**Snippets Bulletin**

**13 April 2021**

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 basis.

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| New! Innoflate, Houstoun Industrial Estate, Livingston has the following vacancies:* Receptionist - <https://indeedhi.re/329kAV4>.
* Café Assistant - <https://indeedhi.re/3g62cod>
* Marshall - <https://indeedhi.re/3e0dvfj>.

Closing date for all opportunities is 23 April. |
| New! Barista, Starbucks, Livingston Drive-Thru – <https://indeedhi.re/2RtY87a>.  |
| New! Server, Hopetoun Bar and Bistro, Bathgate - <https://indeedhi.re/3scn5jY>.  |
| New! Barista, Costa, Livingston - <https://bit.ly/3g33qRf>.  |
| New! Sales Assistant, Card Factory, Almondvale Centre, Livingston - <https://indeedhi.re/3gguNrl>.  |
| New! Sales Assistant, Dunelm, Livingston (12 week contract) - <https://bit.ly/3dTjpyJ>. Closing date 20 April 2021.  |
| New! Part-time Kitchen Assistant, Frankie and Benny’s, Livingston - <https://bit.ly/2Rk3otQ>.  |
| New! Full-time Kitchen Porter, Wagamama’s, Livingston – <https://bit.ly/3a5TmmF>.  |
| New! Domestic Assistant, Heatherfield Care Home, Bathgate - <https://bit.ly/3tb67nr>. Closing date 1 May 2021. Experience not required.  |
| New! Guest Experience Assistant, Realm Ltd, Livingston Designer Outlet – <https://indeedhi.re/3d8nyiT>. Part-time 15 hours per week (weekends).  |
| New! Store Team Member, Home Bargains, Bathgate - <https://bit.ly/3a7cfFM>. 20 hours per week. Closing date 20 April.  |
| New! KFC Team Member, Euro Garages, Whitburn – <https://indeedhi.re/3wLaOqm>.  |
| New! Production Operator, Mitsubishi Electric, Livingston - <https://indeedhi.re/3uB0dwm>.  |
| New! Waiting Staff, Nero Pizza, Linlithgow - <https://indeedhi.re/3g1cpST>.  |
| New! Sales Assistant, Deichmann, Almondvale Centre, Livingston - <https://bit.ly/327gVXY>.  |
| New! Room Attendant, Mercure Hotel, Livingston - <https://indeedhi.re/3uGsm5a>. Closing date 4 May.  |
| New! Yodel, Livingston has the following vacancies:* Warehouse Operatives, 7 hours – Monday only - <https://bit.ly/3uIBXID>.
* Warehouse Operatives, 14 hours - <https://bit.ly/3uFteXN>.

Unsociable start times. Applicants for both roles should be 18+. |
| New! Graduate Apprenticeship: Trainee Site Manager, McLaughlin & Harvey, Currie - <https://bit.ly/3tdin79>. You will study BSc (Hons) Construction and Built Environment at Heriot Watt University. Closing date 19 April.  |
| New! Graduate Apprenticeship: Student Residential Surveyor, Graham & Sibbald, Edinburgh - <https://bit.ly/329rBoR>. You will study a relevant honours degree at Napier University. Closing date 23 April. |
| New! BBC, Glasgow has the following opportunities:* Journalism Apprentice (Fast Track), BBC, Glasgow - <https://bbc.in/3tgZTm8>.
* Journalism Apprentice (Advanced) - <https://bbc.in/324M3Y4>
* Production Apprentice (Fast Track), BBC, Glasgow - <https://bbc.in/3mGpT8b>.
* Production Management Apprentice (Fast Track) - <https://bbc.in/3a3RET4>.
* Software Engineering Graduate Scheme - <https://bbc.in/3s6HXcF>
* Software Engineering Degree Apprenticeship - <https://bbc.in/3dWA8B9>
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| New! Trade Apprenticeships (joinery, plastering and painting and decorating), Clark Contracts - <https://bit.ly/3g4xsnC>.  |
| New! Next has the following temporary opportunities in Livingston:* Delivery Assistant. 8 hours - <https://bit.ly/3g11RDs>. Closing date 23 April.
* Delivery Assistant. 13.25 hours - <https://bit.ly/3e21hm2>. Closing date 23 April.
* Delivery Assistant. 14.25 hours - <https://bit.ly/3mGvyLc>. Closing date 23 April.
* Office and Stock Assistant. 9 hours - <https://bit.ly/3uJRGaq>. Closing date 23 April.
* Stock Assistant. 9.5 hours - <https://bit.ly/3dWfTDL>. Closing date 23 April.
* Stock Assistant. 9 hours - <https://bit.ly/3ddPC4I>. Closing date 23 April.
* Stock Assistant. 10 hours - <https://bit.ly/3tezEwt>. Closing date 23 April.
* Sales Consultant. 13.75 hours - <https://bit.ly/3a7ha9R>. Closing date 24 April.
* Sales Consultant. 10.25 hours - <https://bit.ly/3e4CPRo>. Closing date 24 April.
* Sales Consultant. 11 hours - <https://bit.ly/32bZNR0>. Closing date 24 April.
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| Apprentice Warehouse Assistant, Worldwide Tradelink Ltd, Bathgate – <https://bit.ly/2NFmYPP>. Closing date 18 April.  |
| The Richmond Park Hotel in Bo’ness has the following vacancies:* Food and Beverage Apprentice - <https://bit.ly/3r5j3cV>. Closing date 18 April.
* Front Office Apprentice - <https://bit.ly/3r7epLj>. Closing date 19 April.
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| Warehouse Operative, SCS, Houstoun Industrial Estate, Livingston – <https://bit.ly/3tHUZ1m>. The ideal candidate will have previous experience as a warehouse operative. However, what’s important is that you have a great attitude and can cope with the physical demands of the job. Recruitment is via an employment agency.  |
| Warehouse Operative, Deans, Livingston - <https://bit.ly/2Qv35fv>. This job is based in a chilled environment. Applicants need to be 18+. Applicants should be reliable and hard-working, with a professional attitude towards the job. Experience of working in a warehouse is not essential as training is provided.Recruitment is via an employment agency.  |
| Sky TV, Livingston is currently recruiting for the following apprenticeships:* Customer Service Apprenticeship (August start) - <https://bit.ly/3eDdSOy>.
* Customer Sales Apprenticeship (July start) - <https://bit.ly/38FFIpJ>
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| West Lothian Council has the following opportunities currently available:* Supply Care Home Domestic (house, kitchen, laundry). Various locations throughout West Lothian - <https://bit.ly/2Q2jY10>. Closing date 31 December.
* Closing soon! HR Support Assistant, Civic Centre, Livingston - <https://bit.ly/3mPTyMc>. Closing date 15 April.
* Supply Cook / Assistant Cook. Various locations throughout West Lothian - <https://bit.ly/3sesM19>. Closing date 31 December.
* Supply Social Care Support Worker. Various locations throughout West Lothian - <https://bit.ly/3mFNPsf>. Closing date 31 December.

*Please note there are other vacancies on this website that are suitable for applicants with more work experience.*  |
| The Academy of Sound and Music is accepting applications for the following free, short course:* Sound production workshop

<https://www.academyofmusic.ac.uk/course/short-courses/>  |
| FUSE is a world class retail and hospitality academy setting standards for skills, training, recruitment and career support in Edinburgh, at the new St James Quarter.It has been established to work across Edinburgh, connecting people to training courses, accredited qualifications, employers and jobs. St James Quarter opens later this year bringing approx. 3,000 new jobs. Current vacancies can be found here: <https://www.edinburghfuse.com/jobs/>  |
| WSP is running their UK-wide 2021 recruitment programmes for:* Advanced apprenticeships in building services engineering, civil engineering, transport planning and rail design - <https://bit.ly/37pKg2K>
* Degree apprenticeships in building services engineering, civil engineering, project management, quantity surveying or rail engineering at a university or education provider over a 5-6 year period on a block or day release basis or through workplace learning - <https://bit.ly/3s6sfyD>.

Closing date for both programmes is 30 April.  |
| Skills for Business Programme. Are you a young entrepreneur aged 16-24? Thinking about setting up your own business? Are you interested in mentorship and a £1000 grant? Then please see further details at the end of this bulletin or email bgateway@westlothian.gov.uk. |
| Leadership Through Sport and Business is a social mobility charity that prepares and supports young people from disadvantaged backgrounds into meaningful roles with major firms. They make sure those at risk of under-employment find careers equal to their ambition and ability. Current opportunities:Nat West Group – Contact Centre, Edinburgh – Applications are welcome from young people who are passionate about customer service. Places will be offered on two-week interactive bootcamps where you will receive employability training and insight into NatWest Group’s contact centre roles, followed by work experience at the bank’s centres. **Successful completion of the bootcamp and work experience will** **guarantee an interview for an apprenticeship.**More details and entry requirements can be found here: <http://bit.ly/2KBXNMv> * 2021 Digital & Customer Service programme - <https://www.leadershipthroughsport.org/digital-apprenticeships/>. Completion of a three week bootcamp will guarantee an interview for an apprenticeship.
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| McDonalds Restaurants currently has vacancies at their Livingston, Bathgate and Newbridge sites<https://people.mcdonalds.co.uk/job-search> (link will take you to the job search page).  |
| The Job Board for Almondvale Centre, Livingston can be viewed by following this link: <https://www.thecentrelivingston.com/centre-info/jobs>  |
| The Job Board for Livingston Designer Outlet can be viewed by following this link:<https://livingston-designer-outlet.co.uk/careers/>  |
| 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.  |
| 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.  |
| For vacancies at Aldi stores in West Lothian, please see <https://www.aldirecruitment.co.uk/>  |

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| **New! Community Jobs Scotland**<https://bit.ly/3mJtORi>CJS creates placement opportunities for disadvantaged young people who are **unemployed, on Employability Fund programmes or on activity agreements.** Placements can last for either 40 or 26 weeks. Only 16 – 29 year olds **who are in one or more of the following vulnerable groups can be referred** to a Community Jobs Scotland vacancy: * Young Offenders who are currently in custody and ready for release.
* Any unemployed 16 – 29 year old with a criminal conviction (includes Community Payback Orders).
* Military Early Service leavers – i.e. those who did not serve their full term of 6 years.
* Care Leavers or Care Experienced.
* Homeless person (including temporary or unstable accommodation).
* Person affected by substance misuse (i.e. alcohol, drugs).
* Carer (can also include a Lone Parent).
* Person with a disability (includes moderate mental health issues or long-term health conditions).
* Person with lower than SCQF Level 5 qualifications (i.e. National 4 or less).
* Work Programme completers who remain unemployed.
* 16 – 19 year olds currently participating on an Activity Agreement.
* Adviser Discretion (which can include people who live in a SIMD area; Lone Parents; Ethnic Minorities; Refugees or Person with immigration status allowed to undertake employment.

Current opportunities:* Retail Assistant, Homeaid West Lothian Ltd, Bathgate (25 hours) - <https://bit.ly/3wL7Ty1>
* Trainee Community Assistant, Kidz-Eco, Livingston (28 hours) - <https://bit.ly/2PRazJW>
* General Assistant, Homeaid West Lothian Ltd, Bathgate (25 hours) - <https://bit.ly/2Q29zCu>
* Reuse and Stock Control Officer, Kidz-Exo, Livingston (28 hours) - <https://bit.ly/3di9VOx>
* Retail Assistant, Kidz-Eco, Bathgate (28 hours) - <https://bit.ly/3dW8jJj>
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| **Inclusion Scotland** <https://bit.ly/3rI0JI1> Inclusion Scotland creates internships in a variety of settings which are exclusively for disabled people* No suitable opportunities available.

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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

Army assessments and training are still running as planned. 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 practitioner • radiographer • cyber engineer • army nurse (you can join as a student nurse) • army musician • HR Specialist • technical support specialist • movement controller • operator technical intelligence • driver communications specialist • veterinary technician.

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:

Accelerated apprentice scheme (submariner) • catering services (chef) • catering services (chef) -(submariner) • communications specialist • communications specialist (submariner) • engineering technician (weapon engineering – submariner) • medical assistant (submariner) • mine warfare specialist •

Royal Marines commando • supply chain logistician • warfare specialist (submariner)

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

Jobs at Edinburgh Airport

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| Jobs currently available at Edinburgh Airport can be seen here: <https://careers.edinburghairport.com/careers/>.  |

West Lothian Council Steps N2 Work

<https://www.westlothian.gov.uk/article/66016/West-Lothian-Wage-Subsidy-Programme-Job-Search>

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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

***Some agencies will only accept applications from people aged 18+, so please let them know your age when you contact them so you know right away if they will process your application.***

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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) Current Vacancies include:Warehouse operative, Livingston • packer, Livingston • operator, Livingston • administrator, Edinburgh.  |
| Connect Appointments, Houstoun Interchange in Livingston - 01506 449944. **Applicants must be 18+.**<https://www.connectappointments.co.uk/> Current Vacancies in East Central Scotland include:Warehouse operatives, Livingston • fruit packer / loader, East Central Scotland • production operatives, Broxburn • production operatives, Bathgate • production mixing operative, Bathgate.  |
| Whiteclaw Agency, Carmondean, Livingston – 01506 237226[www.whiteclawagency.co.uk](http://www.whiteclawagency.co.uk)Vacancies include:Care assistant (18+)Kitchen assistant (16+)Domestic assistant (18+)Chef / cook (18+)***Applicants for all jobs need a PVG. Currently, the cost of this has been waived and is free. Company will countersign applications.***  |

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>  |

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 28 February 2022, Skills Development Scotland will accept up to 28,000 applications for an Individual Training Account. Start searching for an ITA approved course and apply online:<https://bit.ly/2ZBLKSW> (restrictions apply). |

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| **Job Start Payment****A new benefit** has been introduced to support 16 to 24 year olds into work if they have been unemployed for six months. The **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 also rises to £400 if the applicant is the main carer of children.For more information on this benefit and details of how to apply, please see: <https://www.mygov.scot/job-start-payment/>  |

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| **UK Government Kickstart Scheme**A new scheme called ‘Kickstart’ has 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 were due to start in November 2020 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 the SDS 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>.  |
| Scottish Canal Volunteers (Forth & Clyde, Union and Crinan Canals). Volunteers play a vital role in the restoration and renaissance of Scotland’s canals, working with **The Lowland Canals Volunteer Group**to managing and looking after the canals in a sustainable and productive way.From cataloguing the archive to assisting vessels through lock gates or helping keep canals litter free, there are a huge number of ways to get involved. The projects often involve developing your skills or learning something new, and are a great opportunity for personal development.To find out how you can get involved, email **volunteers@scottishcanals.co.uk** today. |
| Edinburgh Zoo usually look 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>. |
| 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** | **23 and over****Living Wage** | **21 to 22****Min Wage** | **18 to 20****Min Wage** | **Under 18****Min Wage** | **Apprentice****Min Wage** |
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| April 2020 | £8.91 | £8.36 | £6.56 | £4.62 | £4.30 |

ApprenticesIf you are in your first year of your apprenticeship, then you are legally entitled to at least the apprenticeship National Minimum Wage of £4.30 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. |



