**Snippets Bulletin**

**2 November 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.

This bulletin is sent to young people looking for work, training providers, voluntary organisations, schools and colleges, West Lothian Council and many other organisations. If you would like to be added to the circulation list or need help to apply for any of the opportunities shown below please phone 01506 434249 to speak to one of our advisers.

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| New! **Sales Advisor,** River Island, The Elements, Livingston – [see here](https://riverislandretail.pinpointhq.com/en/jobs/29590). 20 hours per week.  |
| New! **Apprentice Civil Engineer 2022,** Balfour Beatty, UK wide – Scotland. [See here.](https://www.balfourbeattycareers.com/job-detail?detail=uk359-apprentice-civil-engineer-level-3-scotland-2022) |
| New! **Parts Apprentice,** Arnold Clark, Sighthill, Edinburgh - [see here.](https://careers.arnoldclark.com/job/parts-apprentice-11292.aspx) |
| New! Dobbie’s, Livingston has the following vacancies:* **Kitchen Assistant** - [see here.](https://careers.dobbies.com/kitchen-assistant-84775.htm) 30 hours per week including weekends. Closing date 17 November.
* **Restaurant Assistant** - [see here.](https://careers.dobbies.com/restaurant-assistant-81518.htm) 8 hours per week, seasonal. Closing date 30 November.
* **Restaurant Customer Advisor** - [see here.](https://careers.dobbies.com/restaurant-customer-advisor-81516.htm) 20 hours per week. Closing date 15 November.
* **Operations Expert** – warehouse - [see here.](https://careers.dobbies.com/operations-expert-warehouse-85507.htm) 30 hours per week. Closing date 23 November.
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| New! **Apprentice IT Engineer,** Adarma, Fountainbridge, Edinburgh - [see here.](https://apply.workable.com/adarma/j/0E85DCCFB5/) |
| New! **Branch Network Apprentice,** HSBC, various locations across Edinburgh - [see here](https://hsbc.taleo.net/careersection/external/jobdetail.ftl?lang=en_GB&job=871125&src=JB-12441). Closing date 28 November. |
| New! **Housekeeping Team Member,** Travelodge, Livingston - [see here.](https://www.travelodge.co.uk/careers/vacancies/45267/housekeeping-team-member--part-time--8-hours-per-week.html) 8 hours per week.  |
| New! **Self -Employed Delivery Drivers,** Rocket Delivery, Deans Industrial Estate, Livingston. Hours of work are 10.30 am to 7 pm. Company will provide help on the processes involved in being self-employed. Applicants should be 18+ and have been driving for at least six months. Pay is £122 per day in the run up to Christmas, then dropping back to approx. £100 per day thereafter. To apply, please call Lorraine Cassidy on 07783339518.   |
| New! Sky currently has the following opportunities:* **Part-time Contact Centre Service Advisors** - [see here](https://careers.sky.com/job/14155043/part-time-contact-centre-service-advisor-livingston-livingston-gb/).
* **Part-time Customer Service Advisors** - [see here](https://careers.sky.com/job/14155042/part-time-customer-service-advisor-livingston-livingston-gb/).
* **Customer Service Advisors (weekend shift) -** [see here.](https://careers.sky.com/job/14085167/customer-service-advisor-weekend-shift-livingston-gb/)
* **Contact Centre Service Advisors -** [see here.](https://careers.sky.com/job/14063338/contact-centre-service-advisor-livingston-livingston-gb/)
* **Contact Centre Sales Advisors -** [see here.](https://careers.sky.com/job/14003220/contact-centre-sales-advisor-livingston-livingston-gb/)
* **Customer Sales Advisors -** [see here](https://careers.sky.com/job/14003201/customer-sales-advisor-livingston-livingston-gb/)
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| New! ARUP in Edinburgh has the following opportunities:* **Advanced Apprenticeship – Business Administration -** [see here](https://careers.arup.com/earlycareers/vacancy/advanced-apprenticeship---business-administration-2659/2685/description/?utm_source=indeed). Closing date 3 January 2022.
* **Degree Apprenticeship – BEng (Hons) Civil Engineering – Consulting -** [see here](https://careers.arup.com/earlycareers/vacancy/degree-apprenticeship---beng-hons-civil-engineering---consulting-2658/2684/description/?utm_source=indeed). Closing date 9 January 2022.
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| Tesco has the following vacancies:* New! **Festive Colleagues – Night / Twilight, Linlithgow.** [see here](https://www.tesco-careers.com/jobdetails/667227/). Various shifts. Closing date 7 November. Must be 18+ due to night shift hours.
* New! **Warehouse Operative, Livingston** - [see here](https://www.tesco-careers.com/jobdetails/678875/). Closing date 7 November.
* New! **Warehouse Operative – Festive Temps, Livingston -** [see here](https://www.tesco-careers.com/jobdetails/677552/). Closing date 7 November.
* New! **Customer Assistant, Bathgate -** [see here](https://www.tesco-careers.com/jobdetails/678563/). 22.5 hours per week, nightshift, Thursday, Friday, Saturday. Closing date 8 November. Must be 18+ due to night shift hours.
* New! **Customer Assistant, Bathgate -** [see here](https://www.tesco-careers.com/jobdetails/678564/). 22.5 hours per week, nightshift, Sunday, Friday, Saturday. Closing date 8 November. Must be 18+ due to night shift hours.
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| **Trainee Recruitment Resourcer,** Joint Force Alba, Broxburn. This is a Steps N2 Employment vacancy so conditions apply. For further details, please see vacancy at the end of this bulletin. Closing date 8 November.  |
| Schuh in Livingston has the following Christmas temp opportunities based at their head office:* **Customer Experience Team** – [see here](https://careers.schuh.co.uk/listings/all/1/3334/). Full-time.
* **Customer Experience Team** – [see here](https://careers.schuh.co.uk/listings/all/1/3335/). Part-time.
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| **Hairdressing Apprentice,** Edinburgh – [see here](https://www.apprenticeships.scot/vacancy-details/?refCode=132032). Closing date 12 November.  |
| **Team Member,** Chain Runner, Livingston – [see here](https://www.marstonscareers.co.uk/vacancies/12892/team-member.html). Applicants must use their social media profile to apply. |
| David Philp Commercials, Camps Industrial Estate, Kirknewton currently has the following opportunities: **Vehicle Paint Apprentice –** [see here](https://www.apprenticeships.scot/vacancy-details/?refCode=137631).**Vehicle Body Repair Apprentice -** [see here](https://www.apprenticeships.scot/vacancy-details/?refCode=137631).Closing date for both positions 30 November.  |
| **Vehicle Parts Apprentice,** Mercedes Benz, Newbridge – [see here](https://www.apprenticeships.scot/vacancy-details/?refCode=137634). Closing date 30 November. |
| Leonardo in Edinburgh has launched their 2022 recruitment drive with the following opportunities:* **Design Engineering Graduate Apprentice** – [see here](https://skillsdevelopmentscotland-my.sharepoint.com/personal/linda_strathdee_sds_co_uk/Documents/Action)
* **Design Engineering Technician Apprentice** – [see here](https://leonardo-career.talent-soft.com/job/job-design-engineering-ma-apprentice_3021.aspx)
* **Business Management Graduate Apprentice** – [see here](https://leonardo-career.talent-soft.com/job/job-business-graduate-apprentice_2971.aspx)
* **Business Apprentice** – [see here](https://leonardo-career.talent-soft.com/job/job-business-apprentice_2967.aspx)
* **Manufacturing Technical Apprentice** – [see here](https://leonardo-career.talent-soft.com/job/job-manufacturing-technical-apprentice_2882.aspx)
* **Manufacturing Apprentice** – [see here](https://leonardo-career.talent-soft.com/job/job-manufacturing-apprentice_2915.aspx)
* **Software Engineering Graduate Apprentice** – [see here](https://www.apprenticeships.scot/vacancy-details/?refCode=137233)

The closing date for all apprenticeships is 13 March 2022.  |
| **Seasonal Sales Assistant,** The Card Factory, Bathgate – [see here](https://jobsearch.cfjobs.co.uk/jobs/job/Seasonal-Sales-Assistant/10372). Fixed term contract until 3 January 2022 (at the latest).  |
| **Apprentice Chef,** The Grand Café (Scotsman Group), Edinburgh –  [see here](https://www.apprenticeships.scot/vacancy-details/?refCode=137291). Closing date 7 November. |
| **Apprentice IT Support Engineer,** The LogicIT Solutions, Livingston - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=137485) Closing date 26 November. |
| **Apprentice Medical Receptionist / Administrator,** Broxburn – [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=137442) Closing date 12 November.  |
| **Accounts Administrator Apprentice,** Edinburgh – [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=136629)<https://bit.ly/2YyLTtw>.  |
| Closing date extended. **IT and Telecoms Apprentice,** Brightridge, Houston Industrial Estate, Livingston – [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=137474) Pay is £13-16,000 per annum to start. Closing date 10 November.  |
| Burton’s Biscuits Co (Paterson Arran), Houston Industrial Estate, Livingston has a vacancy for **packing operatives -** [see here.](https://www.burtonsbiscuits.com/life-at-burtons/current-vacancies/700/) |
| **Store Team Members,** Home Bargains Café and Bakery, Livingston – [see here.](https://jobs.homebargains.co.uk/detail/13212/store-team-member-cafe-and-bakery-almondvale-retail-park--livingston) Closing date 25 November.  |
| New! Fossil Watch Station in Livingston Designer Outlet has the following opportunities:**Seasonal Sales Associate** - [see here](https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?partnerid=25613&siteid=5414&PageType=searchResults&SearchType=linkquery&LinkID=4391930#jobDetails=1745039_5414). 8 hours per week.**Temp Sales Associate** - [see here](https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?partnerid=25613&siteid=5414&PageType=searchResults&SearchType=linkquery&LinkID=4391930#jobDetails=1745044_5414). 20 hours per week.  |
| **Apprentice Business and Administration Operations Assistant**, Bathgate - [see here](https://www.apprenticeships.scot/vacancy-details/?refCode=136703).Closing date 12 November. |
| Iceland has the following opportunities:* **Retail Assistant Seasonal (**temporary), Livingston - [see here.](https://app.kallidusrecruit.com/Iceland/VacancyInformation.aspx?VId=126492) Part-time.
* **Retail Assistant,** The Food Warehouse, Livingston - [see here](https://app.kallidusrecruit.com/Iceland/VacancyInformation.aspx?VId=127837).
* **Retail Assistant** – online picking (seasonal), Bathgate - [see here.](https://app.kallidusrecruit.com/Iceland/VacancyInformation.aspx?VId=124758)Temp, part-time.
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| **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 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**
* **Sales Co-ordinator**
* **Christmas Support Team**

The link will take you to the search page on the company website: <https://careers.next.co.uk/>.  |
| **Production Team Members, Genius Foods, Bathgate** – <https://geniusfood.com/en-gb/work-with-us/>. Applicants must be 18+ to apply.  |
| **Childcare Apprenticeships** available in Livingston, Bathgate, Currie, Broxburn 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.
* **Customer Service Centre Advisors,** Civic Centre, Howden, Livingston - [see here.](https://www.myjobscotland.gov.uk/councils/west-lothian-council/jobs/customer-service-centre-adviser-west-lothian-civic-centre-44741-237185) Positions available: 1x36 hours, 2x28 hours and 3x36 hours. Closing date 17 November.
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| **FUSE** is a world class retail and hospitality academy, setting standards for skills, training, recruitment and career support in Edinburgh. It has been established in Edinburgh, connecting people to training courses, accredited qualifications, employers and jobs in both retail and hospitality. Jobs are based in the new St James Quarter and across the city. Current vacancies can be found here: <https://www.edinburghfuse.com/jobs/> |
| **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/> |

**Kickstart Scheme**

If you are 16-24 and claiming Universal Credit, you might be able to get a 6-month job through the Kickstart Scheme. If interested in any of the following vacancies, please speak to your DWP adviser:

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| Company Name | Job Title | Closing Date | Postcode | Area |
| Link Group Ltd | Records Management Assistant | 22/Nov/2021 | EH48 4PP | Bathgate |
| Link Group Ltd | Repairs Administrative Assistant | 22/Nov/2021 | EH48 2QN | Bathgate |
| The Dry Clean Team Ltd | Retail assistant | 05/Nov/2021 | EH48 2FY | Bathgate |
| The Dry Clean Team Ltd | Sewing machine assistant | 05/Nov/2021 | EH48 2FY | Bathgate |
| ALM Motors LTD | Vehicle Valeter | 08/Nov/2021 | EH48 2QG | Bathgate |
| SC Dhami Ltd | KP Counter Assistant | 08/Nov/2021 | EH48 1AX | Bathgate |
| Marstons PLC | Guest Service Assistant | 12/Nov/2021 | EH48 3PR | Bathgate |
| DBM Building Contractors LTD | Office Admin | 30/Nov/2021 | EH48 2EP | Bathgate |

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| Scottish Midland Cooperative Society Limited | Trainee Customer Service Assistant | 31/Dec/2021 | EH28 8PU | Livingston |
| PizzaExpress Group Limited | Support Team Member | 31/Dec/2021 | EH54 6QP | Livingston |
| Greggs plc | Greggs Kickstart Retail Team Member S4895 | 05/Nov/2021 | EH54 6HS | Livingston |
| Eurofins Food Testing UK Limited | Lab Technician | 10/Nov/2021 | EH54 9DR | Livingston |
| FORM ACCESS LTD | Yardsman Trainee Scaffolder | 06/Nov/2021 | EH29 9EN | Livingston |
| Right Medicine Pharmacy | Trainee Pharmacy Assistant | 13/Nov/2021 | EH52 6FD | Livingston |
| Link Group Ltd | Digital Engagement Assistant | 22/Nov/2021 | EH54 6TN | Livingston |
| Superdrug Stores PLC | Sales Advisor | 06/Dec/2021 | EH54 6HR | Livingston |
| Superdrug Stores PLC | Sales Advisor | 06/Dec/2021 | EH54 6HR | Livingston |
| Nando s UK IRE Springboard NEPT | Kickstart Nandoca (Team Member) | 30/Nov/2021 | EH54 6HR | Livingston |
| Alternate Energy UK Ltd | Office based Energy Advisors | 22/Nov/2021 | EH54 6QF | Livingston |
| Leisurexp ltd | Vehicle Preparation Technician | 06/Dec/2021 | EH28 8PJ | Livingston |
| Herd Cleaning Services Ltd | Domestic cleaner | 31/Dec/2021 | EH28 8LW | Livingston |
| THE JEWEL SUSHI LTD | Team Member | 30/Nov/2021 | EH54 6NB | Livingston |
| DC Recruitment Ltd | Admin Assistant | 10/Dec/2021 | EH54 5DW | Livingston |
| Druids Golf Ltd | ECommerce Assistant | 30/Nov/2021 | EH28 8QN | Livingston |
| Druids Golf Ltd | Graphic Designer | 30/Nov/2021 | EH28 8QN | Livingston |
| Druids Golf Ltd | Digital Marketing Specialist | 15/Nov/2021 | EH28 8QN | Livingston |
| Braid Health and Wellbeing Ltd | Care Assistant | 15/Nov/2021 | EH54 6BU | Livingston |
| Artisan Cheesecakes | Assistant Baker | 08/Nov/2021 | EH54 8QH | Livingston |
| Artisan Cheesecakes | Assistant Chef | 08/Nov/2021 | EH54 8QH | Livingston |
| Santio Ltd | Delivery Driver Own Car | 31/Dec/2021 | EH52 6FD | Livingston |
| Almond Electric Gates Ltd | Trainee gate engineer | 05/Nov/2021 | EH54 5BF | Livingston |
| Advance Construction Scotland Ltd | General Construction Operative | 17/Dec/2021 | EH54 8AS | Livingston |
| The British Red Cross Society | Customer Service Assistant mobility aids | 15/Nov/2021 | EH54 6GR | Livingston |
| Linen Laundrette | Laundry Operative | 09/Nov/2021 | EH54 5DJ | Livingston |
| Thistle Gem Ltd | Social Media & Online Sales Administrator | 21/Nov/2021 | EH54 7FN | Livingston |

**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 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) 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 |
| From April 2021 | £9.50 | £9.18 | £6.83 | £4.81 | £4.81 |

If you are in your first year of your apprenticeship then you are legally entitled to at least the apprenticeship National Minimum Wage pay rate 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 the [National Living and Minimum Wage rates relevant to your age group](https://checkyourpay.campaign.gov.uk/#are_you_under_23_) |



**West Lothian Council Wage Subsidy Opportunity:**

|  |  |
| --- | --- |
| **Job Title**  | Trainee Recruitment Resourcer  |
| **Company Location** | * Joint Force Alba, Broxburn
 |
| **Hours / Days of work** | To be discussed – Full Time  |
| **Rate of pay** | 16 to 17 year olds National Minimum Wage 18 to 24 year olds Real Living Wage  |
| **Job Outline** | Joint Force Alba is a specialist ex-military recruitment consultancy, dedicated to the Scottish market. We specialise in providing organisations in Scotland with uniquely experienced and highly skilled talent with an Armed Forces background. We are a Veteran-owned business and often work with smaller to medium sized organisations across Scotland, placing candidates who have served in the British Army, Royal Navy or Royal Air Force. Typically, our candidates go into industries including engineering, tech/IT, health and safety, construction, energy and logistics. We are signatories to the Armed Forces Covenant and a Silver award winner in the Employer Recognition Scheme.**About the role:**This will be a hugely varied role, primarily supporting the Company director to develop the ex-Armed Forces talent pipeline for our clients.* Sourcing candidates using social media and CV databases
* Conducting initial telephone or video interviews with potential candidates to assess their potential
* Generating candidate profiles and formatting CVs
* Registering candidates on our CRM system
* Updating company website with new candidate profiles
* Supporting communications through the creation of graphics in Canva and scheduling through tools such as Hootsuite as well as the use of email marketing in mailchimp.
 |
| **Experience / Qualities/****Qualifications required****(Essential / Desirable) Essential** **Essential** | **The Person*** Excellent proficiency with MS Word and Outlook
* Personable with excellent interpersonal skills
* Excellent written and verbal communication skills
* Excellent attention to detail and organised
* Self-starter who can take the initiative when required
* Imaginative and creative, particularly for graphics/visuals
* Social media savvy, ideally at least one of LinkedIn, Facebook and/or Twitter

**16-24-year olds only - West Lothian Jobs Fund eligibility conditions apply. West Lothian Job Fund Opportunities are open to West Lothian Residents only. Applicants aged 16-18 must be unemployed, applicants 19-24 must be 3 months unemployed or have previously engaged with MCMC or GRFW.****“The employer has claimed an exception under the Equality Act 2010”** |
| **Training provided** | In-house training provided  |
| **Application process** | Please send CV to lisa.miller@westlothian.gov.uk |
| **Closing date** | Monday 8th November  |
| **Employer** | Joint Force Alba |