

# Snippets Bulletin

## 30 March 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.

### WEST LOTHIAN COUNCIL:

- **New! Apprentice Roofer/Slater**, Kirkton Service Centre, Livingston - [see here](#). Closing date 3 April.
- **New! Apprentice Plasterer**, Kirkton Service Centre, Livingston – [see here](#). Closing date 3 April.
- **New! Apprentice Electrician**, Kirkton Service Centre, Livingston - [see here](#). Closing date 3 April.
- **New! Apprentice Joiner**, Kirkton Service Centre, Livingston - [see here](#). Closing date 3 April.
- **New! Apprentice Plumber**, Kirkton Service Centre, Livingston - [see here](#). Closing date 3 April.
- **New! Pupil Support Worker**, Bankton Primary School, Livingston - [see here](#). Closing date 3 April.
- **New! Leisure Assistant**, Fauldhouse Partnership Centre - [see here](#). Provisional closing date 3 April.
- **New! Pupil Support Worker**, Westfield Primary School - [see here](#). Fixed term, part-time. Closing date 3 April.
- **New! Support at Home Care Workers**, various locations - [see here](#). 25 hours per week. Closing date 5 April.
- **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.

### TAYLOR WIMPEY:

- **Apprentice Bricklayer**, South Queensferry - [see here](#).
- **Apprentice Bricklayer**, Edinburgh / East Lothian - [see here](#).
- **Apprentice Painter and Decorators**, Livingston - [see here](#).

**New! Instore Team Member**, Domino Pizza, Bathgate - [see here](#).

### **New! MITSUBISHI ELECTRIC AIR CONDITIONING SYSTEMS**, Livingston:

- **Production Operator Nightshift** - [see here](#). Must be 18+ to apply.

### **New! GTG (Glasgow Training Group):**

- **Apprentice Mechanic**, Broxburn - [see here](#).
- **Apprentice Mechanic**, Livingston - [see here](#).
- **Apprentice Mechanic**, Edinburgh - [see here](#).
- **Apprentice Bus and Coach Technician**, Edinburgh - [see here](#).
- **Apprentice Bus and Coach Body Repairer**, Edinburgh - [see here](#).
- **Apprentice Heavy Vehicle Mechanic**, Edinburgh - [see here](#).

**New! Apprentice Fire and Security Engineer**, Johnson Controls, Leith, Edinburgh - [see here](#).

**New! BROXBURN BOTTLERS:**

- **Production Filler Operator** (weekend Shift) - [see here.](#)
- **Labeller Operator** (weekend shift) - [see here.](#)  
Must be 18+ to apply.

**New! Trainee Landscaper**, Excel Landscape Services, Edinburgh - [see here.](#)

**New! Trainee Modern Apprentice Administrator**, Calnex Solutions, Livingston - [see here.](#)

**New! Kitchen Assistant**, Ennis Inns Ltd, Bathgate - [see here.](#)

**BAILLIE GIFFORD, EDINBURGH** (large scale independent, investment business):

- **Modern Apprentice - Trainee Service Desk Analyst** - [see here.](#) Closing date 8 April.
- **Modern Apprentice – Trainee Workspace Technology Analyst** - [see here.](#) Closing date 8 April.
- **Modern Apprentice – Trainee Database Administrator-** [see here.](#) Closing date 8 April.
- **Modern Apprentice – Trainee ESG Services Assistant** - [see here.](#) Closing date 8 April.

**Closing soon!** Scottish Water:

- **Repair and Maintenance Sewerage Modern Apprentice**, Edinburgh and the Lothians - [see here.](#)
- **Engineering Waste Water Network Modern Apprentice**, Edinburgh, Lothians and South Fife - [see here.](#)
- **Scientific Services Modern Apprentice**, Edinburgh - [see here.](#)

The closing date for all positions is 3 April.

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

**Process Operator – Clean Room**, Fishers Services Ltd, Livingston - [see here.](#)

**Trainee Manufacturing Operator**, NextPharma, Oakbank Parkway, Livingston - [see here.](#)

**Closing soon! Heavy Vehicle Technician**, AM Phillip, Broxburn - [see here.](#) Closing date 31 March.

**Building Surveyor Graduate Apprentice**, Ryden LLP, Edinburgh – [see here.](#)

In partnership with Edinburgh Napier University, the successful candidate will work towards an honours BSc degree in Construction and the Built Environment (Building Surveying). Closing date 22 April.

**Apprentice Hairdresser**, Glitz 'n' Glam Hair and Beauty, Balgreen Road, Edinburgh - [see here.](#)  
Closing date 17 April.

**Apprentice Production Engineer**, MacTaggart Scott, Loanhead - [see here.](#) Closing date 8 April.

**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).

**SCHUH:**

- **Apprentice Sales Adviser**, Frederick Street, Edinburgh - [see here.](#)
- **Apprentice Sales Adviser**, The Gyle, Edinburgh - [see here.](#)

Leadership Through Sport and Business has partnered with the NatWest Group - They are looking for young people who are passionate about customer service to join a two week **contact centre apprenticeship bootcamp**. During the bootcamp participants will:

- Interact with NatWest Group staff to get an insight into the role and the culture of the bank.
- 2-day work insight at the contact centre in the location to which you're applying – including an allowance for travel and lunch.
- An interview for the Contact Centre apprenticeship and permanent role.

The Edinburgh bootcamps will take place on 9 May and 8 August. [See here](#) for more details.

**BALFOUR BEATTY:**

- **Apprentice Overhead Lines (OHL) Operative**, UK wide - Scotland - [see here](#). Closing date 13 May.
- **Apprentice Civil Engineer 2022**, UK wide – Scotland. [see here](#). Closing date 13 May.

**TESCO:**

- **Warehouse Operative**, Tesco Distribution Centre, Livingston – [see here](#). Closing date 3 April.
- **Closing date extended! Phone Shop - Customer Assistant**, Bathgate - [see here](#). 7.5 hours (Sunday). Closing date 7 April.

**EASTERN WESTERN MOTOR GROUP:**

- **Apprentice Parts Person**, Car Deal Warehouse Superstore, Newbridge - [see here](#).
- **New! Apprentice Parts Person**, Western Toyota, Newbridge - [see here](#).

**CAMPBELL'S PRIME MEAT**, by Linlithgow:

- **Trainee / Apprentice Butcher**
- **Trainee / Apprentice Fishmonger**
- **Production Operatives**

[See here](#) for more information.

**BAKKAVOR SALADS**, Bo'nness:

- **Supply Chain Apprentice** - [see here](#)
- **Manufacturing Apprentice** - [see here](#)
- **Engineering Apprentice** - [see here](#)
- **Food Technology Apprentice** - [see here](#)
- **Warehouse and Logistics Apprentice** - [see here](#)
- **Hygiene Advanced Apprentice** - [see here](#)

To apply, you will need to register on the website - [see here](#).

**SCOTTISH POWER:**

**Closing soon! Power Engineering Apprenticeship Programme** – Central and Southern Scotland - [see here](#). Closing date 3 April.

**Project Management Apprenticeship Programme** – Central and Southern Scotland - [see here](#). Closing date 3 April.

**WEST LOTHIAN COUNCIL** has the following Job Fund opportunities available. Conditions apply: Open to West Lothian Residents only. Applicants must be aged 16 – 24 – those 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. [see here](#). Current opportunities include:

- **Apprentice Quality Control Inspector**, Component Sense, Livingston – [see here](#).
- **Trainee Admin Assistant**, SW Enviro Group, West Calder - [see here](#).
- **Trainee Recruitment Resourcer**, Joint Force Alba - [see here](#).
- **Trainee Rental Controller**, McNicholl Vehicle Hire, Livingston - [see here](#).

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.

**Closing soon! Graduate Apprenticeship: Quantity Surveyor**, Summers Inman Construction and Property Construction, Chesser, Edinburgh - [see here](#). The successful candidate will study towards a BSc (hons) degree in construction and the built environment at Napier University. Closing date 31 March.

**Marquee Builder**, Arc Marquees, Whitehill Industrial Estate, Bathgate - [see here](#). 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.

**Closing soon! Apprentice Digital Administrator**, Johnston Fuels, Bathgate - [see here](#). Closing date 18 March.

Ernst Young currently has the following vacancies:

- **Assurance Apprenticeship Programme**, Edinburgh and Glasgow - [see here](#).
- **Tax Apprenticeship Programme, Edinburgh** - [see here](#).

**Customer Helpers – Passenger Service Agents**, Jet 2, Edinburgh Airport - [see here](#). 30 hour contracts available.

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

- Part-time Sales Adviser, Boss
- Part-time Sales Advisers, Kids Around
- Part-time Stock Teammate, Under Armour
- Sales Associate, Radley
- Sales Associate, Gift Company
- Stylist, Levi's
- General Assistants, Tiago
- Peri Peri Chefs – Tiago
- Breakfast Prep Assistants – Tiago
- Part-time Sales Teammate, Under Armour.

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

Nando's currently has the following opportunities:

- **Team Member Floor or Grills** - [see here](#).
- **Team Member** - [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](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>.

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**

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](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**

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**

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).

### **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/>

**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>

**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/2ENRqes>. 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**

**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>.

### **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](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](#)