Customer Service Advisor - <http://bit.ly/35fH3jw>. Permanent, part-time. |
| Leonardo, Edinburgh has opened it’s 2020 apprenticeship campaign:   * Software Engineer Graduate Apprentice x3 - <http://bit.ly/2mjANFM>. * Design Engineering Graduate Apprentice - <http://bit.ly/2l9Q3F0>. * Manufacturing Apprentice - <http://bit.ly/2mSbpY1> * Design Engineering Technical Apprentice - <http://bit.ly/2lkUzAu>. * Business Apprentice - <http://bit.ly/2mTynhj>. * Manufacturing Technical Apprentice - <http://bit.ly/2mSyPwf>.   All have a closing date of 13 March 2020. |
| GAP, Livingston Designer Outlet currently has the following vacancies:  Seasonal Sales Associate - <http://bit.ly/2mbyEf3>  Sales Associate - <http://bit.ly/2kxjdgL> |
| Royal Mail is looking for an Advanced Engineering Apprenticeship, Edinburgh - <http://bit.ly/2lEzu3S>. Closing date 3 January 2020. |
| Apprentice Vehicle Technician/Mechanic, Vauxhall, Bankhead, Edinburgh - <http://bit.ly/2kxU31x> |
| Eastern Western Motor Group currently has the following opportunities:   * Apprentice Parts Person, Eastern BMW, Newbridge - <http://bit.ly/2lHGoVV> * Apprentice Service Technician, Western Honda, Edinburgh - <http://bit.ly/30UBP9N> * Apprentice Service Technician, Eastern BMW, Newbridge - <http://bit.ly/2lJPIJ6> |
| 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> |
| 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](mailto: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 –   * Closing soon! Part-time Clerical Assistant, Winchburgh Primary School - <http://bit.ly/2ITiijW>. 18.5 hours per week. Closing date 27 October. * 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. |
| Norton House Hotel and Spa, Newbridge currently has the following vacancies:  Kitchen Porter (casual) - <http://bit.ly/2GNpdKd>  Conference and Banqueting Assistant (casual)- <http://bit.ly/2Md1Gqs> |
| Dalmahoy Hotel and Country Club currently has openings for:   * Pastry chef, kitchen porter, room attendant, conference and banqueting attendant, food and beverage attendant- <https://bit.ly/2z8ldm5> |
| Aldi currently has the following vacancies in West Lothian:   * Store Management Apprentice Bathgate, Linlithgow and Whitburn. * Career Starter – Stores, Livingston and Whitburn. * Store Assistant, Livingston, Bathgate, Linlithgow and Whitburn.   <http://bit.ly/2x1u19A> |
| Holmes Care Group is currently looking to fill the following vacancy 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. |
| McDonalds has various full and part-time vacancies in Livingston, Bathgate and at Newbridge Roundabout:  <https://bit.ly/2lRWBDT> (Links goes to landing page – put the area you’d like to work in there – for Newbridge enter Newbridge Roundabout otherwise you get results for Wales). |
| Whitbread has various team member, chef and kitchen vacancies in West Lothian - <http://bit.ly/31ECo7U> |

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 (mechanical) • vehicle and mechanical equipment technician • communications infrastructure technician • RAF police • survival equipment specialist • firefighter •general technician (workshop)s • electrician • photographer

You can also register your interest for the following apprenticeship and be notified when it opens:

RAF medic - <http://bit.ly/31AxCbR>

Army

The army offers the following apprenticeships:

Public services and health • engineering • telecommunications • animal care • IT • logistics • construction • business admin • <http://bit.ly/2IN3lQa>

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:

Communications information systems specialist • communications information systems specialist (submariner) • Engineering technician (weapon engineering – submariner) • warfare specialist (submariner)

<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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| Closing soon! Business Admin Apprentice, Coulters, Stockbridge, Edinburgh - <http://bit.ly/2VKAjWN>. Closing date 24 October.  Training provider is QA. |
| New! Apprentice Accounts Administrator, Edinburgh - <http://bit.ly/2Mnb0Hn>. Closing date 31 October.  Training provider is Rewards. |
| New! IT Management for Business Graduate Apprenticeship, CGI, Edinburgh – <http://bit.ly/2Mnb0Hn>. Closing date 29 November.  Training provider is Napier University. |
| New! Apprentice Receptionist / Admin Assistant, Edinburgh – [http://bit.ly/2Ivej6u](http://bit.ly/2IVej6u). Closing date 31 October. Training provider is Microcom. |
| New! Apprentice Early Years Practitioner (childcare), Pinocchio’s Children’s Nurseries, Heriot-Watt, Edinburgh - <http://bit.ly/35DkmWJ>. Closing date 15 November.  Training provider is PA. |
| New! Apprentice Client Records Assistant (Business Admin), Edinburgh - <http://bit.ly/2oPRom7>. Closing date 8 November.  Training provider is GP Strategies. |
| Closing soon! Apprentice Contracts Administrator, Livingston - <http://bit.ly/2MkWhMN>. Closing date 23 October.  Training provider is GP Strategies. |
| Vehicle Parts Adviser, Euro Car Parts, Edinburgh - <http://bit.ly/31XJOnM>. Closing date 31 October.  Training provider is Remit. |
| Apprentice Early Years Practitioner (childcare), Arcadia Nursery, Edinburgh University – <http://bit.ly/31XVLdc>. Closing date 8 November.  Training provider is PA Training. |
| Apprentice Cashroom Administrator, Shepherd and Wedderburn, Edinburgh City Centre - <http://bit.ly/2LV1ue0>. Closing date 18 November.  Training provider is GP Strategies. |
| Apprentice Commercial Sales Executive, People’s, Edinburgh - <http://bit.ly/2MmUW75>. Closing date 31 October.  Training provider is Skillnet. |
| Engineer Officer Cadetship, Stream Marine Training, Glasgow - <http://bit.ly/2lMERy0>. Closing date 15 November.  Training Provider is City of Glasgow College. |
| Deck Officer Cadetship, Stream Marine Training, Glasgow - <http://bit.ly/2lOIqUe>. Closing date 15 November.  Training provider is City of Glasgow College. |
| Apprentice Accounts Assistant, Edinburgh - <http://bit.ly/2m8VNin>. Closing date 31 October. Training Provider is Microcom. |

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>   * New! Server – Bar Burrito * Chef and Bartender and Floor Staff- Brewdog * Part-time Sales Assistant – Brora * Team Member – Burger King * Barista – Café Nero * New! Bar and Kitchen Positions – Caledonian Heritable * Barista – Costa * Part-time Sales Colleague - Dixons * Various positions available, call centre advisor, cleaner – Driver Hire * Customer Service Agent (Taxi Controller) – Edinburgh City Private Hire * Rental Services Agent - Europcar * Sales Associate – Hugo Boss * Sales Assistant – JD Sports * Various Positions – Kurt Geiger * Retail and Service Assistant – Luggage Point * Team Member – No1 Lounges * Team Member – Pret a Manger * Cleaner – Sasse * Sales Adviser – Scottish Fine Gifts * Team Member – Starbucks * Ramp Agent – Stobart Aviation Services * Beauty Bar Services – Superdrug * Rental Services Agent, Kitchen Assistant, Lounge Services Agent – Swissport * New! Waste Recycling Officer – SWR Newstar * Sales Adviser – Tartan Weaving Mill * Kitchen and Bar Positions – Wetherspoons * Warehouse Agent, Ramp Agent – WFS. 1 year experience and forklift licence required. * Various Positions – World Duty Free Group * Sales Assistants (various shift patterns) – WH Smith * Various Restaurant Positions and various Kitchen Positions – Yo! Sushi! |

[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. * Trainee Labourer / Fabricator, Edinburgh Fabrications Ltd, Broxburn - <http://bit.ly/30d5rj0>. Applicants must have a driving licence. Closing date 25 October. * Closing soon! Office Administrator, Capito Ltd, Livingston - <http://bit.ly/2MuPuPy>. Closing date 25 October. * Closing soon! Trainee IT Engineer, Capito, Livingston - <http://bit.ly/2MGztIe>. Closing date 25 October. |

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 currently looking for warehouse pickers, production operatives, cleaners and new! Customer Service Advisors in the West Lothian area.  Applicants must be 18+. <http://bit.ly/2k9nEOG> |
| Connect Appointments, Houstoun Interchange in Livingston - 01506 449944.  Currently looking for warehouse pickers – Livingston, production operators – Broxburn, cook – Linlithgow, Food production operative – Bathgate, production operative – Livingston, Parcel Sorter – Livingston, Temporary ongoing housekeeper – Edinburgh, Luxury hotel doorperson – Edinburgh, Kitchen Porter – Edinburgh.  Applicants must be 18+.  <https://www.connectappointments.co.uk/> |

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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| * No local opportunities |

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 OR  face 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). |
| Camp America – Your chance to spend next summer working and living at a summer camp in the USA. Find out more at [www.campamerica.co.uk](http://www.campamerica.co.uk).  There’s an Evening with Camp America organised to take place in Edinburgh on 22 October. Find out more at <http://bit.ly/2mlCYbU>. |
| **Centrica/Scottish Gas Work Experience Programme**  Centrica/Scottish Gas have more dates for their Work Experience programme. Their next taster day is 11 November 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>. |
| Edinburgh Zoo has volunteering opportunities at various times throughout the year - <http://bit.ly/2AZBTKK> |
| 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](mailto: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** | | --- | --- | --- | --- | --- | --- | | 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. |