**Snippets Bulletin**

**24 January 2022**

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 an SDS adviser.

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| Dunelm Stores and Pausa Cafe in Livingston currently has the following opportunities:   * New! **Sales Assistant,** 8 hours - [see here.](https://www.dunelmcareers.com/vacancies/20412/sales-assistant.html) Closing date 31 March. * **Sales Assistant,** 16 hours - [see here.](https://www.dunelmcareers.com/vacancies/20031/sales-assistant.html) Closing date 31 January. * **Barista / Coffee Shop Assistant** - [see here](https://www.dunelmcareers.com/vacancies/20030/barista-coffee-shop-assistant.html). Closing date 31 January. |
| New! **Apprentice Vessel Maintenance / Cylinder Filler,** JGas, Bathgate - [see here.](https://uk.indeed.com/jobs?q&l=Livingston&start=20&vjk=f2d14746c72312d4&advn=7007429412164544) |
| New! **Construction Management Graduate Apprenticeship,** BAM - [see here.](https://bamcareers.com/gb/jobs/graduate-apprenticeship-construction-management-scotland-9986/)  Construction managers are responsible for delivering building projects such as schools, hospitals and office buildings. They manage projects from conception to completion. Day to day they are responsible for managing subcontractors, liaising with clients and ensuring the quality and safe delivery of projects. Alongside working on one of the BAM sites in Scotland, as an apprentice you will study at university on a day release basis. You will also get the opportunity to gain a professional qualification. |
| New! **Retail Assistant,** Lloyd’s Pharmacy, Livingston - [see here.](https://careers.mckessonjobs.uk/vacancies/2659/retail-assistant.html?source=Indeed&source=Indeed.com) |
| New! **Full and Part-time Team Members,** Innoflate, Livingston - [see here.](https://uk.indeed.com/jobs?q&l=Livingston&start=30&vjk=a7d0c7be997fbacc) |
| New! **Instore Team Members,** Domino Pizza, Bathgate - [see here.](https://uk.indeed.com/jobs?q&l=Livingston&start=30&vjk=de571320c06d94d6&advn=6974857778390294) |
| New! West Lothian Jobs Fund: **IT and Telecoms Trainee,** Brightridge Technology Ltd (IT Solutions and Services), Houstoun Industrial Estate, Livingston - [see here.](https://www.westlothian.gov.uk/article/66020/Wage-Subsidy-IT-and-Telecoms-Trainee) Conditions apply. ysClosing date 31 January. |
| New! **Customer Assistant (part-time),** Vue Cinema, Livingston Centre - [see here.](https://careers.myvue.com/job/customer-assistant-jobid-ref-4k-xckbie1) Applicants must be 18+. |
| New! **Barista,** Costa Coffee, Bathgate -[see here.](https://costa.dayforcehcm.com/CandidatePortal/en-GB/costa/Posting/View/57916) 14 hours per week. |
| New! **Marquee Builder,** Arc Marquees, Whitehill Industrial Estate, Bathgate - [see here.](https://arcmarquees.com/marquee-erector-job-details/) Temporary for 6 months. No experience needed as full training will be given. Applicants must be 18 or over and be able to get to the company premises at 6:45 a.m. |
| New! **Health and Wellbeing Virtual Workshop** 10am -12 on 9 February  This Access 2 Employment virtual workshop will be delivered via zoom or teams. It considers the impact of fitness, nutrition, routine and sleep on wellbeing and also provides practical techniques to help deal with stress, anxiety and unhelpful thoughts. If you would like to reserve a place on this course, please call 0800 032 9768 or email [a2ewellbeingteam@westlothian.gov.uk](mailto:a2ewellbeingteam@westlothian.gov.uk). |
| New! West Lothian Jobs Fund: **Trainee Social Care Support Worker,** Craigmair Interim Care Home, Craigshill, Livingston. For more details, please see vacancy at the end of this bulletin. Closing date 31 January. |
| New! West Lothian Jobs Fund: **Apprentice Quality Control Inspector**, Component Sense, Kirkton Campus – [see here.](http://www.positive-destinations.co.uk/article/37747/Wage-Subsidy-Apprentice-Quality-Control-Inspector) Closing date 31 January. |
| New! West Lothian Job Fund: **Support At Home Care Worker,** West Lothian Council – [see here.](http://www.positive-destinations.co.uk/article/38132/West-Lothian-Job-Fund-Trainee-Support-at-Home-Care-worker) Closing date 31 January. Conditions apply. |
| New! Wage Subsidy opportunity: **Trainee Recruitment Resourcer,** Joint Force Alba, Broxburn - [see link.](http://www.positive-destinations.co.uk/article/44142/Wage-subsidy---Trainee-Recruitment-Resourcer) Closing date 31 January. Conditions apply. |
| **Apprentice Accounts Assistant,** Transcal Ltd, Livingston – [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=139021) Closing date 31 January. |
| **Apprentice Office Administrator,** Stellar Omada, Roddinglaw Business Park, Edinburgh - [see here.](https://qaapprenticeships.kallidusrecruit.com/vacancyinformation.aspx?vguid=dd85ad1d-d8e4-4193-81a5-8b05ae31c039) 35 hours per week. £18,000 per year. Closing date 28 January.  Want more information about this vacancy? Phone Nadia on 0141 226 1311. |
| Eastern Western Motor Group currently has the following vacancies at the Accident Repair Centre in Broxburn:   * **Apprentice Panel Beater -** [see here.](https://www.ewcareers.co.uk/current-vacancies/Apprentice-Panel-Beater/4021/?fbclid=IwAR1s9ftRFD7CuUVqea0EzkwbM7toBcGhwgcBOvmakvawxlm718FxLTKzq4Y) * New! **Apprentice Spray Painter -** [see here.](https://www.ewcareers.co.uk/current-vacancies/Apprentice-Spray-Painter/4053/) |
| **Apprentice Heavy Vehicle Technician,** Scania, Newbridge - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=138743) Closing date 31 January. |
| **Apprentice Support Assistant,** Rock Trust, Livingston - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=138998) Closing date 24 January. |
| **Apprentice Vehicle Parts Adviser,** Lothian DAF, Bathgate - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=139124) Closing date 31 January. |
| **Vehicle Parts Apprentice,** Broxburn - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=138726) Closing date 31 January. |
| **Apprentice Digital Administrator,** Johnston Fuels, Bathgate - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=138692) Closing date 28 February. |
| **Apprentice Heavy Vehicle Technician,** AM Phillip, Broxburn – [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=139197) Closing date 28 February. |
| **Apprentice Central Processing Team Assistant,** Edinburgh - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=138736) Closing date 31 January. |
| **Apprentice Database Co-ordinator,** Kinly, Livingston - [see here](https://www.apprenticeships.scot/vacancy-details/?refCode=138731). Closing date 28 February. |
| **Apprentice IT Support Assistant,** British Geological Survey, Currie - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=139019) Closing date 8 February. |
| Closing soon! **Apprentice Fire and Security Operative,** Spire Security Systems Ltd, Corstorphine, Edinburgh - [see here](https://www.apprenticeships.scot/vacancy-details/?refCode=138737&fbclid=IwAR1mUNJtPQI4A0C6uTv0-bExB0pGIm_ybs9jNSnI0T5Ek9I5mBOrjAlI4ws). Closing date28 January. |
| **Supply Chain Apprentice / Warehouse Administration,** Newbridge - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=139090) Closing date 28 January. |
| **Office Junior, Kirkton Flooring, Houstoun Industrial Estate, Livingston**  Full training will be provided, and a modern apprenticeship qualification can be discussed after 6-12 months service.  **Main Duties include:**   * Answering incoming calls, transferring calls and/or taking accurate phone messages. * Dealing with incoming emails and organising accordingly. * Data entry (on Microsoft Word, Excel, and Outlook). * Scanning and filing documents. * Assisting with day-to-day administration tasks, as and when required.   The successful candidate will have excellent attendance and time keeping skills, hardworking and have a willingness to learn and expand existing skill set. No direct experience is required however ideally you will have a good level of typing, reading, and writing skills. Experience with Microsoft Word, Excel and Outlook is preferred. No specific qualifications are required for the role.  **Hours of work:** Monday to Friday 9am to 5pm  **Salary:**£11,000 - £13,000. Kirkton Flooring is a Living Wage employer, and we ensure all our employees are paid the recommended living wage.  **Applications:** Please send a CV with covering letter to [caren@kirktonflooring.co.uk](mailto:caren@kirktonflooring.co.uk) |
| **Painter and Decorator Apprentices** (2), Platform Interior Solutions, working in the Edinburgh and Glasgow areas - [see here](https://www.apprenticeships.scot/vacancy-details/?refCode=139006&fbclid=IwAR2xD3SN1m4CKirZ7JephJw5QlV-zdrsH2TU3uBSylHVp5u4Iyu_WE2An1M). Closing date 29 January. |
| **Apprentice Service Engineer,** JCB Scot, Edinburgh - [see here](https://scot-jcb.current-vacancies.com/Jobs/Advert/2486134?cid=1942&LinkType=1&FromSearch=False&fbclid=IwAR0lPAS4Let1n1ABMaHVeYCt04af7KimlGqAV7wep2bioRmVX7HmaAJxKWU). Closing date 30 January. |
| [**Apprentice**](https://www.facebook.com/hashtag/purespaandbeauty?__eep__=6&__cft__%5b0%5d=AZXSJbt6mH21lQI8pg6J2zM31BDQcUt3gYWSAM0OycxYi_Qx6-m33V1eACFcBMyEzkj2xn-BIzAgM1D_YYnVvigONwqPZ7oP0VdW5e8YkY7UueCCZFNWAcZbPn3BVMcxwXkeQzSvAzgc-RSD4AcC2nKaMelnYV1MvgkQ_8hkD2L5_Tp6yZ5rGxpqUk43ojZVv2s&__tn__=*NK-R) **Front of House Customer Service Assistant,** Pure Spa and Beauty,Rose Street, Edinburgh - [see here](https://www.apprenticeships.scot/vacancy-details/?refCode=138959). Closing date 28 January. |
| **Apprentice Service Desk Analyst,** Computershare, Central Edinburgh - [see here](https://qaapprenticeships.kallidusrecruit.com/vacancyinformation.aspx?vguid=cdf82c54-87ea-4da2-a547-aaf14b86d6f8). Closing date2 March. |
| **IT Technical Support Assistant Apprentices,** University of Edinburgh, Little France, Edinburgh Bioquarter - [see here](https://qaapprenticeships.kallidusrecruit.com/vacancyinformation.aspx?vguid=7950fe40-e940-43e3-88b1-d5a19eee984c). Closing date22 February. |
| **Trainee Accountant School Leaver,** Mazars, Haymarket, Edinburgh - [see here.](https://jobs.mazars.co.uk/jobs/vacancy/trainee-accountant-school-leaver-privately-owned-business---september-2022-0859-edinburgh/877/description/) |
| Ernst Young currently has the following vacancies:   * **Assurance Apprenticeship Programme,** Edinburgh and Glasgow - [see here.](https://www.ey.com/en_uk/careers/students/programmes/schools/assurance) * **Tax Apprenticeship Programme, Edinburgh -** [see here.](https://www.ey.com/en_uk/careers/students/programmes/schools/tax) |
| **Cabin Crew,** Ryanair, Edinburgh – [see here.](https://careers.ryanair.com/search/#job/200ef1) |
| **Customer Helpers – Passenger Service Agents,** Jet 2, Edinburgh Airport - [see here](https://krb-sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?partnerid=30013&siteid=5476&PageType=JobDetails&jobid=1879160&codes=Indeed#jobDetails=1879160_5476). 20 and 30 hour contracts available. |
| Farmfoods currently has the following opportunities:   * **Retail Assistant,** Bathgate. Part-time - [see here.](https://jobs.farmfoods.co.uk/job/230958) 20 hours per week. * **Part-time Retail Assistant,** Bo’ness **–** [see here](https://jobs.farmfoods.co.uk/job/228799). 12 hours per week. |
| **Craft Apprenticeship Programme – Overhead Linespersons and Fitters,** Scottish Power - [see here.](https://www.scottishpower.com/pages/craft_apprenticeship_programme.aspx) Closing date 20 March. |
| **Store Colleague,** Holland and Barrett, Livingston Centre. 24 hours per week - [see here](https://www.hollandandbarrettjobs.com/jobs/vacancy/store-colleague-14575-livingston/14565/description/?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed). |
| Arnold Clark is currently advertising the following apprenticeships:   * **Apprentice Mechanic**, Armadale - [see here.](https://apprenticeships.arnoldclark.com/job/apprentice-mechanic-12026.aspx) * **Apprentice Mechanic**, Livingston - [see here.](https://apprenticeships.arnoldclark.com/job/apprentice-mechanic-12066.aspx) |
| Various retail vacancies are currently available at Livingston Designer Outlet. Please [see here](https://livingston-designer-outlet.co.uk/careers/) to get more information. |
| **Tony Macaroni** accepts speculative CVs for kitchen and front of house - [see here.](https://www.tonymacaroni.co.uk/jobs/) |
| West Lothian Jobs Fund: **IT and Telecoms Trainee,** Brightridge Technology Ltd (IT Solutions and Services), Houstoun Industrial Estate, Livingston - [see here.](https://www.westlothian.gov.uk/article/66020/Wage-Subsidy-IT-and-Telecoms-Trainee) Closing date 31 January. |
| Closing date extended! **Helpdesk Administration Apprentice,** Target-FM, Pumpherston – [see here](https://eu7.advorto.com/QAApprenticeships/VacancyInformation.aspx?VId=78239). Closing date 28 February. |
| **Gas Engineering Advanced Apprenticeship (gas transmission),** National Grid, Bathgate - [see here](https://careers.nationalgrid.com/search/job/0-26282). Closing date 27 February 2022. |
| Halfords currently has the following opportunities in West Lothian:   * **Customer Sales Advisor,** Livingston - [see here](https://careers.halfordscareers.com/cw/en/job/528495/customer-sales-advisor-12-hours-per-week?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed?source=IND). 12 hours. |
| Nando’s currently has the following opportunities:   * **Team Member Floor or Grills** - [see here](https://nandos.wd3.myworkdayjobs.com/en-US/Nandos/job/Nandos-Livingston---Almondvale-Ave-Livingston-EH54-6HR/Nandos-team-member--Floor-or-grills_R0000012413?source=Indeed). * **Team Member** - [see here](https://nandos.wd3.myworkdayjobs.com/en-US/Nandos/job/Nandos-Livingston---Almondvale-Ave-Livingston-EH54-6HR/Nandos-team-member_R0000011397?source=Indeed) |
| * **Restaurant Assistant,** Dobbie’s, Livingston. 20 hours per week - [see here.](https://careers.dobbies.com/restaurant-assistant-92617.htm) Closing date 9 February. |
| Home Bargains in Livingston has the following opportunity:   * **Store Cleaner (part-time),** Almondvale Retail Park - [see here.](https://jobs.homebargains.co.uk/detail/13902/store-cleaner-almondvale-retail-park--livingston) |
| Sky in Livingston has the following opportunities:   * **Technology Apprenticeship Programme** - [see here](https://careers.sky.com/job/14326247/technology-apprenticeship-programme-livingston-livingston-gb/). Closing date 11 March 2022. * **Software Development Apprenticeship Programme** - [see here](https://careers.sky.com/job/14326245/software-development-apprenticeship-programme-livingston-livingston-gb/). Closing date 11 March 2022. |
| The Rowan Tree in Armadale currently has the following opportunities:   * Relisted! **Team Member (Bar and Waiting)** - [see here.](https://www.marstonscareers.co.uk/vacancies/14950/team-member.html) * Relisted! **Line Chef** - [see here.](https://www.marstonscareers.co.uk/vacancies/14949/line-chef.html) * **Cleaner** - [see here](https://www.marstonscareers.co.uk/vacancies/14948/cleaner.html).   Applicants must use their social media profile to apply. |
| **Wholetime Firefighter,** Scottish Fire and Rescue Service - [see here](https://www.myjobscotland.gov.uk/emergency-services/scottish-fire-and-rescue-service/jobs/wholetime-firefighter-200455). Applicants must be aged 18 years or over at date of application, meet the require medical and physical fitness standards and be able to demonstrate key qualities such as exceptional team working, communication & problem-solving skills. Closing date 31 March 2022. |
| **Technology Degree Apprenticeship,** Accenture, Morrison St, Edinburgh – [see here](https://www.accenture.com/gb-en/careers/jobdetails?id=R00054658_en&title=Edinburgh+Technology+Degree+Apprenticeship+2022).  Closing date 27 March 2022. |
| Next in Livingston currently has the following vacancies:   * **Delivery Assistant** * **Sales Consultant** * **Office Assistant**   The link will take you to the search page on the company website: <https://careers.next.co.uk/>. |
| **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) |
| Leonardo in Edinburgh has launched their 2022 recruitment drive with the following opportunities:   * **Design Engineering Graduate Apprentice** –[see here](https://leonardo-career.talent-soft.com/job/job-design-engineering-graduate-apprentice_2905.aspx). * **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://leonardo-career.talent-soft.com/job/job-software-engineering-graduate-apprentice_2874.aspx) * **Facilities Management Graduate Apprentice -** [see here.](https://leonardo-career.talent-soft.com/job/job-facilities-management-graduate-apprentice_3114.aspx)   The closing date for all apprenticeships is 13 March 2022. |
| **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> |
| **Production Team Members, Genius Foods, Bathgate** – <https://geniusfood.com/en-gb/work-with-us/>. Applicants must be 18+ to apply. |
| **Childcare Apprenticeships** available in numerous locations throughout West Lothian and Edinburgh. Please see [www.apprenticeships.scot](http://www.apprenticeships.scot) for more details. |
| **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/> |

**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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| **Livingston Youth Trust**  Livingston Youth Trust is a small trust that provides financial assistance to individual young people from Livingston.  It can help to give support towards future progress in the chosen fields of the arts, sport and music.  The Trust considers general applications from individuals, groups of young people and organisations working with young people and based in Livingston.  Such general applications must be clearly presented and have specific benefits for  young people.  Applications for general subsidy will not be considered.  Young people under the age of 21 or organisations working with young people under the age of 21 with an active interest in a chosen field may apply, where the individuals or organisations are not in a position to develop that interest from their own resources.  The  Youth Trust can provide one-off grants where an individual is taking part in educational, cultural and sporting activities or training programmes which are likely to develop or enhance their abilities.  For more information, please [see here.](https://www.westlothian.gov.uk/article/45240/Livingston-Youth-Trust?fbclid=IwAR3cMLub699orSjLx4JOuDjtgOBY1gG0Rwv9EpbslBNBiqQrmYuCXnZWM6I) |

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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 | | From April 2022 | £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 Job Fund**

# **Vacancy Details**

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| Job Title | **West Lothian Job Fund Trainee Social Care Support Worker** |
| **Service & Location** | Livingston - Craigmair |
| **Hours / Days of work** | 36hrs between hours of 7.30am and 10pm over 7 days per week (1 years fixed term contract) |
| **Rate of pay** | Band 2 appropriate West Lothian Job Fund trainee rate |
| **Job Outline** | **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”**  Purpose of the job  To work as part of a team aiming to deliver the highest standard of care and support to meet the needs of older people within a Care Home setting.  Key Tasks   * Supporting individuals with personal care including bathing and continence care. * Supporting with dressing and undressing Enabling service users to eat and drink Supporting with mobility. * Administering topical medication in line with organisational policy and procedure. * Enabling individuals to maintain contacts with family and friends. * Contributing to care planning and reviewing care plans. * To be aware of individuals interests and encourage meaningful activities. * To undertake training and development appropriate to the role. * To be aware of and work within Council Policy and Procedures. * To undertake other duties as appropriate to the role. * To acquire, develop and maintain a good understanding of the "core values" associated with social care, e.g. privacy, self-determination, dignity, choice, etc. |
| **Experience /**  **Qualifications required**  **(Essential / Desirable)** | Essential   * Ability to communicate effectively with a range of people * Good literacy and numeracy skills * Good at working with others * Willingness to learn and apply that within the workplace   Desirable   * Experience of caring for people * SVQ Level II Health and Social Care or other relevant equivalent experience * 18+ |
| **Personal qualities required** | * Good interpersonal and organisational skills * Ability to work as a member of a team * Caring and reliable * Respect other people’s values and beliefs |
| **Training provided** | You will work towards achieving an SVQ 2 in Health and Social Care. In house training as required. |
| **Additional Information** | Enhanced PVG to comply with requirements including those of care inspectorate will be undertaken for successful candidate. |
| **Application process** | CV to the email below |
| **Closing date** | 31/1/2022 |
| **Employer** | West Lothian Council |
| **Telephone** | 0800 032 9768 |
| **Contact** | Lauren Barbour Employment Adviser |
| **Email** | [stepsn2work@westlothian.gov.uk](mailto:stepsn2work@westlothian.gov.uk) |