

EMPLOYMENT OPPORTUNITIES

with West Lothian's Voluntary Sector Organisations

Eligibility for Community Jobs Scotland CJS jobs are open to 16 - 24 year olds who have been unemployed for at least 6 months and people aged 25+ in designated areas of high unemployment who have also been without a job for at least 6 months. Some people may qualify for early entry. For information please contact your Jobcentre Plus Advisor or Skills Development Scotland Advisor.

Administrative Assistant

Organisation **CAB West Lothian**
 Salary £6.00 p/h
 Hours 25
 Times Mon - Fri on a rota system, some Saturday work
 Location **Livingston**
 Job To provide the Bureau with a full and effective administrative support which includes reception duties.
 Description The role will involve filing, scanning, copying, producing reports, data entry etc.
 Additional information Applicants should be proficient in the use of Word, e-mail. They should have excellent communication skills and have a willingness to learn.
 Training and Jobsearch Will be allocated 3 hours per week for job search and use the Bureau's facilities to do this.
 How To Apply: **Please contact your local Jobcentre Plus Personal Advisor who will check eligibility**

Adviser

Organisation **CAB West Lothian**
 Salary £6.15p/h
 Hours 25
 Times Monday - Friday on a rota system, some Saturday work
 Location **Livingston**
 Job To provide free, confidential advice and information to the residents of West Lothian. This will include negotiating and advocating on behalf of clients.
 Description
 Additional information PVG/Disclosure check. The applicant should have excellent communication and interpersonal skills and have the ability to read and write. Basic computer skills are also required.
 Training and Jobsearch Will be allocated 3 hours per week for job search and use the Bureau's facilities to do this.
 How To Apply: **Please contact your local Jobcentre Plus Personal Advisor who will check eligibility**

Adviser Assistant

Organisation **CAB West Lothian**
 Salary £6.00p/h
 Hours 25
 Times Mon - Fri on a rota system, some Saturday work
 Location **Livingston**
 Job To assist the advisers to provide free, confidential advice and information to the residents of West Lothian. This will include negotiating and advocating on behalf of clients. Identify and report on social policy issues.
 Description
 Additional information The applicant should have excellent communication and interpersonal skills and have the ability to read and write. Basic computer skills are also required.
 Training and Jobsearch Will be allocated 3 hours per week for job search and use the Bureau's facilities to do this.
 How To Apply: **Please contact your local Jobcentre Plus Personal Advisor who will check eligibility**

EMPLOYMENT OPPORTUNITIES

with West Lothian's Voluntary Sector Organisations

Eligibility for Community Jobs Scotland CJS jobs are open to 16 - 24 year olds who have been unemployed for at least 6 months and people aged 25+ in designated areas of high unemployment who have also been without a job for at least 6 months. Some people may qualify for early entry. For information please contact your Jobcentre Plus Advisor or Skills Development Scotland Advisor.

Visitor Services Assistant

Organisation **Almond Valley Heritage Centre**

Salary Min Wage

Hours 32

Times 4 days, 9am - 5pm

Location **Livingston**

Job Staffing the reception area, operation of the gift shop, stocking shelves and maintaining stock records.

Description Also cash handling, issue of tickets and associated administration. Greeting visitors, providing information and servicing visitor activities. Responding to, or referring, visitor enquiries in person or by phone, serving as guard on the narrow-gauge railway if required. Checking public areas and maintaining the cleanliness and good housekeeping standards.

Additional information PVG check not required. Progressing the museum objectives of our Charitable Trust.

Training and Jobsearch Full internal support provided

How To Apply: **Please contact your local Jobcentre Plus Personal Advisor who will check eligibility**

Homecheck Assistant - Livingston

Organisation **Castle Rock Edinvar Housing Association Ltd**

Salary £6.50

Hours 25

Times flexible, depending on candidate

Location **Livingston**

Job To provide data management for the Homecheck process and to identify and implement support under supervision for our customers.

Description No disclosure required. Candidates will need to be competent in the use of Microsoft Office and have good written and verbal communication skills. Additional support services to our more vulnerable customers identified in the Homecheck programme.

How To Apply: **Please contact your local Jobcentre Plus Personal Advisor who will check eligibility**

Admin Assistant

Organisation **Enable Scotland**

Salary £6.20p/h

Hours 25

Times Hours between Mon - Fri, 9am - 5pm

Location **Livingston**

Job Responsible for the administrative support to staff. The post holder will have experience in computer packages (Word, Excel) and have proficient keyboard skills. Experience of dealing with the public. Good communication and organisational skills.

Description Basic Disclosure Essential (Paid by employer). We are the leading charity in Scotland supporting people with learning disabilities. The CJS post will allow us to provide additional support to our customers.

Additional information Candidates will receive on the job training in a range of administrative skills. Job search support will be provided by Programme Coordinators.

Training and Jobsearch

How To Apply: **Please contact your local Jobcentre Plus Personal Advisor who will check eligibility**

EMPLOYMENT OPPORTUNITIES

with West Lothian's Voluntary Sector Organisations

Eligibility for Community Jobs Scotland CJS jobs are open to 16 - 24 year olds who have been unemployed for at least 6 months and people aged 25+ in designated areas of high unemployment who have also been without a job for at least 6 months. Some people may qualify for early entry. For information please contact your Jobcentre Plus Advisor or Skills Development Scotland Advisor.

Trainee Personal Supporter (3 posts)

Organisation **Enable Scotland**

Salary £6.20p/h

Hours 25

Times Work patterns will be flexible. Shift work to inc

Location **Livingston**

Job No specific experience is required - it is far more important the applicant has the correct values. They must be fully committed to providing the highest standards of care, working in a person centred way to enable people with learning disabilities to play a full and active role in local community.

Additional information PVG Essential (paid by employer). Assisting people with their personal care needs, daily living support e.g. house work, cleaning, shopping and leisure activities. We are the leading charity in Scotland supporting people with learning disabilities

Training and Jobsearch Candidates will receive all mandatory training units required for the post of Personal Supporter. An ENABLE Programme Coordinator will support all candidates with job search services. All candidates will be assigned to a line manager and will receive 1:1 support and supervision sessions.

How To Apply: **Please contact your local Jobcentre Plus Personal Advisor who will check eligibility**

Farming Assistant

Organisation **Cyrenians - CORE**

Salary £6.10

Hours 28

Times Mon - Thurs, 9am - 5pm

Location **Near Kirknewton**

Job Undertake general horticulture tasks including working with chickens, planting, harvesting and weeding.
Description Involved in Corporate Team Challenges working alongside corporate partners who spend a day volunteering. Delivery of produce and sales at a Farmers market. Someone enthusiastic and motivated and able to work as a team.

Additional information Enhanced disclosure is required. The farm is already a place that uplifts and inspires residents, trainees and visitors towards a better relationship with nature and people who have been excluded and undervalued and to begin to understand the issues associated with homelessness and social exclusion. Having four extra employees on the farm will allow us to implement the Full Farm Review funded by the Scottish Agricultural College in 2009 which informed the farms planning as a social enterprise. As a fully developed social enterprise the Farm will provide further opportunities for the residents and the wider community. The farm contributes to the local food supply chain and helps to improve the physical and mental health of the community through growing local healthy food. In respect of Community Jobs Scotland, the Cyrenians Farm is all about offering a range of work experiences and training with individuals on their journey to employment and a settled life.

Training and Jobsearch A full induction and training will be given. Please see below for a list of topics covered during initial training. Job search support can be provided through our Enterprise to Employment team and we would also access Job Centre facilities and recognised training. All our Enterprise to Employment team are fully trained in our Key Worker Practise Model which has a focus on taking individuals on a journey to a settled lifestyle. General: Welcome, Orientation, Background of the charity, Health and safety, Manual handling, Handling machines, First aid, Health and hygiene, No smoking policy, Use cleaning materials, Trip/slip hazards, Use of ladder, Bin and bags, General information, Personal hygiene, First aid kits, Volunteer expenses, Fire procedure, Fire extinguishers, Evacuation, Drugs/alcohol policy : In brief, volunteers are not allowed to be at the farm whilst under the influence of drugs or alcohol. Anyone that is demonstrating unacceptable behaviour or considered to be under the influence of drugs or alcohol will be asked to leave the premises and may be excluded from working on the Project.

How To Apply: **Please contact your local Jobcentre Plus Personal Advisor who will check eligibility**

EMPLOYMENT OPPORTUNITIES

with West Lothian's Voluntary Sector Organisations

Eligibility for Community Jobs Scotland CJS jobs are open to 16 - 24 year olds who have been unemployed for at least 6 months and people aged 25+ in designated areas of high unemployment who have also been without a job for at least 6 months. Some people may qualify for early entry. For information please contact your Jobcentre Plus Advisor or Skills Development Scotland Advisor.

Marketing and Telesales Support

Organisation **Community Enterprise**

Salary £6.60p/h

Hours 30

Times Mon - Fri, 9am - 4pm

Location **Ecclesmachan**

Job The new addition to our team will have the exciting role to market and sell a brand new service for

Description social and community organisations in addition to general promotional activity. The role will be varied and provide an introduction to marketing activity.

Additional information Confident talking on the telephone, happy to work independently, polite, friendly and outgoing, interest in developing skills in marketing and sales. The recruit will help to collectively market and build sales for community enterprises across Coalfield regeneration areas in Scotland and will help to market social enterprise products and services. This additional revenue will contribute to the sustainability of the organisations and the provision of community based services in areas of great need.

Training and Jobsearch We will provide space in the office and personal support to help with job search activity. We will allow the employee 2 hours per week to undertake job search activities. A mentor will be allocated to them to assist with this. With our previous FJF employee they got an NVQ, internal support and moved onto a full time course while with us. CV writing and support with employability (e.g. punctuality, communication, behaviour etc) will be given. We will tap into the support led by the Scottish Social Enterprise Coalition around employability and support.

How To Apply: **Please contact your local Jobcentre Plus Personal Advisor who will check eligibility**

Trainee Support Assistant

Organisation **Cornerstone**

Salary £4.92 - £5.93

Hours 25

Times Shifts as required, between 7am - 10pm

Location **Uphall**

Job Giving you a unique opportunity to work in social care, you will support people with learning disabilities and other special needs in a variety of community settings. This may involve supporting people to engage in recreational and social activities, personal care, or helping them with domestic tasks.

Additional information PVG required. Able to respect and value people supported, reliable, honest, able to communicate clearly, flexible and willing, able to work shifts. The post will provide enhanced opportunities for the people supported by Cornerstone (who have learning disabilities or other special needs) and promote the aim of the organisation which is to enable them to lead a valued life in the community. The trainee support assistants will be given an excellent opportunity to dispel any preconceptions and prejudices they may have held about people with disabilities and pass on what they have learned to their peers.

Training and Jobsearch The employees will be given access to apply for jobs advertised internally to Cornerstone, given access to a computer in work time within limited timescales to search for posts. They will be able to find out about other care providers in their area which may have suitable vacancies. Cornerstone also has an Employment Service aimed at helping people with disabilities access employment, and the workers in this service can provide some support to the Community Jobs Scotland employees, who will also be able to access Job Centre plus services in work time if this is required.

How To Apply: **Please contact your local Jobcentre Plus Personal Advisor who will check eligibility**

EMPLOYMENT OPPORTUNITIES

with West Lothian's Voluntary Sector Organisations

Eligibility for Community Jobs Scotland CJS jobs are open to 16 - 24 year olds who have been unemployed for at least 6 months and people aged 25+ in designated areas of high unemployment who have also been without a job for at least 6 months. Some people may qualify for early entry. For information please contact your Jobcentre Plus Advisor or Skills Development Scotland Advisor.

Conservation Worker (5 posts)

Organisation **Scottish Wildlife Trust**

Salary Min Wage

Hours 35

Times Mon - Fri, 9am - 5pm

Location **Armadale**

Job To work as part of a team undertaking a wide range and variety of practical conservation tasks on a variety of sites which could include: building footpaths, bridges, felling trees, repairing fences, creating wildflower gardens, clearing non native invasive species, damming peat bogs.

Additional information SWT will provide all necessary training, help with jobsearch, work boots and use of protective clothing. Candidates should be prepared to work outdoors sometimes in poor weather. All tasks will benefit the local landscape and will improve visitor access and enjoyment of local sites. Much of our work will be on land close to centres of population and owned or managed by local community groups, local councils. All SWT sites enjoy open access for all visitors.

Training and Jobsearch SWT will provide all training necessary to allow the candidate to perform the tasks required. We will provide all health and safety instruction and can offer Lantra certificated training. A programme of jobsearch will be arranged with the successful candidate to help the transition into sustained work.

How To Apply: **Please contact your local Jobcentre Plus Personal Advisor who will check eligibility**

Vehicle/Stores Porter (2 posts)

Organisation **Homeaid West Lothian**

Salary £6.00

Hours 36

Times Mon-Fri 9am to 4.45pm

Location **Bathgate**

Job To work in HomeAid Stores and vehicles under supervision of HomeAid staff to undertake a variety of tasks allocated in relation to delivering, collecting and storage of furniture and white goods for homeless and low income families and individuals.

Additional information Physically fit, people skills, team worker and good communication skills. HomeAid provide furniture annually to over 450 households to families and individuals who are homeless or on low income to help them sustain their tenancies and improve their quality of life thus helping them to integrate into the community.

Training and Jobsearch Employment Services Direct, Job Centre Plus, Check Press, Speculative Approach to Companies. Internet and Job Point. In addition participants will be provided with advice and support to ensure good presentation of application forms and keeping C.V. updated.

How To Apply: **Please contact your local Jobcentre Plus Personal Advisor who will check eligibility**

EMPLOYMENT OPPORTUNITIES

with West Lothian's Voluntary Sector Organisations

Eligibility for Community Jobs Scotland CJS jobs are open to 16 - 24 year olds who have been unemployed for at least 6 months and people aged 25+ in designated areas of high unemployment who have also been without a job for at least 6 months. Some people may qualify for early entry. For information please contact your Jobcentre Plus Advisor or Skills Development Scotland Advisor.

Admin Assistant

Organisation **Crossroads Caring Scotland - West Lothian**

Salary Min Wage

Hours 25

Times Mon - Fri, 9am - 2pm

Location **Bathgate**

Job Under the direction of the Service Manager, assist with matters relating to the administration of the service, in particular input of data into new office database system and assistance with preparation of publicity materials. The job will also require general administrative tasks.

Additional information A Standard Disclosure will be sought for the successful applicant in line with our Disclosure policy. This post will provide assistance to the Service Manager in the installation of the new IT database system to improve procedures and efficiencies within the service. Will also assist Service Manager in promotion/publicity drive for the service with the ultimate aim of providing a service to more unpaid carers throughout West Lothian.

Training and Jobsearch Time will be allocated for training, support and supervision in relation to jobsearch, interview preparation, CV preparation. Access to stationery, internet and confidential telephone time will be made available and time off will be allowed for interviews.

How To Apply: **Please contact your local Jobcentre Plus Personal Advisor who will check eligibility**

Facilities Coordinator

Organisation **Kidzeco CIC**

Salary £6p/h

Hours 27.5

Times Hours between 10am and 4pm, Tuesday to Saturday

Location **Bathgate**

Job To help promote, support and develop the Community Resource Room within Kidzeco. S/he will help achieve strategic objectives and promote the development of Kidzeco in West Lothian.

Additional information No Disclosure check required. Must be computer literate and have excellent communication skills. Be enthusiastic with a willingness to learn and committed to team work. We are offering the opportunity of paid employment which directly impacts on the wellbeing of the individual. Also we will educate and promote recycling within West Lothian, hereby reducing the amount of waste sent to landfill.

Training and Jobsearch Applicants will be encouraged to read newspapers for vacancies and to search online sites such as Good Moves (voluntary sector) and others.

How To Apply: **Please contact your local Jobcentre Plus Personal Advisor who will check eligibility**

Retail Assistant

Organisation **Kidzeco CIC**

Salary £6p/h

Hours 27.5

Times Mon - Fri, 10am to 4pm (half hour lunch)

Location **Bathgate**

Job To provide retail, customer service and clerical assistance. Specific responsibilities or tasks may be allocated depending on the needs of the enterprise.

Additional information No Disclosure check required. Applicants must have good communication skills, ability to work as part of a team, familiarity with Windows and an understanding of the voluntary sector. We are offering the opportunity of paid employment, which directly impacts on the well being and financial inclusion of that individual.

Training and Jobsearch Applicant will be encouraged to read local newspapers for vacancies and to search on-line sites such as Good Moves (voluntary sector) and others.

How To Apply: **Please contact your local Jobcentre Plus Personal Advisor who will check eligibility**

EMPLOYMENT OPPORTUNITIES

with West Lothian's Voluntary Sector Organisations

Eligibility for Community Jobs Scotland CJS jobs are open to 16 - 24 year olds who have been unemployed for at least 6 months and people aged 25+ in designated areas of high unemployment who have also been without a job for at least 6 months. Some people may qualify for early entry. For information please contact your Jobcentre Plus Advisor or Skills Development Scotland Advisor.

Production Assistant

Organisation **Voluntary Sector Gateway West Lothian**

Salary £6 per hour

Hours 35

Times Mon-Fri 9 to 5

Location **Bathgate**

Job Will be responsible for providing support to the Community Film Unit in day to day activities. Duties

Description include production research, equipment issue and booking, issue call sheets schedules to crew, product distribution and relevant duties.

Additional information Applicants must have good communication skills, ability to work as part of a team, familiar with Windows packages.

How To Apply: **Please contact your local Jobcentre Plus Personal Advisor who will check eligibility**

Project Assistant

Organisation **Voluntary Sector Gateway West Lothian**

Salary £6 per hour

Hours 35

Times Mon-Fri 9 to 5

Location **Bathgate**

Job This post will be responsible for providing the administrative and clerical support as required by the

Description Project Co-ordinator. The post holder will also provide front desk reception duties, telephone answering service, and support the PC by maintaining an efficient data system.

Additional information No PVG/Disclosure check required. Applicants must have good communication skills, ability to work as part of a team, familiarity with Windows and an understanding of the voluntary sector. We are offering the opportunity of paid employment, which directly impacts on the well being and credibility of that individual.

Training and Jobsearch Applicant will be encouraged to read local newspapers for vacancies and to search online sites such as Good Moves (voluntary sector) and others.

How To Apply: **Please contact your local Jobcentre Plus Personal Advisor who will check eligibility**

Research Assistant

Organisation **Voluntary Sector Gateway West Lothian**

Salary £6 per hour

Hours 35

Times Mon-Fri 9 to 5

Location **Bathgate**

Job This post will be responsible for providing administrative support for volunteers and volunteer involving organisations. Key responsibilities of the post are data entry, monitoring and evaluation, providing support for the MV and Saltire Awards and generally assisting the Volunteer Development Officer.

Additional information No PVG/Disclosure check required. Applicants must have good communication skills, ability to work as part of a team, familiarity with Windows and an understanding of the voluntary sector. We are offering the opportunity of paid employment, which directly impacts on the well being and credibility of that individual.

Training and Jobsearch Applicant will be encouraged to read local newspapers for vacancies and to search online sites such as Good Moves (voluntary sector) and others.

How To Apply: **Please contact your local Jobcentre Plus Personal Advisor who will check eligibility**

EMPLOYMENT OPPORTUNITIES

with West Lothian's Voluntary Sector Organisations

Eligibility for Community Jobs Scotland CJS jobs are open to 16 - 24 year olds who have been unemployed for at least 6 months and people aged 25+ in designated areas of high unemployment who have also been without a job for at least 6 months. Some people may qualify for early entry. For information please contact your Jobcentre Plus Advisor or Skills Development Scotland Advisor.

Assistant Energy Officer (2 posts)

Organisation **Fauldhouse Community Trust**

Salary £6.50

Hours 30

Times Mon-Fri 9 to 5 with occasional work required on evenings

Location **Fauldhouse**

Job Energy Assistant: Supporting the Energy Officer in doing home visits and providing advice to residents about cutting bills, switching to social tariffs and other energy saving measures.

Additional information Candidates will be required to undergo an enhanced disclosure check by Disclosure Scotland. The Energy Assistants will work with the Energy Service to visit homes in the Breich Valley Community to look at tackling fuel poverty. As a result of the input of the Energy Assistants the community will benefit from: A possible reduction of their energy bills. A greater understanding of how their heating and hot water systems will work. A greater appreciation of the need for insulation and draught-proofing. An improved knowledge of how electricity is used in their house and learn how to use their electricity more efficiently. An understanding of Climate Change and how it affects Scotland. A greater understanding of an individual's carbon footprint. The project will aim to visit 200 residents in 2011/2012 for the first time, should these trainees be employed by the service, this will help save 200 tonnes of CO² per annum.

Training and Jobsearch Fauldhouse CDT will work with both WEA and Adult Basic Education (Bathgate) to provide meaningful employability sessions and additional qualifications (SVQs) for our CJF trainees over the next 18 months. Once recruited our CJS trainees will work to WEA to develop a suitable employability weekly programme, depending on their skills and experience.

How To Apply: **Please contact your local Jobcentre Plus Personal Advisor who will check eligibility**

Assistant Hub Administrator

Organisation **Fauldhouse Community Trust**

Salary £6.50 per hour

Hours 30

Times Mon - Fri 9 to 5 with occasional work required on

Location **Fauldhouse**

Job Description The Assistant Hub Administrator will be responsible for offering a friendly and warm atmosphere within the building to encourage the community to use the facilities available. The assistant will also be trained on the services the Hub provides and will be able to supply the community with advice on employment.

Additional information Candidates will be required to undergo an enhanced disclosure check by Disclosure Scotland. The Energy Assistants will work with the Energy Service to visit homes in the Breich Valley Community to look at tackling fuel poverty. As a result of the input of the Energy Assistants, the community will benefit from: A possible reduction of their energy bills. A greater understanding of how their heating and hot water systems will work. A greater appreciation of the need for insulation and draught-proofing. An improved knowledge of how electricity is used in their house and learn how to use their electricity more efficiently. An understanding of Climate Change and how it affects Scotland. A greater understanding of an individual's carbon footprint. The project will aim to visit 200 residents in 2011/2012 for the first time, should these trainees be employed by the service, this will help save 200 tonnes of CO² per annum.

Training and Jobsearch Fauldhouse CDT will work with both WEA and Adult Basic Education (Bathgate) to provide meaningful employability sessions and additional qualifications (SVQs) for our CJF trainees over the next 18 months. Once recruited our CJS trainees will work to WEA to develop a suitable employability weekly programme, depending on their skills and experience.