

Snippets Bulletin

10 October 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.

<p>New! Apprentice Personal Trainer, Personal Best UK, Old Sports Pavilion, Armadale - see here.</p>
<p>SCOTMID / CO-OP:</p> <ul style="list-style-type: none"> • Closing soon! Customer Service Assistant, East Calder - see here. 15 and 24 hours available. Closing date 14 October. • Closing soon! Customer Service Assistant, Uphall - see here. 15 hours. Closing date 18 October. • New! Customer Service Assistant, Deans, Livingston - see here. Closing date 21 October.
<p>New! Tree and Timber Apprentice, Beecraigs Country Park - see here.</p> <p>This post involves the safe felling, dismantling and pruning of trees using modern techniques, tree planting, tree pruning, tree survey and assessment using tree-based computer programmes. It is essential that the candidate will be comfortable working at height using rope access techniques, for which full training will be provided. Closing date 18 October.</p>
<p>New! Apprentice Spray Painter, Accident Repair Centre, Livingston - see here.</p>
<p>New! Warehouse Operative, GXO, Livingston - see here. Full and part-time hours available.</p>
<p>New! Aircraft Cleaner, Menzies Aviation, Edinburgh Airport - see here. Closing date 18 October.</p>
<p>New! SCHUH:</p> <ul style="list-style-type: none"> • Customer Experience Team, Schuh Head Office, Livingston - see here. Full-time, temp. • Customer Experience Team, Schuh Head Office, Livingston - see here. Part-time, temp. • Sales Advisor, Schuh, Livingston Kids, The Elements, Livingston - see here. Part-time, permanent. • Sales Advisor, Schuh, The Elements, Livingston - see here. Part-time, Permanent.
<p>ASDA:</p> <ul style="list-style-type: none"> • Closing soon! Store Assistant, Asda Superstore, Livingston - see here. 8.25 hours. Days. Closing date 13 October. • Closing soon! Store Assistant, Asda Superstore, Livingston - see here. 30 hours. Days. Closing date 13 October. • Closing soon! Store Assistant, Asda Superstore, Livingston - see here. 22.5 hours. Days. Closing date 13 October. • Closing soon! Cleaning Colleague, Asda Superstore, Livingston - see here. 22.5 hours. Days. Closing date 14 October.
<p>New! Bar and Waiting Staff, Chain Runner, Livingston - see here.</p>
<p>Station Gateline Customer Service Assistants, Scotrail, Bathgate - see here. Closing date 22 October.</p> <p>New! On Train Hospitality, Edinburgh Waverley - see here. Closing date 22 October.</p>

New! Customer Assistant , Morrisons, Livingston - see here . Closing date 23 October.
Apprentice Vehicle Parts Adviser , AM Philips Trucktech, Broxburn - see here . Closing date 28 October.
Supply Chain Operative Apprentice , Edmundson Electrical, Livingston – For details of this opportunity and how to apply, please see appendix 1.
Apprentice HR Administrator , Aberdeen Considine, Edinburgh - see here . Closing date 20 October.
BABCOCK INTERNATIONAL, Rosyth: <ul style="list-style-type: none"> • Procurement and Supply Chain Apprentice - see here. • Skilled Trades Apprentice (Engineering) – see here.
HOME BARGAINS: <ul style="list-style-type: none"> • Closing soon! Store Team Members, Almondvale Retail Park, Livingston - see here. Closing date 13 October. • Closing soon! Store Team Members and Cleaners, Thistle Retail Park, Broxburn - see here. Closing date 16 October.
NORTON HOUSE HOTEL, Newbridge: <ul style="list-style-type: none"> • Commis Chef - see here. • Food and Beverage Assistant - see here. • Housekeeping Assistant (part-time) - see here. • Kitchen Porter - see here.
NHS Lothian <ul style="list-style-type: none"> • Apprentice Clerical (Admin) Officer, Western General Hospital, Edinburgh Royal Infirmary and Woodburn House - see here. Closing date 18 November. • Apprentice Healthcare Support Worker, various locations throughout Edinburgh and the Lothians including St John's Hospital, Livingston - see here. Closing date 18 November. • Apprentice Medical Secretaries, Western General Hospital, Livingston - see here. Closing date 18 November. • New! Learning and Development/ Business Admin Apprentice, Gyle Square, The Gyle, Edinburgh - see here. • New! Modern Apprenticeship - Trainee Prosthetics and Orthotics Technician, Astley Ainslie Hospital, Edinburgh - see here. Closing date 18 November. <p>NHS Lothian has put together information to help you complete your application form - please see here.</p>
<p>WEBINARS</p> <p>Career Pathways Webinar – Tuesday 8th November (1.30pm – 3pm) This is for young people aged 16-24yrs (or to the age of 29 if you have a disability or care experienced) to come along and find out more about the range of jobs the NHS has to offer. Email: careersforall@nhslothian.scot.nhs.uk or register via Eventbrite: https://www.eventbrite.co.uk/e/nhs-lothian-career-pathways-webinar</p> <p>Apprenticeships Webinar – Wednesday 9th November (1.30pm – 3pm) This is for young people aged 16-24yrs (or to the age of 29 if you have a disability or care experienced) to come along and find out more about the apprenticeship programme NHS Lothian has to offer. Email: careersforall@nhslothian.scot.nhs.uk or register via Eventbrite: https://www.eventbrite.co.uk/e/nhs-lothian-apprenticeships-webinar</p>
Sortation Operative , Amazon, Bathgate - see here .
Helpdesk Apprentice , Novus Solutions, Bathgate - see here .
Barista , Starbucks Coffee Company, Livingston Designer Outlet - see here . No experience needed.
PATERSON ARRAN (BURTON'S BISCUITS), LIVINGSTON <ul style="list-style-type: none"> • Packer - see here. 3 week rotational shifts, including nights.

- **Warehouse / Production Operator** - [see here](#). 3 week rotational shifts, including nights.

Trainee Technician, BEAR Scotland, South Queensferry - [see here](#).

Chef Apprenticeship, Brucefield Farm, Livingston - [see here](#).

DALMAHOY GOLF AND COUNTRY CLUB, near Kirknewton:

- **Kitchen Porter**
- **Reservations Agent**
- **Guest Room Attendant**
- **Chef Apprentice**
- **Food and Beverage Attendant**
- **Conference and Banqueting Attendant**
- **Hospitality Apprentice**
- **Commis Chef**
- **Receptionist**
- **Pastry Chef**
- **Sous Chef**
- **Chef Apprentice**

To apply online, please see: <https://www.dalmahoyhotelandcountryclub.co.uk/careers/>

LEONARDO Aerospace, Defence and Security, Edinburgh:

- **Business Apprentice** - [see here](#).
- **Manufacturing Technical Apprentice** - [see here](#).
- **Manufacturing Apprentice** - [see here](#).
- **Business Graduate Apprentice** - [see here](#) and [see here](#)
- **Software Engineering Graduate Apprentice** - [see here](#).

Closing date 24 March 2023.

Trainee Groundworkers (roads and drainage), Jacks1 Civil Engineering Ltd, Edinburgh. Employer is looking for applicants from Uphall, Broxburn, Grangemouth and Falkirk areas only as this is where their vans pick up. Ideally, applicants should have their CSCS card but if not, employer will arrange this and pay for the test. Applicants must be prepared to complete short courses during their employment. To apply, please send an email with your name, address and mobile number to andy@jacks1.com. Please state in your email why you are interested in the job (employer is looking for about a paragraph's length).

Apprentice Mechanic, Linlithgow - [see here](#).

LIVINGSTON (MECHANICAL AND ENGINEERING SPECIALISTS):

- **Air Conditioning Apprentices / Trainees** - [see here](#).

Apprentice Vehicle Spray Painter, company confidential, Broxburn - [see here](#). Initial recruitment will be carried out by GTG.

AK STODDARTS, Broxburn:

- **Trainee Butcher** - [see here](#).
- **Packing Operative** - [see here](#).

Register your interest to launch your career in IT Support! Generation UK offers an eight week remote learning programme where you will learn how to diagnose and resolve hardware issues and configure and install networks and operating systems. Restrictions apply - [See here](#) for more information and to register your interest for the next programme.

MITSUBISHI ELECTRIC, Livingston:

Mitsubishi manufacture ventilation systems and take on production operators on a very regular basis. If this type of work interests you, pop along to their premises at Nettlehill Road, Houstoun Industrial Estate, Livingston, EH54 5EQ and collect and application form.

WEST LOTHIAN COUNCIL:

- **Supply Care Home Domestic**, various locations across West Lothian – [see here](#). Closing date 31 December 2022.
- **Supply Social Care Support Worker**, various locations across West Lothian – [see here](#). Closing date 31 December 2022.
- **Supply Cook / Assistant Cook**, various locations across West Lothian – [see here](#). Closing date 31 December 2022.

WEST LOTHIAN COUNCIL WAGE SUBSIDY PROGRAMME:

Eligibility conditions apply - Open to West Lothian residents only, aged 16 - 24. Applicants aged 16-18 must be unemployed, applicants 19-24 must be 3 months unemployed or have previously engaged with More Choices More Chances or the Employability Fund / Get Ready For Work Programme. For more information on current opportunities, please [see here](#).

- **General Labourer**, Edinburgh Fabrications, Broxburn
- **Rental Controller**, McNicoll Vehicle Hire, Houston Industrial Estate, Livingston
- **Trainee Admin Assistant**, Specialized Org Ltd, Deans, Livingston
- **Trainee Online Sales Assistant**, TES Supplies, Houston Industrial Estate, Livingston
- **Trainee Warehouse Assistant**, River Kids, Broxburn

Apprentice Vehicle Panel Technician, Broxburn - [see here](#). Initial recruitment is via GTG.

Food Production Operative, Bathgate - [see here](#). Applicants must be 18+ due to working hours. Recruitment is via the Connect Agency.

CAMPBELL'S PRIME MEAT, by Linlithgow:

- **Trainee / Apprentice Butcher**
- **Trainee / Apprentice Fishmonger**
- **Production Operatives (dayshift or nightshift)**

[See here](#) for more information.

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.

Various **retail** vacancies are currently available at Livingston Designer Outlet. Please [see here](#) to get more information.

Tony Macaroni accepts speculative CVs for **kitchen and front of house** - [see here](#).

Wholetime Firefighter, Scottish Fire and Rescue Service - [see here](#). 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 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>

<p>Production Team Members, Genius Foods, Bathgate – https://geniusfood.com/en-gb/work-with-us/. Applicants must be 18+ to apply.</p>
<p>Childcare Apprenticeships available in numerous locations throughout West Lothian and Edinburgh. Please see www.apprenticeships.scot for more details.</p>
<p>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/</p>
<p>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).</p>
<p>The Job Board for Almondvale Centre, Livingston can be viewed by following this link: https://www.thecentrelivingston.com/centre-info/jobs.</p>

RAF Apprenticeships – More information can be found [here](#).

Army Apprenticeships – More information can be found [here](#).

Royal Navy Apprenticeships – More information can be found [here](#).

Jobs at Edinburgh Airport

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.

Adecco. Tel 333 0433871.

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

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>

NAS Recruitment Services, 2 Fairbairn Place, Livingston Village, EH54 6TN. Tel: 01506 460334.

www.nasscotland.com

Recruits for warehousing and the driving/logistics industry. Accept applicants aged 16+.

Applicants must be able to speak and understand English (for health and safety purposes). If interested in registering, please call the agency.

Office Angels, 106 Almondvale South, Livingston – 01506 832260.

www.office-angels.com

REL Recruitment, Fleming House, Simpson Parkway, Kirkton Campus, Livingston, EH54 7BH.

Tel: 07884666026.

Search Recruitment – 0131 718 8081

www.search.co.uk

Whiteclaw Agency, Carmondean, Livingston – 01506 237226

www.whiteclawagency.co.uk

Careers at Sea

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

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](#).

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.

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/>

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>

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>.

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](#)

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](#) 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](#).

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](#).

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](#) for more information.

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>

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](#) 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 rates These 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](#)

Appendix 1

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