**Snippets Bulletin**

9 December 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! Customer Assistant (Christmas Temp), Morrisons, Dedridge North Road, Livingston - <http://bit.ly/2OTfHtq>. 10 -16 hours per week. |
| New! Audit Apprenticeship 2020, KPMG, Edinburgh - <http://bit.ly/2Lv5WzF> |
| New! Engineering Modern Apprentice 2020, Ineos, Grangemouth. Disciplines are mechanical, instrument / electrical or chemical process - <http://bit.ly/2OSpXCe>. Closing date 31 December. |
| New! Digital Technician Higher Apprenticeship (Infrastructure), ARUP, Edinburgh - <http://bit.ly/2Pkkvaj>. Closing date 26 January 2020. |
| New! Admin Apprenticeship, Mazars, Edinburgh - <http://bit.ly/38eHNqC>.  New! Trainee Accountant Apprenticeship, Mazars, Edinburgh - <http://bit.ly/2RwBrxf>. |
| New! Gas Engineering Apprenticeship, Centrica (British Gas), Edinburgh - <http://bit.ly/2LuPcIL>. |
| Closing soon! Customer Team Member, Co-op, Eliburn, Livingston - <https://coop.uk/2PiUt7n>. 16 hours per week. Closing date 10 December. |
| New! Temporary Sortation Operative, Amazon, Livingston - <https://sforce.co/2YokgiH>. Recruitment is via the PMP Agency. |
| Closing soon! Barista / Café Assistant, The University of Edinburgh - <http://bit.ly/364Ggl6>. Closing date 12 December. |
| GTG is currently looking for the following apprentices:   * Bus and Coach Technician, Leith, Edinburgh * Light Vehicle Technician, Sighthill, Edinburgh * Apprentice Light Vehicle Technician, Corstorphine, Edinburgh * New! Apprentice Light Vehicle Technician, Arnold Clark Seafield/Peugeot/Seat/Skoda, Seafield, Edinburgh * New! Apprentice Light Vehicle Technician, Arnold Clark Motorstore, Seafield, Edinburgh * New! Apprentice Light Vehicle Technician, Arnold Clark Vauxhall, Livingston * New! Apprentice Light Vehicle Technician, Arnold Clark Citreon, Armadale * New! Parts Apprenticeship, Newbridge * New! Apprentice Light Vehicle Technician, Granton, Edinburgh * New! Light Vehicle Technician Apprentice, Sighthill, Edinburgh * New! Parts Apprentice, Airdrie * New! Apprentice Light Vehicle Technician, Arnold Clark Vauxhall, West Calder * New! Apprentice Light Vehicle Technician, Bo’ness * Apprentice Light Vehicle Technician, Wishaw * Apprentice Light Vehicle Technician, Bo’ness * Parts Apprentice, Sighthill, Edinburgh   <https://apprenticeships.gtg.co.uk/> |
| 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> |
| Customer Service Advisor (cards), Sainsbury Bank Lochside, South Gyle, Edinburgh – <https://bit.ly/34LPd2I>. Full-time, permanent. |
| New! Part-time Customer Adviser, Boots, Almondvale, Livingston - <https://bit.ly/2r4fgDO> |
| Mercer Wealth Apprenticeship 2020, Edinburgh - <http://bit.ly/2VI7BG8> |
| New! Customer Service Advisor, Sky Call Centre, Livingston - <https://bit.ly/2Lle3yP>. Permanent, full-time.  New! Customer Sales Adviser, Sky, Livingston – <https://bit.ly/35WyDgC>. Permanent, full-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. |
| Eastern Western Motor Group currently has the following opportunities:   * New! Apprentice Parts Person, Western Commercial, Broxburn - <https://bit.ly/381Xy4d> * New! Cleaner / Domestic, Accident Repair Centre, Broxburn - <https://bit.ly/2DWRo7X>. Part-time. Applicants must have a driving licence as moving of vehicles and valeting may be required. * New! Service Receptionist / Adviser, Western Commercial, Broxburn - <https://bit.ly/360WnjD>. |
| Next Livingston has various sales vacancies: <http://bit.ly/2LgJWaI> |
| 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. |
| Norton House Hotel and Spa, Newbridge currently has the following vacancies:  Kitchen Porter (casual) - <http://bit.ly/2GNpdKd>  New! Commis Chef - <https://bit.ly/2YgaDCB>  New! Room Attendant – casual - <https://bit.ly/2YgaZsV> |
| Dalmahoy Hotel and Country Club currently has openings for:   * Commis chef, kitchen porter, conference and banqueting attendant, food and beverage attendant, hotel receptionist - <https://bit.ly/2z8ldm5> |
| Aldi currently has the following vacancies in West Lothian:   * Store Management Apprentice Bathgate, Linlithgow and Whitburn and Houstoun Road, Livingston. * Career Starter – Stores, Livingston, Whitburn and Houstoun Road, Livingston. * Store Assistant, Livingston, Bathgate, Linlithgow, Whitburn and Houstoun Road, Livingston.   <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 • RAF medic • photographer <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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| New! New Product Development Assistant Modern Apprentice, Bakkavor, Bo’ness - <https://bit.ly/2ONcWKk>. Closing date 24 January 2020.  Training provider is Polaris. |
| New! Paint Technician, D Philp Commercials, East Calder - <http://bit.ly/34SwG4O>. Closing date 31 December.  Training provider is Remit. |
| New! Heavy Vehicle Service Technician, D Philp Commercials, East Calder - <http://bit.ly/2OTBMs6>. Closing date 31 December.  Training provider is Remit. |
| New! Heavy Vehicle Service Technician, JBT Distribution, Bathgate - <http://bit.ly/2DPnIcy>. Closing date 31 December.  Training provider is Remit. |
| New! Heavy Vehicle Service Technician, Ritchie’s Coach Assist, Fauldhouse - <http://bit.ly/33RO3Be>. Closing date 31 December.  Training provider is Remit. |
| New! Apprentice, Castlebrae Sales and Lettings, Bathgate - <http://bit.ly/34SjyMX>. Closing date 13 December.  Training provider is QA. |
| Closing soon! Executive Support Officer, Scottish Government, Edinburgh - <http://bit.ly/363GcSF>. Closing date 10 December. |
| New! Technical IT and Telecommunications Apprentice, BT, Edinburgh - <http://bit.ly/2sIHh3X>. Closing date 26 January 2020. |
| New! ICT Assistant, BT, Edinburgh - <http://bit.ly/386o7W0>. Closing date 25 January 2020. |
| New! Chef, Saltire, Livingston - <http://bit.ly/33T4ptq>. Closing date 17 December.  Training provider is Lifetime Training. |
| New! Office Support, Eliminate, Broxburn - <http://bit.ly/34RT7ar>. Closing date 31 December.  Training provider is QA. |
| New! Vehicle Parts Adviser, Fleet Factors, Broxburn - <http://bit.ly/36607jW>. Closing date 13 December.  Training provider is Remit. |
| Closing soon! HR Administrator, Scottish Government, Edinburgh - <http://bit.ly/2LqExPf>. Closing date 10 December. |
| Bar and Waiting Staff, Toby Carvery, Bathgate Farm - <http://bit.ly/2Nz0TP5>. Closing date 16 December.  Training provider is Lifetime Training. |
| Closing date extended! IT Management for Business Graduate Apprenticeship, CGI, Edinburgh – <http://bit.ly/2MQMw9q>. Closing date 1 January 2020.  Training provider is Napier University. |
| Closing date extended! Engineer Officer Cadetship, Stream Marine Training, Glasgow - <http://bit.ly/2lMERy0>. Closing date 3 January 2020.  Training Provider is City of Glasgow College. |
| Closing date extended! Deck Officer Cadetship, Stream Marine Training, Glasgow - <http://bit.ly/2lOIqUe>. Closing date 3 January 2020.  Training provider is City of Glasgow College. |

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://careers.edinburghairport.com/careers/>   * Line Chef, New! Various Front of House Positions – All Bar One * New! Rental Sales Agent - Avis * Part-time Sales Assistant – Brora * Team Member – Burger King * 39 Hour Keyholder – Kurt Geiger * Retail and Service Assistant – Luggage Point * Fashion Sales Assistant / Weekend Maxmara, Michael Kors * Mobile Cleaning Operative – Sasse * Threading Therapist and Nail Technician – Superdrug * New! Kitchen Assistant - Swissport * 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 Front of House Positions, New! Part-time Admin Assistant, New! Part-time Cleaner – 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. * New! Trainee Labourer, Kirkton Service Centre, West Lothian Council - <http://bit.ly/388bMRn>. Closing date 2 January 2020. |

The Prince’s Trust – [www.princes-trust.org.uk](http://www.princes-trust.org.uk)

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| * Get Into Health and Social Care, Airdrie. 13 January – 14 February 2020.   Applicants must be 16-25. All training provided, travel expenses paid, doesn’t affect benefits.  You’ll gain training and certification delivered by Cornerstone, including first aid, moving and handling, food hygiene and health and safety. You’ll complete a work placement with Cornerstone and guaranteed interviews upon successful completion of the programme. Course training will take place in Airdrie with work placements in Lanarkshire and the surrounding area. |

Agencies

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| Blue Arrow, Lennox House, Almondvale Boulevard, Livingston, EH54 6QP. Tel 01506 412229.  Currently looking for packers, warehouse operatives, and a car park marshall.  Applicants must be 18+. <http://bit.ly/2k9nEOG> |
| Connect Appointments, Houstoun Interchange in Livingston - 01506 449944.  Currently looking for relief chefs, production operators, parcel sorters,, warehouse operatives and order pickers, bottling hall operatives. 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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| * Warehouse Operative / Driver, The Larder, Livingston - <http://bit.ly/2LsFlmQ>. Applicants must be 21+. * Farm Trainee, Cyrenians, Nr Kirknewton - <http://bit.ly/34WkMXx> * General Assistant, Home Aid West Lothian Ltd, Bathgate - <http://bit.ly/38eu43m> |

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 is holding a recruitment fair at Dynamic Earth, Edinburgh on 21 January 2020. You need to sign up beforehand to attend - [www.campamerica.co.uk](http://www.campamerica.co.uk). |
| 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 is currently looking for weekend public engagement volunteers and lantern discovery volunteers - <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> |
| Women into Construction. 7-week training programme, Edinburgh. 3 February 2020. This course is run by Action for Children. Please see attached information sheet. |
| **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. |

