**Snippets Bulletin**

**16 May 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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| New!Jupiter Artland in East Calder has the following opportunities available:   * **Kitchen Porter** - [see here](https://www.jupiterartland.org/vacancies/kitchen-porter/). Accommodation also provided. * **Administrative Assistant** - [see here.](https://www.jupiterartland.org/vacancies/administrative-assistant/) * **Seasonal Food and Beverage** - [See here.](https://www.jupiterartland.org/vacancies/foodandbeverageassistant/) * **Seasonal Visitor Experience Assistant** - [see here](https://www.jupiterartland.org/vacancies/seasonal-exhibition-assistant/). This role includes box office duties. |
| New! NHS Lothian currently has the following opportunities:   * **Apprentice Healthcare Support Worker** (level 2), various sites across Edinburgh - [see here.](https://apply.jobs.scot.nhs.uk/displayjob.aspx?jobid=102814) Closing date 27 May. * **Apprentice Healthcare Support Worker** (level 3), North-west Edinburgh - [see here.](https://apply.jobs.scot.nhs.uk/displayjob.aspx?jobid=102838) Closing date 27 May. * **Apprentice Telecoms Operator,** St John’s Hospital, Livingston - [see here.](https://apply.jobs.scot.nhs.uk/displayjob.aspx?jobid=102843) Closing date 27 May.  The new National Pre-Registration Trainee Pharmacy Technician Scheme launched in March 2022. NHS Scotland has significant plans for the recruitment of pharmacy technicians across Scotland over the next few years.NHS Education for Scotland is hosting information sessions for prospective applicants at 10 am to 11 am on 25 May and 31 May. By attending a session, you'll learn:  * about the profession * how the Technical Apprenticeship programme is delivered what the minimum entry requirements are * If you're interested in attending one of these sessions, please sign up for email alerts.   More information can be found here: <https://www.careers.nhs.scot/ptpt>   * **Progress Your Potential Programme** - provides the opportunity to gain essential skills for the workplace and gain a qualification that will support any future career or education progression. This will be provided by the experience gained in the workplace and completing education provided by Edinburgh College and Tree of Knowledge.   A variety of roles will be available including administrative assistants, play workers, activity co-ordinators. To be considered for these roles, you must:   * Be between 16 – 24 years of age * Be living in the following council areas: City of Edinburgh Council, Midlothian Council, East Lothian Council or West Lothian Council * Have lived experience of the care system in Scotland (e.g., experience of the hearings system, received support from a social worker and possibly lived away from your biological parents. This can include kinship care, foster care, secure care, residential care or being looked after at home) |
| New! **Apprentice Warehouse Assistant,** Howdens Joinery Ltd, Newbridge -[see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=142845) Closing date 31 May. |
| New! **HNC Apprenticeship in Civil Engineering (Infrastructure),** Arup, Edinburgh - [See here.](https://careers.arup.com/earlycareers/vacancy/hnc-apprenticeship--civil-engineering--infrastructure-2901/2927/description/?source=Indeed) Closing date 31 May. |
| New! **Apprentice Heavy Vehicle Technician,** Bathgate. Company confidential, recruitment via GTG. [See here.](https://careers.gtg.co.uk/job/apprentice-heavy-vehicle-technician-16764.aspx) |
| New! **Trainee Pharmacy Assistant,** Well Pharmacy, Fauldhouse - [See here.](https://wellpharmacy.tal.net/vx/lang-en-GB/mobile-0/appcentre-1/brand-2/xf-edd780d5af26/candidate/so/pm/12/pl/12/opp/18381-Trainee-Pharmacy-Assitant/en-GB/posting/33213) For the successful applicant, there will be the opportunity to study towards an NVQ 2/3 qualification. |
| **Helpdesk Apprentice (Customer Service),** Novus Property Solutions, Bathgate – [see here.](https://www.novussolutions.co.uk/job/helpdesk-apprentice/) |
| **Team Member,** Pizza Hut, Livingston Designer Outlet – [see here.](https://recruitment.pizzahut.co.uk/members/modules/job/detail.php?record=17732&utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed) Closing date 5 June. |
| **Trainee Drainage Technician,** Ipsum Group - [see here.](https://uk.indeed.com/jobs?q=apprentice%2C%20trainee%2C%20junior&hl=en&from=ja&l=Livingston&radius=25&alid=5cd2b0d90cf7333039286fd7&tmtk=1g2amrcnanbde800&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails&of=1&fr=t&vjk=43603463d53a1e9d) Company is also looking for fully qualified technicians. For those without the qualifications, full training will be provided. |
| **Full and part-time retail assistants** needed for Christie’s the Bakers new shop in Whitburn. [See here](https://shop.christiecakes.co.uk/pages/vacancies) for more information. |
| **Constance Care Open Day.** 18th May from 10am to 4pm.  This is a great opportunity find out about their current job vacancies, the career progressions in care and what it's like to be part of the care industry. The open day will be held at Constance Care, Ground Floor, Caledonia House, Quarrywood Ct, Livingston Village, EH54 6AX. Interested? Just go along on the day, no need to book. |
| Skills Boost courses currently available at West Lothian College:   * New! **Maths** (Summer 2022) - [see here.](https://www.west-lothian.ac.uk/courses/course-list/skills-boost-maths-summer-2022/?courseFinder=%2Fcourses%2Fcourse-finder%3Fkeywords%3Dskills%2Bboost%26page%3D1) * New! **Prep for College** (Summer 2022) - [see here.](https://www.west-lothian.ac.uk/courses/course-list/skills-boost-prep-for-college-summer-2022/?courseFinder=%2Fcourses%2Fcourse-finder%3Fkeywords%3Dskills%2Bboost%26page%3D1) * **Introduction to Digital Skills (online).** The aim of this course is to help improve digital literacy and prepare participants to work with Microsoft Office packages. It also covers digital safety for work, school or personal life. Duration is 14 weeks. No interview or formal entry requirements needed. [See here](https://www.west-lothian.ac.uk/courses/course-list/skills-boost-introduction-to-digital-skills-online/) for more information. * **Employability and Customer Service 2.** The aim of this course is to allow participants to develop employability skills, through various interactive sessions, employer engagement workshops and college faculty tours. This course could provide a progression route into further learning, training or employment. Start date May 2022. [See here](https://www.west-lothian.ac.uk/courses/course-list/skills-boost-employability-and-customer-service-2-ypgnttf-1/) for more details and to enrol. |
| **Trainee Chef,** Hook Shakk, Almondvale, Livingston - [see here.](https://uk.indeed.com/viewjob?jk=2376f5d49b188df4&q=apprentice,+trainee,+junior&l=Livingston&tk=1g28c7eg1nbde803&from=ja&advn=1796503197682477&adid=389059918&ad=-6NYlbfkN0AVqzteS-GF8jarJ1ltbmcGTpql5TK_0nkvOOP8ITbhzo0RUbfMmtkR-2W5gS4j7htctKe9FBxJcgQIhQTqBJRnMwJo9paDRuMrv4dX9kOViPbvOQcRqg7kPb4ovkgT-0w1qpy08tS66ZxLZ87iOls6neNTLa8gakEMPWbfZ5aTiZgqYsX3wiJLLfpTNHOmEV8hd7ElrqO4CLwvOEY57ms_CFE2GdCmH_GVNaqoIOS0Efpz0ASyC1mimwYbVTQdBcmHnP0jlWZirP2a9rgiPHIZvUEv1s64VL_QEvRtxdH78v0AZtUM97r2zRXNhed1QqGZ8JJE19QtxP18dBcRdJB-5mTkSy7q5jKsYAZ-vIHZ7GKmEM3-OeVR8IGO8hYFSHMt_kQ7_2RZwg%3D%3D&alid=5cd2b0d90cf7333039286fd7&pub=0cace3277f6b99df&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails) |
| **Customer Service Apprenticeship (Fraud Operations),** NatWest, Edinburgh - [see here.](https://jobs.natwestgroup.com/jobs/9369233-customer-service-apprenticeship-fraud-operations)   * **Software Developer Apprentice -** [see here.](https://ltsb.charity/digital-apprenticeships/#1557504373936-12b379b8-44fb) Recruitment for this position is carried out in conjunction with Leadership Through Sport & Business , a social mobility charity that prepares and supports young people into meaningful roles with major firms. * **Contact Centre Apprentice Bootcamp** – Recruitment for this opportunity is also carried out by Leadership Through Sport and Business. The next Edinburgh bootcamp will take place on 8 August. [See here](https://ltsb.charity/contact-centres/#1584114066787-df4c0941-f26f) for more details. |
| **Apprentice Childcare Assistant,** Tall Trees Children’s Nursery, Broxburn - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=142087)Recruitment is via Carousel Training. Closing date 7 June. |
| **Apprentice Body Repair Technician,** Stewart Roden, Broxburn - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=142732) Recruiting is via GTG. Closing date 27 May. |
| **Apprentice Heavy Vehicle Technician,** Mercedes-Benz, Broxburn - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=142179) Closing date 30 May. |
| **Business and Administration Apprentice,** NFU Mutual, Newbridge - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=142253) Closing date 12 June. |
| **Apprentice Digital Admin Assistant,** Judo Scotland, Newbridge - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=141158) Closing date 21 May. |
| **Apprentice Optical Assistant,** Specsavers, Bathgate - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=142638) Closing date 31 May. |
| **Apprentice Heavy Vehicle Technician,** David Philp Commercials, Kirknewton - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=142222) Closing date 31 May. |
| **Apprentice Business Admin Assistant,** Macklin Motors, Newbridge - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=142298) Closing date 12 June. |
| **Customer Service Apprenticeship Programme,** Sky, Livingston – [see here.](https://careers.sky.com/job/14480027/customer-service-apprenticeship-programme-livingston-october-2022-livingston-gb/) Successful applicants will start in October. |
| **Apprentice Supply Chain Warehouse Operative,** company not disclosed, Livingston. Initial recruitment is via 3 Phase Recruitment. More details and information on how to apply can be found at the end of this bulletin (ADDENDUM 1). |
| **MITSUBISHI ELECTRIC, Livingston:**   * New! **Production Operators** (Temporary Summer Positions) - [see here](https://uk.indeed.com/viewjob?jk=9b7a19bea4f31d8d&q=mitsubishi&l=West+Lothian&tk=1g2rogq0piel8801&from=web&advn=3282760382053056&adid=388397549&ad=-6NYlbfkN0C2LcVPMnK4035YHW9TW7-5rMIDUf7__6AJUnA5Vl-d-6qmXXB5PXDoZSwxs68ca92WVY_m_c-hLJpL6Y5RjkQqVbeiCefq06CPX02q8uzhURvRbqzKneCdkOMt6vEtMc4Hjn7kGoKa1ySkWRVrQw7sEBA1CcC_YtbsVguiug-oBcBcNSMbLJObSQUHnc-Ht4Qz3qpdY0BbAw6NMI8P2V5oJ7J8-hm-vJBD9wMm1_uNnhO8wW8uQfDSIoOdn-ZZzmnXBhKDw1gfbVNQe9Q4PdsCm_jC6MHn9LJb6lrk4UA0G71zenIBZTxNlAKL_1_w7a32i0V3mVh1U6xQqbWXNqHyebv4Y8egQ4_X5XH8i-fMHA%3D%3D&pub=4a1b367933fd867b19b072952f68dceb&vjs=3). * **Dayshift Production Operator** - [see here.](https://uk.indeed.com/?vjk=787ca7015d3642b5&advn=3282760382053056) 12 hour shifts. * **Production Operator** -7am - 4pm [see here.](https://uk.indeed.com/viewjob?jk=77bb9235883a07e3&q=mitsubishi&l=West+Lothian&tk=1g2rogq0piel8801&from=web&advn=3282760382053056&adid=385497529&ad=-6NYlbfkN0C2LcVPMnK4035YHW9TW7-5rMIDUf7__6AJUnA5Vl-d-1WEaYpJ-ioCOJ4BFHgE4-mnn7ujVQ5aUZo1Yq1E0au1Nbi-LRheGh7t4oAIoH0tDwf6vJ5Id557tnJYK7qVQr-nyz036bYLbHGSUu3YQSvvhjec7y1RtpvbeDFElefrJJXbfBqqu5SC6JItPS0bl7R_YwLkQiPn6Gc7I8TNjupalyr60pjXSV0lyyeI3skgAh8ICyjiJBBeWFs0ymXsIBqKosX37GzY7H5k8nJaQDoRLbvLNvLpDSLlnqvFck5RGWH7q5K9Bs8MQd6CpNG7e-BqBVVchp5Wb36a17RBZOkJL8u471jWhcvdx5oxxsNSMnPe3-z5TTDM&pub=4a1b367933fd867b19b072952f68dceb&vjs=3) Monday to Thursday. 7am-12 noon Friday. * **Nightshift Production Operator** - [see here.](https://uk.indeed.com/?vjk=54221197c61bead0&advn=3282760382053056)   Apply via Indeed.com |
| **ARNOLD CLARK:**   * **Apprentice After Sales Customer Adviser,** Armadale- [see here.](https://apprenticeships.arnoldclark.com/job/apprentice-aftersales-customer-advisor-16053.aspx) * **Parts Apprentice,** Armadale- [see here.](https://apprenticeships.arnoldclark.com/job/parts-apprentice-16056.aspx) * **Apprentice Mechanic,** Livingston - [see here.](https://apprenticeships.arnoldclark.com/job/apprentice-mechanic-16059.aspx) * **Apprentice After Sales Customer Adviser,** West Calder - [see here.](https://apprenticeships.arnoldclark.com/job/apprentice-aftersales-customer-advisor-15248.aspx) |
| **Trainee Bonus Surveyor**, Cruden Building,South Gyle, Edinburgh - [see here.](https://www.crudengroup.co.uk/construction/apprenticeships-and-training-opportunities/vacancies/trainee-bonus-surveyor-0) |
| **Interested in working in health and social care?** The Prince’s Trust is holding a Get Into Health and Social Care course between 11 July to 25 August in Livingston. Applicants must be 18-30. [See here](https://www.princes-trust.org.uk/help-for-young-people/get-job/get-experience/health-and-social-care-osc_282229) for more information. |
| **Apprentice Mechanical Maintenance Technician,** Shin-Etsu, Livingston - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=141936) Closing date 31 May. |
| **Apprentice – Retail,** Hays Travel - [see here.](https://careers.haystravel.co.uk/apprenticeships/apply) |
| Closing date extended! **Digital Marketing Apprentice,** company undisclosed, Newbridge - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=141265) Closing date 28 May. |
| Closing date extended! **Apprentice Customer Service Specialist,** Chase, Edinburgh - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=141558) Closing date 31 May. |
| **WEST LOTHIAN COUNCIL:**   * Closing soon! **Customer Service Officers**, various locations across West Lothian and a variety of hours available - [see here](https://www.myjobscotland.gov.uk/councils/west-lothian-council/jobs/customer-service-officers-various-locations-45549-273694). Closing date 19 May. * Closing soon! **Leisure Assistant,** Fauldhouse Partnership Centre - [see here.](https://www.myjobscotland.gov.uk/councils/west-lothian-council/jobs/leisure-assistant-fauldhouse-partnership-centre-45430-267162) 16 hours per week. Closing date 18 May. * Closing soon! **Support at Home Care Workers,** various locations across West Lothian - [see here.](https://www.myjobscotland.gov.uk/councils/west-lothian-council/jobs/support-home-care-workers-community-based-44511-228165) 25 hours per week. Closing date 18 May. * Closing soon! **Support at Home Service – Crisis Care** **Workers** (responding to falls, pendant activations), various locations across West Lothian - [see here.](https://www.myjobscotland.gov.uk/councils/west-lothian-council/jobs/support-home-service-crisis-care-worker-x-3-44925-246311) 30 hours per week. Closing date 18 May. * Closing soon! **Assistant Rangers,** Beecraigs Country Park - [see here.](https://www.myjobscotland.gov.uk/councils/west-lothian-council/jobs/assistant-rangers-beecraigs-country-park-45526-273495) Applicants must fulfil the essential criteria on the vacancy to be considered. Fixed term till 31 October. Closing date 18 May. * Closing soon! **Assistant Country Park Operatives -** [see here.](https://www.myjobscotland.gov.uk/councils/west-lothian-council/jobs/assistant-country-park-operatives-beecraigs-country-park-45527-273478) Applicants must fulfil the essential criteria on the vacancy to be considered. Fixed term till 31 October. Closing date 18 May. * Closing soon! **Customer Service Centre Advisers,** Kirkton Service Centre, Livingston - [see here.](https://www.myjobscotland.gov.uk/councils/west-lothian-council/jobs/customer-service-centre-adviser-kirkton-service-centre-45541-272997) Fixed term till 31 March 2023. Closing date 15 May. * Closing soon! **Customer Service Centre Advisers,** St David’s House, Bathgate - [see here.](https://www.myjobscotland.gov.uk/councils/west-lothian-council/jobs/customer-service-centre-adviser-swf-x-2-st-david-house-45542-272969) Fixed term till 31 March 2023. Closing date 15 May. * Closing soon! **Supply Sport and Leisure Assistant,** Inveralmond Community High School, Livingston - [see here.](https://www.myjobscotland.gov.uk/councils/west-lothian-council/jobs/supply-sport-leisure-assistant-adult-learning-45144-255707) 4 hours per day. Closing date 12 May. * **Supply Care Home Domestic,** various locations across West Lothian - [see here.](https://www.myjobscotland.gov.uk/councils/west-lothian-council/jobs/supply-care-home-domestic-house-kitchen-laundry-41806-152534) Closing date 31 December 2022. * **Supply Social Care Support Worker,** various locations across West Lothian - [see here.](https://www.myjobscotland.gov.uk/councils/west-lothian-council/jobs/supply-social-care-support-worker-41804-152535) Closing date 31 December 2022. * **Supply Cook / Assistant Cook,** various locations across West Lothian - [see here.](https://www.myjobscotland.gov.uk/councils/west-lothian-council/jobs/supply-cookassistant-cook-41805-152536) Closing date 31 December 2022. |
| **GTG (Glasgow Training Group):**   * **Apprentice Mechanic,** Broxburn - [see here.](https://careers.gtg.co.uk/job/apprentice-mechanic-14563.aspx) * **Apprentice Vehicle Panel Technician,** Broxburn - [see here.](https://careers.gtg.co.uk/job/apprentice-vehicle-panel-technician-12937.aspx) * **Apprentice Vehicle Paint Technician,** Broxburn - [see here.](https://careers.gtg.co.uk/job/apprentice-vehicle-paint-technician-12935.aspx) |
| **Apprentice Fire and Security Engineer,** Johnson Controls, Leith, Edinburgh - [see here](https://jci.wd5.myworkdayjobs.com/en-US/JCI/job/Edinburgh-Edinburgh-United-Kingdom/Apprentice-Fire---Security-Engineer_WD30139781?source=Indeed_Paid). |
| **Food Production Operative,** Bathgate - [see here.](https://www.aplitrak.com/?adid=bGIuNTI0NTkuNDcwN0BwZndyZWNydWl0bWVudC5hcGxpdHJhay5jb20) Applicants must be 18+ due to working hours. Recruitment is via the Connect Agency. |
| **Apprentice Scaffolder,** Tubetec Scaffolding, Camps, West Lothian. Applicants must be registered with the CITB. If interested please send your CV to [info@tubetecscaffolding.co.uk](mailto:info@tubetecscaffolding.co.uk). |
| **Apprentice Parts Person,** Western Toyota, Newbridge - [see here.](https://www.ewcareers.co.uk/current-vacancies/Apprentice-Parts-Person/4313/) |
| **CAMPBELL’S PRIME MEAT,** by Linlithgow:   * **Trainee / Apprentice Butcher** * **Trainee / Apprentice Fishmonger** * **Production Operatives**   [See here](https://www.campbellsmeat.com/recruitment) for more information. |
| **BAKKAVOR SALADS,** Bo’ness:   * **Supply Chain Apprentice -** [see here](https://www.apprenticeships.scot/vacancy-details/?refCode=139715) * **Manufacturing Apprentice -** [see here](https://www.apprenticeships.scot/vacancy-details/?refCode=140026) * **Engineering Apprentice -** [see here](https://www.apprenticeships.scot/vacancy-details/?refCode=139717) * **Food Technology Apprentice -** [see here](https://www.apprenticeships.scot/vacancy-details/?refCode=139719) * **Warehouse and Logistics Apprentice -** [see here](https://www.apprenticeships.scot/vacancy-details/?refCode=139625) * **Hygiene Advanced Apprentice -** [see here](https://www.apprenticeships.scot/vacancy-details/?refCode=139720)   To apply, you will need to register on the website - [see here.](https://bakkavorcandidate.gradweb.co.uk/apprentices2022/CandidateLogin.aspx) |
| For vacancies at **Aldi** stores in West Lothian, please see <https://www.aldirecruitment.co.uk/>.  Current opportunities include career starter positions, store and stock assistants. |
| **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. |
| 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) |
| **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). 30 hour contracts available. |
| 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 Macaroniaccepts speculative CVs for **kitchen and front of house** - [see here.](https://www.tonymacaroni.co.uk/jobs/) |
| 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) |
| **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 2023. |
| **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 to connect people with 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>. |

**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**  Start searching for an ITA approved course and apply online:  <https://bit.ly/2ZBLKSW> restrictions apply and proof of benefits / income is required. |

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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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| **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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| **Young Person’s Free Bus Travel Scheme for Under 22s**   * **Scotland wide -**   This scheme started on 31 January 2022 and you must have a National Entitlement Card (NEC) or new Young Scot NEC to get free travel. There are a range of ways to apply – including for those without digital access / photo ID. If you had a Young Scot card previously you will already be registered on the system so you can phone 0131 200 2351 and get help to get the bus pass through your Young Scot account. To find out more and apply, please see <https://getyournec.scot/nec/?opt=Apply-for-Card>.  **PLEASE NOTE THAT AN EXISTING YOUNG SCOT CARD WILL NOT WORK AND YOU NEED TO APPLY FOR A NEW CARD**    16-21 year olds should apply themselves.  Tip: upload all your info at the same time, good luck |

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| **Volunteering**  **Voluntary Sector Gateway West Lothian -** Talk to VSG if you are unsure about what you want to do or whether voluntary work is right for you. They can assist with other issues which may affect your voluntary work such as disability, recent illness or a lack of confidence. Voluntary Sector Gateway offers a personal, tailored service and gives you access to a diverse range of opportunities across West Lothian. [See here](https://www.voluntarysectorgateway.org/become-a-volunteer/) for more information.  **Five Sister’s Zoo** is currently recruiting Visitor Engagement Volunteers: For more details of the role and how to apply please [see here.](https://fivesisterszoo.co.uk/volunteering/)  **Edinburgh Zoo** has volunteering opportunities in the following areas: public engagement, gardens, events, education / outdoor education, admin, student. Please see here for more information and to complete an online application form: [see here.](https://www.rzss.org.uk/volunteers/?_ga=2.265474319.1657094438.1570797493-2077826081.1570797493)  **The Conservation Volunteers Youth Programme** supports young people to gain the confidence, skills and experience they need to gain employment in the environment and land-based sectors. Through their connections to the green sector, they can provide tailored training and experience that responds to different young people’s needs - [see here](https://www.tcv.org.uk/scotland/?msclkid=60fbe5cbd12511ec80b08010ff6f11ef) for more information.  **Summer Volunteering Programme at NHS Lothian –** For more information please see  addendum 2 at end of this bulletin. |

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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** | | --- | --- | --- | --- | --- | --- | | 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_) |

**ADDENDUM 1:**

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| **Supply Chain Warehouse Operative Apprenticeship**  **Salary:** Up to £10.25 per hour depending on age – fully paid training contract  **Location:** Livingston, Scotland  **Hours:** 7:30am to 5:30pm Monday to Friday & 8:30am to 12:00pm Saturdays (1 per month)  **Company Description:** A Nationwide Electrical Distributor, looking for a confident and energetic Warehouse Operative Apprentice.  **What you’ll be doing**  As a Supply Chain Warehouse Operative Apprentice, this is the perfect opportunity to launch your career in warehouse management systems in the Electrical Wholesale sector and to broaden your skills.   * Working in a warehouse environment, taking deliveries and checking for damaged/missing items, storing goods and moving stock by various methods * Picking and packing orders, loading goods for despatch and maintaining stock records and documentation * You will receive a basic starting salary of up to £10.25 per hour (depending on age) and you will be reviewed regularly throughout your apprenticeship with product and skills training and one-to-one mentoring from an experienced manager * 12-24 month full-time contract   **What we are looking for**  We’re looking for confident candidates with personal drive, self-motivation and the ability to work in a fast-paced environment.  This role would ideally suit a school or college leaver with an interest in warehouse management. If you can combine these skills with an understanding of (or willingness to learn about) the Electrical Wholesale industry and a desire to deliver excellent services for clients, we’d like to hear from you.  \*\*The candidate **must** have a driving licence  **What we offer**  There are many forward possibilities when you join our company. You’ll receive all the opportunities that come with a challenging, fulfilling career, including:  • An excellent hourly rate  • Fully funded training and support towards professional accreditation and career development opportunities  • Opportunities to progress within the Company  • To keep you safe, respect you and treat you fairly  **What we need**  Previous experience isn’t important. We like friendly, enthusiastic people who can show us these qualities:   * A positive attitude * Reliability & honesty * A desire to learn * A hard working & professional attitude   To apply, please send your CV and a covering letter stating which position you are applying for to: [Toni.mackenzie@3phaserecruitment.co.uk](mailto:Toni.mackenzie@3phaserecruitment.co.uk) |

**ADDENDUM 2:**

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| **Summer Volunteering Programme for 16-24 year olds**    **What is the supported volunteering programme?**  Every year over 500 people volunteer to support NHS Lothian’s patients and staff by making a weekly commitment of approx. 3 hours. Volunteers provide support to wards by supporting with practical tasks such as helping at mealtimes, as Welcome Guides helping patients and visitors find their way and calm their nerves, they help patients stay mentally active and in good mood with conversation and meaningful activity and take on many other roles.  NHS Lothian is committed to supporting young people aged 16-25 to volunteer to gain all of the benefits that volunteering brings. To ensure volunteers have a positive experience and get as much as possible from their time with NHS Lothian we are offering a special six month programme which includes a three week induction training course, monthly support sessions and a dedicated Voluntary Services Manager.  **What would I get out of it?**  Volunteering has so many benefits but for a participant in the Supported Volunteering programme there are a few extra benefits including:   * The opportunity to gain insight into the NHS Lothian and careers in health care * The opportunity to build confidence and develop skills * A reflective workbook to identify new skills and experiences to support applications for work or study * Travel expenses * Volunteer uniform * Young Scot Points * A reference on completion of the summer programme * The opportunity to volunteer to extend volunteering beyond the summer programme commitment if desired * You can also use the volunteering hours towards a Duke of Edinburgh or Saltire award   **What skills/knowledge might I gain?**  The types of skills you can develop and grow through volunteering with NHS Lothian will help you in your next steps towards the world of work or further study and include;   * Communicating effectively in the workplace * Understanding and maintain confidentiality * Understanding working environments driven by values * Being able to demonstrate honesty, integrity, care and compassion working with others * Understanding responsibility in the workplace * Valuing diversity and inclusion * Making best use of resources, taking responsibility for your own actions and self-development   **What have other young people said about volunteering with NHS Lothian?**  *I talked about it at interview and could use examples*  *I am pleased to be able to write about volunteering on my personal statement as I hope that will help*  *The best thing I have ever done*  *I am so much more confident*  *Everyone should do it*  **What I might be doing during the summer programme?**  4th of July Welcome Day: bringing together all the programme participants for essential induction and training.  5th July- 4th August Placements: each participant will volunteer for two days a week 10am-4pm. The participants will rotate through several roles over the 5 weeks. Participants will experience being a Welcome Guide, gathering patent and visitor feedback, helping in wards as well as other roles.  5th August Closing/Celebration Day: time with our Workforce Development Team celebrating what participants have achieved, and possible next steps.  **Who can apply?**  The supported volunteering programme is open to young people ages 16-24 who are referred by an appropriate professional who writes a supporting statement on their application form.  **How do I apply?**  The application process is simple. There is an application pack to complete. The pack includes:   * An application form where you can tell us a little about yourself and why you want to volunteer * An occupational health self-declaration form. This helps us work out if there is any adjustments or modifications we need to make to enable you to volunteer * An equal opportunities form. This is kept separate from your Application Form as we process your application but helps us to understand our volunteering community better.   Please note the closing date for applications is the **3rd of June** so please ensure your application form is submitted by then. Places are limited so we encourage you to submit your application as early as possible.  The whole process is designed to be as easy as possible and there is plenty of opportunity to ask questions at any stage. Just email [loth.summerplacements@nhslothian.scot.nhs.uk](mailto:loth.summerplacements@nhslothian.scot.nhs.uk) and we will get right back to you. |