**Snippets Bulletin**

6 February 2020

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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| Closing date extended! Customer Service Consultant, HMRC, Edinburgh. Part-time 25 hours (evenings) - <http://bit.ly/38zfmDc>. Closing date 17 February. Closing date extended! Customer Service Consultant, HMRC, Edinburgh. Part-time and full-time opportunities available. <http://bit.ly/3aCldJR>. Closing date 17 February. |
| New! 3 x Apprentice Floor Layers, Kirkton Flooring, Livingston - <http://bit.ly/31CCTBa>.Apply via Indeed.  |
| New! Cyber Apprenticeships, MI5, London - <https://bit.ly/3blz3AX>. Closing date 24 February 2020. |
| New! Hairdressing Apprenticeships, Cheynes, Edinburgh - <https://bit.ly/2tAhqw7>.  |
| New! Distribution Centre Operative, SCS, Livingston. <https://bit.ly/37S25G8>. Closing date 11 March.  |
| Housekeeping Team Member (16 hours), Travelodge, Livingston - <https://bit.ly/2G8FWan> New! Housekeeping Team Member (weekends), Travelodge, Livingston - <https://bit.ly/2GOsmsK> New! Housekeeping Team Member (20 hours), Travelodge, Edinburgh Airport - <https://bit.ly/31mjjJ7>  |
| Sky in Livingston is currently recruiting for the following apprenticeship programmes:Technology - <http://bit.ly/2YZut5z>. Business Administration Apprenticeship - Billing Operations and HR Services - <http://bit.ly/2EwdQF4>. New! Contact Centre Apprenticeship Programme - <https://bit.ly/2Sfpn1P>. Closing date extended! They are also holding an “Explore Sky: Technology Insight Day on 11 February between 16.30 – 18.30. The closing date for applications for this is 7 February - <https://bit.ly/2uBQVqc>.  |
| Closing date extended! Intermediate Apprenticeship Business Administration, ARUP, Edinburgh - <https://bit.ly/37RK4ah>. Closing date 9 February 2020.  |
| Admin Apprenticeship, Mazars, Edinburgh - <http://bit.ly/38eHNqC>. New! Trainee Accountant Apprenticeship September 2020, Mazars, Edinburgh - <https://bit.ly/2Uja22W>  |
| GTG is currently looking for the following apprentices. Please note that if you have applied for any Arnold Clark vacancies, you cannot re-apply with 6 months:* New! Bus and Coach Repair Apprentice, Lothian Buses, Edinburgh
* New! Light Vehicle Technician Apprentice, Newbridge
* Parts Apprenticeship, Newbridge
* Apprentice Light Vehicle Technician, Bo’ness
* Bus and Coach Apprentice Technician, Lothian Buses, East Scotland
* Apprentice Light Vehicle Technician, Granton, Edinburgh
* Parts Apprentice, Sighthill, Edinburgh

<https://apprenticeships.gtg.co.uk/>  |
| Part-time Retail Assistant, Iceland, Livingston - <http://bit.ly/2RkfHUt>. Must be able to work evenings and weekends.Part-time Retail Assistant, Iceland, Livingston - <http://bit.ly/3aEWzYW>. Early mornings.Part-time Retail Assistant, Iceland, Whitburn - <http://bit.ly/38wi6kT>. Previous experience required. |
| Eastern Western Motor Group currently has the following opportunities:* Apprentice Parts Person, Western Commercial, Broxburn - <https://bit.ly/381Xy4d>
* Apprentice Service Technician, Car Deal Warehouse Superstore, Newbridge - <https://bit.ly/37vaezT>.
* Apprentice Parts Person, Car Deal Warehouse Superstore, Newbridge - <https://bit.ly/37z1M2S>
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| Part-time Store Colleague, Pets At Home, Livingston (12 – 16 hours) – <http://bit.ly/2TyYrg6>. Closing date 31 May.  |
| Laundry Operative, PHS, Livingston - <http://bit.ly/36Um0DS>.  |
| Hays Travel Apprenticeship Programme now recruiting with opportunities nationwide - <http://bit.ly/38bZyGj>.  |
| UK-Creative (retail vacancy), Apple Store, Princes Street, Edinburgh - <https://apple.co/2NzWD2h>.Full and part-time opportunities available. |
| Sales Assistant, Deichmann Shoes, Livingston Centre - <http://bit.ly/37JZSfq>.  |
| Passenger Service Agents, Jet 2, Edinburgh Airport - <https://bit.ly/36D7WOD>  |
| Trainee Optical Assistant, Specsavers, Livingston Centre - <http://bit.ly/36p1Sci>.  |
| 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>
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| 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.  |
| Closing soon! Next, Livingston is currently looking for sales consultants: <http://bit.ly/2LgJWaI>. Closing date 7 February.  |
| 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.  |
| Dalmahoy Hotel and Country Club currently has openings for:* Breakfast chef, kitchen porter, receptionist and food and beverage attendant- <https://bit.ly/2z8ldm5>
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| Aldi currently has the following vacancies in West Lothian:* Store Management Apprentice - Houstoun Road Livingston, Bathgate, Linlithgow, Whitburn and Livingston (Almondvale Road)
* Career Starter – Stores, Livingston (Almondvale Road), Bathgate, Linlithgow, Whitburn and Houstoun Road, Livingston.
* Store Assistant – Livingston (Almondvale Road), Bathgate, Linlithgow, Whitburn and Houstoun Road, Livingston.

<http://bit.ly/2x1u19A> |
| 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, grill 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 regiment gunner • weapon technician • air and ground steward • supply, storage and distribution specialist • chef • driver • mover • air and space operations specialist (flight operations) • air and space operations specialist (aerospace 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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| Nursery Nurse, Edinburgh – <http://bit.ly/31kmZek>. Closing date 19 March. Training provider is the Childcare Management Company |
| Closing soon! Learning and Development Trainee, The Road Haulage Association Ltd, Livingston - <http://bit.ly/2RZYJtI>. Closing date 9 February.  |
| Light Vehicle Mechanic, Crowngrove Garage Services, Kirkliston - <http://bit.ly/2GsSyce>. Closing date 14 February. Training provider is SMTA. |
| Parts Consultant, Bosch, Edinburgh - <http://bit.ly/2tNVZI6>. Closing date 22 February.  |
| Closing soon! E-RDM Records Management Support Team, Scottish Government, Edinburgh - <http://bit.ly/2U4XV9x>. Closing date 7 February.  |
| Business Administration, Historic Environment Scotland, Edinburgh - <http://bit.ly/37A9NEu>. Closing date is 14 February. Training provider is Rewards Training.  |
| Closing soon! Operations Assistant, Multrees, Edinburgh City Centre – <http://bit.ly/3aNu2Ax>. Closing date is 6 February on QA website.Training provider is QA.  |
| Closing soon! Branch Assistant, The Electric Center, Livingston, - <http://bit.ly/3aA14nK>. Closing date 8 February.Training provider is JB Management. |
| Closing soon! Childcare, Edinburgh - <http://bit.ly/36o3VwK>. Closing date 8 February.Training provider is Carousel. |
| Vehicle Parts Adviser, Fleet Factors, Broxburn – <http://bit.ly/2txutOT>. Closing date 29 February.Training provider is Remit.  |
| Software Development for Business Development Graduate Apprenticeship, Infographics, Edinburgh – <http://bit.ly/3aBg3On>. Closing date 5 March.Training provider is Heriot Watt University.  |
| 1st Line Support, Edinburgh - <http://bit.ly/2FQVZt5>. Closing date is 28 February.Training provider is Spohrt Training.  |
| Property and Workplace Assistant, DLA Piper, Edinburgh City Centre - <https://bit.ly/2tLesoJ>. Closing date 24 February.Training provider is Direct Partner.  |
| Closing soon! Childcare, Blackburn - <http://bit.ly/2rsiAsz>. Closing date 8 February 2020.Training provider is Carousel.  |
| Closing soon! Life Sciences, Forth Valley College, Falkirk – <https://bit.ly/38Fq6Rs>  [(20](%20https%3A//bit.ly/2rI98RY%20%20%20%20%2820) positions) Closing date 7 February 2020.  |
| Closing soon! Engineering, Forth Valley College, Falkirk - <http://bit.ly/2PdKodb>. Closing date 7 February 2020.  |
| Technical IT and Telecommunications Apprentice, BT, Edinburgh - <http://bit.ly/2sIHh3X>. Closing date 17 February. |
| ICT Assistant, BT, Edinburgh - <http://bit.ly/386o7W0>. Closing date 17 February. |

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/> * New! Aviation Security Officer (permanent 30 hours). Closing date 14 February 2020.
* Line Chef, various front and back of house roles – All Bar One
* General Catering Assistant – Alpha LSG Ltd
* Part-time Sales Assistant – Brora
* Team Member – Burger King
* Barista – Café Nero
* Barista – Costa Coffee
* New! Edinburgh Airport Car Rental Recruitment Day. Closing date 14 February 2020.
* Beauty Therapist – Eurospa
* Sales Associate – Hugo Boss
* Seasonal Security Agent – ICTS
* Foreign Exchange Consultant – International Currency Exchange
* Retail and Service Assistant, porterage driver/ service assistant – Luggage Point
* Nail Technician and Threading Therapist – Superdrug
* New! Various part-time positions – Swissport. Closing date 10 February.
* Sales Adviser – Tartan Weaving Mill
* Waiting Team – TRG Concessions
* Breakfast and Junior Sous Chef – Usquabae Bar
* Kitchen and Bar Positions – Wetherspoons
* Sales Assistants (various shift patterns) and New! Sim Local Sales Assistant – 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 opportunities
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The Prince’s Trust – [www.princes-trust.org.uk](http://www.princes-trust.org.uk)

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| No current opportunities.  |

Agencies

Check websites for current vacancies

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| Blue Arrow, Lennox House, Almondvale Boulevard, Livingston, EH54 6QP. Tel 01506 412229.Applicants must be 18+. <http://bit.ly/2k9nEOG>  |
| Connect Appointments, Houstoun Interchange in Livingston - 01506 449944. 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>
* Trainee Community Coach, West Lothian Youth Foundation, Livingston - <https://bit.ly/2R9l9Zc>
* Operational Assistant, Food Train, Kirkton Campus - <https://bit.ly/38oT0Es>
* Admin Assistant, The Larder, Livingston - <https://bit.ly/37hcXgu>
* Retail Assistant, Kidz-Eco, Bathgate - <https://bit.ly/37dnklb>
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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).  |
| **New! Girls with Skills Pre-Apprenticeship Programme 2020 - Arnold Clark.**Think that working with cars is just for boys? Think Again. Arnold Clark is looking for talented and motivated school pupils in at least 4th year, aged 16+ to join the Girls for Skills pre-apprenticeship programme. There are lots of exciting career opportunities to choose from, so whether you’d like to have a job in the workshop or become an automotive business leader, the fast track programme can get you on the road to success.The first stage of the programme takes place at the GTG premises in Ratho on 27 February, then in March or April there’s the opportunity to complete a one week work placement. Interested? Then please speak to school staff or email arlene.nicol@dyw-wl.com or gayle.murphy@arnoldclark.com. Applicants must be working towards or have achieved National 4 maths and English. For more information please see [www.arnoldclark.com/girlswithskills](http://www.arnoldclark.com/girlswithskills)  |
| Scottish Power Pre-Apprenticeship Programme, Edinburgh College, Midlothian. Applications now open - <http://bit.ly/3634XOL>  |
| 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 outlining your preferred location and length of placement - <https://bit.ly/2zaFt3y>. |
| DBM Construction in Bathgate accept speculative CVs – <http://bit.ly/2Prj4X7>  |
| Young Carers Grant: New benefit for Young Carers aged 16-18 in Scotland - <https://bit.ly/2sHSsKj>  |
| **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. |

