

# Vacancy Newsletter

## 30<sup>th</sup> September 2022

east lothian  
**works**

**Role:** Cook

**Company:** Fraser Centre Community Trust

**Location:** Tranent

**Salary:** £9.50 per hour

**Hours:** Part- time flexible hours. Will include occasional Saturdays.

**Start date:** Immediate

Situated in the centre of Tranent, The Fraser Centre opened in 2019 with an award winning hub featuring a cafe, cinema, activity rooms and offices. The Café is the heart of the hub serving as a popular place to meet friends, family and colleagues over breakfast, lunch or a coffee.

The café also caters for events as well as their own cinema programme.

The Fraser Centre Community Trust is recruiting for a part-time Cook to join their team. They are looking for someone who is a dedicated employee with high standards in service, excellent customer service skills, enjoys working with the public and as part of a team, excellent communication skills and keen to work for a community focused charity in their vibrant community hub.

Further information on the Fraser Centre Community Trust can be found on [www.thefrasercentre.com](http://www.thefrasercentre.com)

Requirements:

- Previous cooking experience essential.
- Training in Food Hygiene and First Aid will be provided as part of our training.

Key tasks:

- Cooking, baking, food prep, preparing hot drinks.
- Ensuring the Trusts high standards of service, customer care and food quality are always upheld.
- Assisting the Catering Manager with any duties to ensure the success of the Café operation.

To apply, please send your CV with a cover letter highlighting why you would like to work in the café to:

Sarah Middlemiss

Catering Manager

The Fraser Centre Community Trust

3a Winton Place, Tranent, East Lothian, EH33 1AF

Or email to [catering@thefrasercentre.com](mailto:catering@thefrasercentre.com)

**Role:** Referrals Co-ordinator  
**Company:** East Lothian Foodbank  
**Location:** Tranent

**Salary:** £19,838 per year (pro rata)  
**Hours:** 27.5 hours weekly (core hours: Monday – Friday, 9:30am – 2:30pm)  
**Closing date:** Wednesday 5<sup>th</sup> October, midday.

The East Lothian Foodbank Referrals Co-ordinator is at the frontline of their crisis service. As the first point of contact for clients and referral partners you must be a confident communicator who can work well managing multiple tasks in a busy environment.

Duties will include:

- Processing referrals for emergency food parcels received via phone, email and online.
- Handling client and referral partner information in line with data handling policy and procedures.
- Notifying the Foodbank Manager of specific requests or requirements.
- Taking care of day-to-day contacts and building relationships with partners, clients and others with regards to the crisis service.

It is important that you have a positive, can-do attitude and be prepared to go the extra mile to ensure those supported by the foodbank can access the crisis service and are signposted to other services as required.

This role is key to ensure we maintain the crisis food service to 'gold standard'. The Referrals Co-ordinator must maintain good working relations, not only with referral agents and partners, but also with volunteers. The core values of East Lothian Foodbank must always be observed and promoted to ensure they offer the best possible support to those in food crisis.

Contract: Fixed term for 12 months in the first instance, with the intention to renew based on performance and dependent on funding.

For more information, including the application pack and application form, follow the link:  
[Referrals Co-ordinator | East Lothian Foodbank](#)

**Role:** Business Development Executive

**Company:** 2Circles Consulting

**Salary:** £24,000 basic

**Location:** Macmerry, East Lothian

**Hours:** Full-time

2 Circles Consulting are a telecommunications company dedicated to helping businesses improve their connectivity and in turn, work more efficiently. The telecommunications industry is growing exponentially, and connectivity and communication are key factors in business success for all companies. It is a tremendous space to build a lifelong career in.

They are looking for people who are dedicated, motivated and willing to learn. Don't worry if you are unfamiliar with the world of telecoms, a great deal of training and support will be provided, and you will be mentored by some of the best in the industry – just bring your enthusiasm, and a good work ethic.

2 Circles Consulting have trained over 5000 students and graduates in how to run their own business, and have a proven and tested scheme to teach you how to network, prospect and constantly evolve in this thrilling industry. Successful candidates will get an impeccable experience with 2Circles Consulting through great incentives, uncapped earning potential and our excellent Basic, Bonus and EMI Share Option Plan.

### **Key Responsibilities**

- Proactive goal setting towards sales targets, planning strategies to hit targets, and monitoring of performance against goals. Attain 100 customers to qualify for Century Club
- Attend all company training courses and sales meetings
- Maintaining a consistent positive attitude and team spirit
- Building and maintaining a good rapport with customers
- Have a proactive attitude towards self-development and constant improvement
- Actively looking for ways to continually develop and innovate sales and marketing systems to generate a larger customer base
- Being dedicated in providing the best and most efficient service to our customers and understanding each individual businesses' needs

### **Benefits**

- On-site parking
- Great Basic Salary
- Uncapped Bonus Plan
- EMI Share Ownership from Day 1
- Company Social Events
- Office Dog
- Great Contests
- Private Medical/Dental insurance

### **Applications**

- Expected start date: early September 2022
- Please study the 2 Circles Consulting website: [www.2circlesconsulting.com](http://www.2circlesconsulting.com) as well as their social media on Facebook, Instagram, LinkedIn & Twitter
- Please send an up to date, well presented 2-page CV with a detailed covering letter explaining why you would like to work in the company to [lou@2circlesconsulting.com](mailto:lou@2circlesconsulting.com)

**Role:** Bar / Floor Staff  
**Company:** Goblin Ha Ltd  
**Location:** Gifford

**Salary:** from £10 per hour  
**Hours:** Part-time, 15 – 25 hours per week

The Goblin Ha are seeking bubbly personalities! A polite and professional approach to customers and clean & tidy appearance. Must be able to work to suit business needs so this will include some evenings and weekends. Experience preferred but not essential as training of their service standards will be provided.

For more information, and to apply online, follow the link: [Bar/Floor Staff – Indeed.com](#)

For all vacancies within East Lothian Council visit: [Jobs | East Lothian Council | myjobscotland](#)

**Contact:**  
East Lothian Works, 9-11 Lodge Street, Haddington EH41 3DX  
Tel: 01620 827262  
Email: [ELworks@eastlothian.gov.uk](mailto:ELworks@eastlothian.gov.uk)

