**Snippets Bulletin**

**4 October 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! **Apprentice Admin Support Officer**, Scottish Government, Edinburgh - <https://bit.ly/3a2IHZs>. Closing date 21 October. |
| New! **Packer / Packing Operative,** Burton’s Biscuits / Paterson’s, Livingston - <https://bit.ly/3FedOQg>. Due to hours of work applicants need to be 18+. |
| New! **Festive Colleague,** Tesco, Linlithgow - <https://bit.ly/3A8KSWj>. Various shifts available. Closing date 24 October. |
| New! Scotmid Retail has the following opportunities:   * **Temporary Customer Service Assistant,** Uphall - <https://bit.ly/3Fgy7fN>. 7 hours per week. Closing date 22 October. * **Customer Service Assistant,** East Calder - <https://bit.ly/2YlaAK4>. 12 / 16 hours per week. Closing date 22 October. * **Customer Service Assistant (Food To Go Counter),** Polbeth - <https://bit.ly/3B8l8KT>. 8 / 16 hours per week. Closing date 21 October. * **Customer Service Assistant,** Polbeth - <https://bit.ly/3DfuV2x>. 8 / 16 hours per week. Closing date 21 October. * **Customer Service Assistant,** Bathgate - <https://bit.ly/3DepHnF>. 12 hours per week. Closing date 19 October. * **Customer Service Assistant,** Pumpherston - <https://bit.ly/2Ykx6Ti>. 12 hours per week. Closing date 15 October. * **Customer Service Assistant,** Deans, Livingston - <https://bit.ly/3a6frkB>. 16 hours per week. Closing date 9 October. * **Customer Service Assistant,** Elizabeth Drive, Boghall - <https://bit.ly/3itl0OA>. 16 hours per week. Closing date 6 October. |
| New! Home Bargains has the following opportunities:   * **Store Team Members,** Café and Bakery, Livingston - <https://bit.ly/2WBKKka>. 16 – 20 hours per week. Closing date 27 October. * **Store Team Members,** Livingston - <https://bit.ly/3Fd5j85>. 8 – 28 hours per week. Closing date 27 October. * **Store Cleaner,** Broxburn - <https://bit.ly/2YidAam>. 12 and 20 hour contracts available. Closing date 30 October. * **Store Team Members**, Broxburn - <https://bit.ly/3ox7gqc>. 16-24 hours per week. Closing date 30 October. * **Store Team Members**, Bathgate - <https://bit.ly/2WJm4Xe>. 16-20 hours per week. Closing date 1 November. |
| Closing soon! **Apprentice Light Vehicle Mechanic,** RCA Garage Services, Bathgate - <https://bit.ly/3uEtbwt>. Closing date 8 October. |
| Closing soon! **Apprentice Digital Admin Assistant,** Johnston Fuels, Bathgate - <https://bit.ly/3B4fbyu>. Closing date 7 October. |
| New! **Business Admin Apprentice,** Museum Galleries Scotland, Edinburgh - <https://bit.ly/3AcPMBj>. Closing date 14 October. |
| New! **Apprentice Hire Desk Apprentice (Business Admin),** SLD Pumps and Power (Carrier), Brucefield Industrial Estate - <https://bit.ly/2Ym6f9D>. |
| New! **Digital Apprentice,** Arcadis, Edinburgh and Glasgow - <https://bit.ly/3l3ulyp>. Successful applicants will study BSc Digital and Data Science at Cranfield University. Start date January 2022. |
| New! **Sales Associate,** H Samuel, Almondvale Centre, Livingston - <https://bit.ly/3mgsFRq>. 12-20 hours per week. Closing date 14 October. |
| New! **Border Force Apprentice,** Edinburgh and Glasgow - <https://bit.ly/3uHoIcC>. Closing date 20 October. |
| New! **Crew Member,** Burger King, Livingston - <https://bit.ly/3oKGD19>. |
| **Apprentice Roof Slater/Tiler,** D Watson Roofing Ltd, Linlithgow - <https://bit.ly/3EV0m3P>.Closing date 28 October. |
| Pets at Home has the following opportunities in West Lothian:   * **Groom Room Salon Assistant,** Linlithgow - <https://bit.ly/3ieBZ7q>. 24 hours per week. Closing date 26 October. * **Groom Room Salon Assistant,** Livingston - <https://bit.ly/3CSI559>. 24 hours per week. Closing date 26 October. |
| **Sandwich Artist,** Subway, Livingston - <https://bit.ly/2YajuKl>. Closing date 22 November. |
| Closing soon! **Apprentice Casework Administrator,** Mental Welfare Commission, Edinburgh - <https://bit.ly/2ZIrAKV>. Closing date 8 October. |
| **Customer Service Apprentice** (8 positions available). This job is based in the ‘first contact’ team of a leading life and pensions provider in Edinburgh - <https://bit.ly/3AQqXfJ>. Closing date 10 October. |
| **Apprentice Admin Assistant,** NSL, Edinburgh - <https://bit.ly/3EYRnyt>. Closing date 22 October. |
| **Apprentice Transport Admin Assistant,** Davidson Brothers (Shotts) Ltd, Shotts - <https://bit.ly/2Y5E2Uo>. Closing date 31 October. |
| Closing soon! **Digital File Management Apprentice,** Harper McLeod LLP, Haymarket, Edinburgh - <https://bit.ly/3CTR3PD>. Closing date 8 October. |
| Closing soon! **Apprentice IT Support Engineer,** Computacenter UK Ltd, Redheugh’s Rigg, Edinburgh - <https://bit.ly/3CSYdUq>. Closing date 6 October.  ‘ |
| Closing soon! **Apprentice IT Support Analyst,** West Lothian Leisure, Bathgate - <https://bit.ly/3oeUNY3>. Closing date 8 October. |
| Closing soon! **Apprentice Lettings Assistant,** South Side Properties, Edinburgh - <https://bit.ly/3marS4N>. Closing date 7 October. |
| Closing soon! **Pharmacy Services Modern Apprenticeship,** NHS Lothian. Opportunities available in Edinburgh and Livingston - <https://bit.ly/3idS0KW>. Closing date 8 October. |
| The Mears Group in Livingston has the following opportunities:   * **Business Support Apprentice**- <https://bit.ly/3CgyrsO>. * **Facilities Operatives** - <https://bit.ly/2Xl95e7>. 10 hours per week working 12-2 at Bathgate Academy, Broxburn Academy or Whitburn Academy. |
| **Retail Sales Associate (seasonal),** Fossil, Livingston Designer Outlet - <https://bit.ly/2YTcqSo>. 16 hours. |
| **Apprentice Business and Administration Operations Assistant**, Bathgate - <https://bit.ly/3Ae8idr>. Closing date 12 November. |
| Green Cat Contracting, Livingston has the following opportunity:   * Closing date extended! **Apprentice Digital Office Administrator** - <https://bit.ly/3k5Lirt>. Closing date 12 November. |
| **Trainee Fish Filleter,** Seabird Fishmongers, Bathgate. Employer is looking for two school leavers who are keen to learn, work and become good at what they do. Seabird Fishmongers is based in a small factory unit and a clean environment. Duties include filleting and skinning fish, removing fins and packing for distribution. To apply, please send an email (CV not required) with your contact details, saying why you are interested in the job. Email [george.baxter79@yahoo.com](mailto:george.baxter79@yahoo.com)  Address of company: 36g Inchmuir Road, Whitehill Industrial Estate, Bathgate. |
| The Range. Livingston currently has the following opportunities:   * **Full-time Operations Assistant** – <https://bit.ly/3ASBqrg>. Retail experience required. Closing date 15 October. * **Part-time Seasonal Retail Assistant** - <https://bit.ly/395zTl8>. No experience required. Closing date 28 October. * New! **Retail Assistant -** <https://bit.ly/3DfYn8B>. No experience needed. Closing date 25 October. |
| New Store! **Retail Assistant,** The Food Warehouse, Livingston - <https://bit.ly/3hqWBJ4>. Permanent/part-time. |
| **Driver Home Care Assistants**, ION Care and Support, West Lothian.  Due to continued growth, ION has opportunities for anyone who wants to make a real difference. They are currently recruiting Driver Home Care Assistants to work in the West Lothian region. Applicants must be 18+ and have access to own transport.  Employer offers: Permanent full and part-time contracts, £9.63 per hour + 25p mileage, flexible schedule to suit availability, access to SVQ qualifications, a referral bonus scheme.  No experience is required - all you need is a positive attitude and a willingness to make a difference to our service users lives. If this sounds like the role for you then please email [andrew@ioncareandsupport.com](mailto:andrew@ioncareandsupport.com) or call 07949443313 for more information. |
| **Apprenticeships in Hospitality Scotland** is a ground-breaking training course that began as a partnership between hotels across Scotland. Apprentices follow the modern apprenticeship in hospitality services and spend six months in each key department: housekeeping, food and beverage, kitchen and reception. For more information and details of how to apply please see: <https://www.apprenticeshipinhospitality.scot> |
| Next in Livingston currently has the following vacancies:   * **Delivery Assistant** * **Sales Consultant** * **Christmas Support Team** (closing date 14 October)   The link will take you to the search page on the company website: <https://careers.next.co.uk/>. |
| **Kitchen Assistant / Porter**, Livingston - <https://bit.ly/3tAKYUX> . Based within a busy warehouse location providing catering services to colleagues and management. Closing date 4 October. |
| **Production Team Member, Genius Foods, Bathgate** – <https://geniusfood.com/en-gb/work-with-us/>. Applicants must be 18+ to apply. |
| **Childcare Apprenticeships** available in Linlithgow, Livingston, Bathgate, Currie, Broxburn, Harthill and Edinburgh. Please see [www.apprenticeships.scot](http://www.apprenticeships.scot) for more details. |
| **West Lothian Council opportunities currently available:**   * **Supply Care Home Domestic (house, kitchen, laundry).** Various locations throughout West Lothian – <https://bit.ly/2Q2jY10>. Closing date 31 December. * **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. |
| **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. Current vacancies can be found here: <https://www.edinburghfuse.com/jobs/> |
| **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](mailto:bgateway@westlothian.gov.uk). |
| **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. |
| For vacancies at **Aldi** stores in West Lothian, please see <https://www.aldirecruitment.co.uk/> |

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| **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:   * **No current opportunities in West Lothian** |

**RAF Apprenticeships**

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

Please be aware that some roles have a slow recruitment process, in some cases this can take over a year to complete. This is because training places for the considerable future have already been allocated. However, the recruitment process for some roles is much quicker because there is a current requirement to fill training places and this can be discussed with your local AFCO by phone. More information can be found here: - <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 • mariner • port operator • supply chain operative • postal and courier operative.

**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) • dental nurse •

engineering technician (weapon engineering – submariner) • mine warfare specialist •

Royal Marines commando • 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/>. |

**Agencies**

***If you are under 18:***

***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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| Adecco. Tel 333 0433871.  [www.adecco-jobs.com](http://www.adecco-jobs.com)  Tel 333 0433871 |
| 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) |
| Connect Appointments, Houstoun Interchange in Livingston – 01506 449944.  **Applicants must be 18+.**  <https://www.connectappointments.co.uk/> |
| Cordant People. Tel 0131 285 0550.  Recruits for industrial, production and machine operators in West Lothian. Must be 18+.  Registration is online and interview is by video call.  <http://cordantpeople.com> |
| Office Angels, 106 Almondvale South, Livingston – 01506 832260.  [www.office-angels.com](http://www.office-angels.com) |
| Search Recruitment – 0131 718 8081  [www.search.co.uk](http://www.search.co.uk) |
| Whiteclaw Agency, Carmondean, Livingston – 01506 237226  [www.whiteclawagency.co.uk](http://www.whiteclawagency.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> |

**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**  **Starting work?** This benefit has been introduced to support 16 to 24 year olds into work. The age limit rises to 25 for care leavers. Applicants need to have been unemployed for six months and in receipt of certain benefits. If your application is successful, you'll get £252.50, or a higher payment of £404 if you are the main carer of any children. This will come in one payment and you do not need to pay this money back.  **What you can spend the payment on:**  The payment is intended to help with the costs of starting a new job.  It's up to you what you spend the money on and the Job Centre does not need to see any receipts. You could use it for things like:   * travel costs, such as a bus or train pass * lunches * new clothes or a uniform * childcare   For more information on this benefit, eligibility criteria and details of how to apply, please see: <https://www.mygov.scot/job-start-payment/> |

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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 you  Episode 2 – Interview helps and tips  Episode 3 – Applying for college  Episode 4 – University  Episode 5 – Employment and the labour market  Just 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) 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>. |

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| **Volunteering**  **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>.  **Five Sister’s Zoo** is currently recruiting Visitor Engagement Volunteers: For more details of the role and how to apply please see <https://bit.ly/2Tda8LC>. |

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| **Young Carers Grant**  The Young Carer Grant is available for 16-18-year olds who spend an average of 16 hours caring for someone who receives a disability benefit. Young carers can combine the hours they spend caring for more than one eligible person in order to reach the 16 hours a week requirement. For more information and eligibility criteria, please see <https://bit.ly/2sHSsKj> |

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| **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** | | --- | --- | --- | --- | --- | --- | | April 2021 | £8.91 | £8.36 | £6.56 | £4.62 | £4.30 |   Apprentices  If 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. |



