

Vacancy Newsletter

8th July 2022

east lothian
works

Role: Team Member

Company: Pop Up Designs

Location: Fenton Barns Retail Village, North Berwick

Salary: £12 per hour

Hours: 30 hours per week

Pop Up Designs uses laser cutters to cut small wood gifts, and colour transfer equipment to add colour. They are one of the few companies in the UK that can work to such high precision and add full colour. They are a small charity minded business with four employees currently. They aim to raise funds for the long term support of children in very poor areas of the world and seek someone who is happy with the charity minded direction and ethics.

Pop Up Designs are looking for a creative person to get fully involved with developing their small laser cutting business. You will need to be flexible, enthusiastic, creative and willing to get involved with most aspects of running a small business.

They are seeking someone who is happy to get involved with:

- Running the shop at Fenton Barns, building up customers and looking after the stock, displays, cleaning etc.
- Packaging and dispatching products for the online shop and trade orders.
- Help with running and loading the machines for laser manufacture and colour transfer (full training will be given on safety and use).

Hours can be flexible (hoping for 30 hours a week)

The following skills would be very useful but not essential:

- Design skills to work with CAD and graphics in the design of new ranges of wood and metal gifts.
- Experience with Etsy, adding new products, managing sales etc.
- Transport to take daily orders to the Post Office (currently using East Linton Post Office). Trade orders are collected by Parcel Force.
- A background in maintenance, manufacture or design and technology skills. Skills in machine maintenance/electronics fault finding would be beneficial to help keep the ten laser cutting and colour transfer machines in good working order.

Please send applications to Pop Up Designs, North West Hatchery Unit 14, Fenton Barns Retail Village, Fenton Barns, North Berwick EH39 5BW.

www.popupdesigns.co.uk

Role: Deputy Chief Officer

Company: Musselburgh and District Citizens Advice Bureau

Location: Musselburgh (hybrid working options available)

Salary: £29,978 (pro rata) per annum

Hours: Part-time, 28 hours per week

Closing date: 5pm, 25th July 2022

Interviews: 9th August 2022

About the job

The Depute Chief Officer has day to day operational responsibility for the delivery of the bureau's advice service. The post holder will ensure a quality service is delivered in line with the Scottish National Standards and the Bureau's Citizens Advice membership and will provide to the Chief Officer all necessary reporting, data and case study information required. The Deputy Chief Officer is responsible for maintaining a disciplined, professional office working environment and ensures its compliance with the Bureau's health, safety and other working polices, practices and procedures.

The post holder will also work as part of the Senior Management Team and will deputise for the Chief Officer when required to do so. The post requires a Basic Disclosure certificate.

For more information, and to download an application pack, follow the link: [Deputy Chief Officer – Part Time | CAB](#) or email Louise Marongiu at louise.marongiu@musselburghcab.org.uk

Role: Finance and Funding Officer

Company: Musselburgh and District Citizens Advice Bureau

Location: Musselburgh (hybrid working options available)

Salary: £27,322 (pro rata) per annum

Hours: Part-time, 21 hours per week

Closing date: 5pm, 22nd July 2022

Interviews: 4th August 2022

About the job

We require someone who can work independently and to a high standard. Overseeing the day to day finance function of the Bureau and providing support to the Chief Officer and Depute Chief Officer.

A good standard of education and organisation skills are essential, as is knowledge of computer systems and their applications. The post requires a Basic Disclosure certificate.

For more information, and to download an application pack, follow the link: [Finance and Funding Officer – Part Time | CAB](#) or email Louise Marongiu at louise.marongiu@musselburghcab.org.uk

Role: Cleaner

Company: We Care Cleaning Services

Location: East Lothian, Midlothian and Edinburgh

Salary: £10 per hour

Hours: 9am – 4pm

We Care Cleaning Services are looking for an individual who is keen to learn high levels of cleaning or has any type of cleaning experience.

The ideal candidate would be able to work at fast pace and maintain high standards with a good eye for detail. They would use their own initiative to complete tasks independently, as well as working as part of a small team. A certain level of fitness is a must as there may be heavy lifting and climbing flights of stairs.

Work involves domestic and commercial cleaning. Training will be given.

Working hours on average is 9am-4pm.

Individual can be willing to work weekdays or weekends or both.

Car drivers/owners would be an advantage.

For more information, and to apply, contact Lynne Johnstone lynnelexi22@gmail.com

Role: Various – see below

Company: The Golf Tavern

Location: Haddington

Hours: Part-time

The Golf Tavern in Haddington is looking for part-time staff for a variety of roles.

These include:

- Front of House staff – includes serving of alcohol
- Bar person
- Kitchen staff – experienced cook or chef experience
- Housekeeping – early mornings

Job roles will involve:

- Bespoke room booking diary
- Point of Sales tills and credit cards
- Knowledge of Microsoft Office suite is advantageous.

Training will be given on all aspects.

For more information, and to apply email John and Lynn at info@golftavernhaddington.co.uk or phone 01620 822327.

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

