**Snippets Bulletin**

**1 October 2020**

The opportunities listed here have been sourced to be particularly suitable for school and college leavers looking for apprenticeships and entry level jobs. Any websites mentioned may have other opportunities suitable for a wider age range or more experienced applicant.

Do you need help to apply for any of these opportunities? If so, please phone 01506 434249 to speak to one of our advisers.

This bulletin is updated on a weekly or fortnightly basis.

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| New! Customer Service Host, Dunelm, Livingston – <https://bit.ly/2HPqxjn>. Closing date 16 October 2020. |
| New! Morrisons in Livingston has various customer service positions available - <https://bit.ly/33girbG>. |
| New! Trainee Nursery Practitioner, Angela Elizabeth Nursery, Wilkieston - <https://bit.ly/34cSBo7>. Advert has 10 hour days in the job description, so only applicants aged18+ should apply. As advertised on [www.indeed.co.uk](http://www.indeed.co.uk)  |
| New! Apprentice, Kwik Fit, Morningside, Edinburgh - <https://bit.ly/36jfGIz>  |
| New! The NatWest Group currently has the following opportunities, based in Edinburgh:* IT and Telecommunications Modern Apprentice - <https://bit.ly/36ldW1i>
* Data Analyst Apprentice - <https://bit.ly/33gaumM>
* Data Scientist Graduate Apprentice - <https://bit.ly/3kSNBvI>
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| New! Customer Sales Apprentice, Sky, Livingston - <https://bit.ly/2GdE97h>. Closing date 15 November. Job start date 8 February 2021.  |
| New! Document Controller (trainee), Edinburgh. Apply via Spring Recruitment - <https://bit.ly/2Sfkma9>. As advertised on [www.myfuturerole.com](http://www.myfuturerole.com).  |
| New! Production Operator, Engineered Foam Products, Livingston - <https://bit.ly/2GoM7du>. Closing date 19 October. |
| New! Office Junior / Administrator, Kirkton Flooring, Livingston - <https://bit.ly/3ihqTM3>.As advertised on [www.Indeed.co.uk](http://www.Indeed.co.uk)  |
| New! Packing Operative (temp), The Royal Burgh Bakery (Paterson Arran), Livingston – <https://tinyurl.com/y6nnyr4k>. Note: It says on the vacancy that the start date is 23 September, however as this vacancy is still on their website it looks like they are still recruiting. |
| West Lothian Council is currently advertising the following supply roles. Applicants should be aware that the opportunities could be anywhere in the West Lothian area:* New! Supply Cook / Assistant Cook - <https://bit.ly/3n57zp2>. Closing date 31 December 2020.
* New! Supply Care Home Domestic (house, kitchen, laundry) - <https://bit.ly/36lQp0u>. Closing date 31 December.
* New! Supply Social Care Support Worker - <https://bit.ly/3n8zdS6>. Closing date 31 December. Applicants must have SVQ2 in Health and Social Care or equivalent. Must also have SSSC registration or must obtain this within six months of starting job).
* New! Supply Social Care Practitioner - <https://bit.ly/2GiJRoe>. Closing date 31 December. Applicants must have SVQ3 in Health and Social Care or equivalent. Must also have SSSC registration or must obtain this within six months of starting job).
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| Apprentice Wind Turbine Technician, GE Renewable Energy, Livingston - <https://invent.ge/33kOoP1>.  |
| Currently advertised on the online job board for Almondvale Centre, Livingston:* New! Seasonal Part-time Sales Assistant - Menkind
* Part-time Team Member, Lovisa
* Sales Assistant, Xile Clothing
* 2 x Sales Advisers, Hotel Chocolat (curiously, this ad doesn’t say how to apply, so best to enquire at the shop)
* Sales Consultant, Chisholm Hunter
* Customer Service Assistant, Muffin Break
* Sales Assistant, Desire
* Part-time Sales Assistant, Cex
* Nail Technician and Hairdresser, Beauty’s Inn. Must have experience.

<https://www.thecentrelivingston.com/centre-info/jobs>  |
| Currently advertised on the online job board for Livingston Designer Outlet:* New! Sales Assistants, Bedeck
* New! Sales Assistant, Thorntons
* New! Sales Assistant, Reiss
* New! Sales Assistant, Barbour
* Grill Chefs, Tiago
* Counter Salespersons, Tiago

<https://livingston-designer-outlet.co.uk/careers/>  |
| New! Ernst Young is now recruiting for their **2021** apprenticeship programme:* Assurance Apprenticeship Programme, Edinburgh, Glasgow, Aberdeen - <https://go.ey.com/35eJnKj>
* Tax Apprenticeship Programme, Edinburgh, Glasgow, Aberdeen - <https://go.ey.com/2ZjbmVh>
* Strategy and Transactions Apprentice, Glasgow - <https://go.ey.com/333alBQ>
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| EGKTA is currently looking for candidates who would like to be considered for apprentice engineering opportunities in the West Lothian area. If interested, please take a look at their website <https://www.ekgta.com/apprenticeships/candidates> and apply using the online application form. Initial training takes place at the EGKTA premises in East Kilbride, then at company premises in West Lothian. All travel costs reimbursed.  |
| Hospitality Unite is currently advertising:Full-time Care Assistant, Tippethill, Armadale - <https://bit.ly/30ntO0m>. |
| 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.  |
| Aldi currently has the following vacancies in West Lothian:* Store Management Apprentice - Houstoun Road Livingston, Almondvale Road Livingston, Bathgate, Linlithgow and Whitburn
* Career Starter Stores - Livingston (Almondvale Road), Bathgate, Linlithgow, Whitburn and Houstoun Road, Livingston.
* Store Assistant – Houstoun Road, Livingston, Bathgate and Whitburn.

<http://bit.ly/2x1u19A> |

RAF Apprenticeships

The RAF is closely monitoring the Coronavirus (COVID-19) situation as it unfolds and are continuing to follow the latest Government advice. To keep everyone as safe as possible during this time, they have decided to adjust their recruitment process. All face-to-face visits to Armed Forces Careers Offices are now suspended and some stages of the recruitment process are on hold but please be reassured all applications remain ‘live’.

The RAF Recruitment Team

<https://www.raf.mod.uk/recruitment/afco-covid19>

Army

Updated Information! The army is still accepting applications, but have made some temporary changes to their recruitment process. For more information please see: <https://apply.army.mod.uk/covid19>

There is currently priority recruitment for the following roles: ammunition technician • environmental health technician • musician • technical support specialist • HR specialist • army nurse (you can join as a student nurse) • radiographer • cyber engineer • movement controller • Operator Technical Intelligence • Driver Communications Specialist • Veterinary Technician • Port Operator • Supply Chain Operative • Pharmacy Technician • Mariner • Postal and Courier Operator • Operating Department Practitioner.

Royal Navy

At this time the Naval Service Recruitment process continues to operate, however some areas of the process will be adapted to ensure that they meet Government guidance. 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>

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, various roles available – All Bar One
* General Catering Assistant – Alpha LSG Ltd
* Various positions available – Body Shop
* Rental Service Agent – Europcar
* Kitchen and Bar Positions – Wetherspoons
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West Lothian Council Steps N2 Work

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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 vacancies
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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+. * [www.bluearrow.co.uk](http://www.bluearrow.co.uk) – Currently has production and packing opportunities in the Livingston area.
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| Connect Appointments, Houstoun Interchange in Livingston - 01506 449944. Applicants must be 18+. |

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

<https://bit.ly/3h6k6oB>

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| There are no Community Jobs Scotland vacancies available.  |

Useful to Know

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| **Individual Training Accounts**Get up to £200 towards the cost of a training course with an SDS Individual Training Account (ITA).Use the money to build the skills you need for a job, or get training to take your career to the next level.Whatever you want to do, there's a wide range of ITA approved courses on offer. Because it's not a loan, you don't have to pay it back.**Applying for your ITA**Between now and 31st October 2020, Skills Development Scotland will accept up to 14,000 applications for an Individual Training Account. Start searching for an ITA approved course and apply online:[**https://bit.ly/2ZBLKSW**](https://bit.ly/2ZBLKSW) **(restrictions apply).** |

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| A new benefit has been introduced to support 16 to 24 year olds into work if they have been unemployed for six months. Applications opened on Monday 17 August.Job Start Payment is a one off £250 payment to help with the costs of starting a new job. The upper age limit rises to 25 for care leavers and the payment rises to £400 if the person has a child.<https://www.gov.scot/news/new-benefit-for-young-people-starting-work/>   |

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| New! UK Government Kickstart Scheme:A new scheme called ‘Kickstart’ have been announced by the UK Government to support 16-24 year olds into work. Managed by DWP, young people who are unemployed and on Universal Credit, assessed as work ready but struggling to secure work and at risk of long-term unemployment will be supported by their Jobcentre Plus work coach into opportunities identified on the Universal Job Portal. The first placements are due to start in November and will run for a period of 26 weeks. It is hoped that the placements and additional training will build work skills and lead to longer term sustained employment.The government will fully fund each “Kickstart” job, paying 100% of the age-relevant National Minimum Wage, National Insurance and pension contributions for 25 hours a week. In addition, employers will receive £1,500 which they may use to set up support and training for those taking part, or other set-up costs such as buying uniforms.The job placements created through Kickstart funding must be new jobs and not replace existing or planned vacancies. For more information, please see: <https://www.gov.uk/government/collections/kickstart-scheme>  |

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| **Left school?** Skills Development Scotland’s Career Jam webinars support you as you take your next steps.Careers advisers discuss topics including applying for college, university, online or phone interviews and labour market information.The sessions are recorded so you can watch them whenever you want.Episodes available are:Episode 1 – How your careers adviser can help youEpisode 2 – Interview helps and tipsEpisode 3 – Applying for collegeEpisode 4 – UniversityEpisode 5 – Employment and the labour marketJust keep in mind you won’t be able to ask any questions as they aren’t live.If you need more advice or support, you can call our helpline on **0800 917 8000**, which is available Monday to Friday, 9am-5pm.<https://www.myworldofwork.co.uk/school-leaver-webinars> |

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| **DYW (Developing Young Workforce) recently broadcast a series of webinars for young people.** **The DYWUp2U episodes included conversations and Q&As with employers, young people and specialists.** * **Episode 1. Jobs and apprenticeships. Hear what it’s like to be in a job or apprenticeship, find out what sectors are recruiting and where you can go to find opportunities in your area.**
* **Episode 2. College. Hear from young people about their college experience, how you can find courses that interest you and what pathways are available to and from college.**
* **Episode 3. University. Find out about the university experience from current students and graduates, hear why employers recruit graduates and what’s involved in the university application process.**
* **Episode 4. Training and Volunteering. Find out about the benefits of volunteering and training and how this pathway can support your steps into employment or further education.**
* **Episode 5. One Small Step. A motivational broadcast from comedian and keynote speaker, Gavin Oattes.**

**Interested? Watch the episodes on YouTube:** <https://bit.ly/2ENRges>**. There’s also videos available giving information on skills and industry insights.** Developing Young Workforce Job Board can be accessed here: - <https://www.dyw-wl.com/jobs-board>  |

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| 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 usually looks for public engagement and education volunteers.**However, due to recent Government guidelines surrounding Coronavirus (Covid-19), their volunteer programme is now on hold. Please feel free to complete a volunteer application, but please note that it may be some time before they are able to reopen the volunteer programme and respond to shortlisted candidates.**<http://bit.ly/2AZBTKK>. |
| 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<https://checkyourpay.campaign.gov.uk/#are_you_under_25_>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 ratesThese 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 2020 | £8.72 | £8.20 | £6.45 | £4.55 | £4.15 |

ApprenticesIf you are in your first year of your apprenticeship, then you are legally entitled to at least the apprenticeship National Minimum Wage of £4.15 per hour.If you are aged 19 or over and have completed the first year of your apprenticeship, then you are legally entitled to at least the National Living and Minimum Wage rates relevant to your age group. |