

Vacancy Newsletter

19th August 2022

east lothian
works

Role: Leisure Assistant (Fast Track)

Company: Enjoy Leisure

Location: East Lothian

Salary: £9.50 (rising to £10.17 after successful probationary period)

Job purpose:

To support the Service Manager in maintaining a high standard of organisation and operation and support the use of the facilities to maintain high levels of safety, cleanliness and customer satisfaction. To fulfil an 8 week probationary programme of development supported by Enjoy Leisure colleagues, through shadowing training and demonstration of the responsibilities of Leisure Assistants.

Main duties are to:

- Support with maintaining effective control and supervision of all customers within public areas of the building and its surrounds.
- Support with supervising the use of the Centre, to maintain the standard of facilities and equipment as required by the Service Manager to meet requirements of Health and Safety.
- Carry out cleaning duties in order to maintain a high standard of cleanliness & hygiene at all times.
- Support with the undertaking of instruction and coaching activities.
- Set out and clear away equipment and furniture.
- Assist with the organisation of events and promotion of the Centre.
- Actively promote the friendly, welcoming, caring image of the Centre in assisting members of the public.
- On an occasional basis to relieve reception and cafeteria staff.
- Such other reasonable duties appropriate to the grading of the post as required by the Chief Executive or their representative(s) from time to time.
- Attend training courses that support development as part of the Fast Track programme.

Essential requirements for this role

Education:

- Educated to Nat 4 level or above and/or able to demonstrate equivalent knowledge, skills and competencies gained through previous experience.

Disclosure Scotland:

- This role requires PVG clearance certificate through Disclosure Scotland.

For more information, and details of how to apply, follow the link: [Fast Track Leisure Assistant | Enjoy Leisure](#)

Role: Housing Support Practitioner (two roles available – one full-time, one part-time)

Company: Action for Children

Location: Haddington

Closing date: 22nd August 2022

Full-time role: **Salary:** £23,000 per year.

Hours: 37 hours a week – night shifts on a 2 week rolling basis with every other weekend off.

Part-time role: **Salary:** £23,000 per year pro rata which equates to £15,540.

Hours: 25 hours a week on a fixed term contract for 12 months – on a shift rota basis with every other weekend off

About Action for Children:

Action for Children believe that every child should have a safe and happy childhood. Last year, they helped more than 670,000 children and families across the UK. They work to ensure their voices are heard, and campaign to bring lasting change to their lives.

About the Role:

New Horizons provides residential housing support to young people; aged 16-25 years referred by East Lothian Housing Department as homeless or threatened with homelessness. The Service seeks to support young people to prepare for more independent living working with residents on a range of issues e.g. budgeting, food preparation and safe storage, household chores and practical skills, managing neighbourhood relations and disputes, accessing specialist services and employability.

We are looking for a Housing Support Practitioner who can engage with young people providing structured and focused housing support to assist young people to gain the skills to live more independently or sustain their accommodation in the community. This support may be provided as a 1:1 or as small, focused group work.

What You'll Bring:

The successful candidate will have an enthusiastic and positive mindset and have a passion for working with young people. Our job description for the Housing Support Practitioner outlines the requirements of the role but the 'must-haves' are:

- SVQ3 or equivalent or a desire to work towards this in the first year of employment.
- Registration with the SSSC or the willingness to do this.
- Experience of working within a multi-agency social care, early years or health environment and applying safeguarding procedures.
- Involvement of managing cases, in accordance with agreed procedures and completing assessments, planning and reviews to ensure positive outcomes.
- Working knowledge of an outcome-based approach to planning, delivering and reviewing services.
- The ability to produce concise and accurate reports to agreed standards, formats and timelines, which may be used ultimately for formal reviews.

For information on how to apply, follow the links:

[Action for Children Careers | Housing Support Practitioner \(Full-Time\)](#)

or [Action for Children Careers | Housing Support Practitioner \(Part-Time\)](#)

Role: Office Coordinator

Company: Ingentium

Location: Edinburgh

Salary: based on the Real Living Wage and can be negotiated based on experience

Hours: Part time (2 or 3 days per week) or full time (5 days per week)

Ingentium is a competitive intelligence and intellectual property (IP) advisory firm based in Edinburgh, UK. Their focus is on commercial IP and strategy matters affecting organisations primarily operating within the agriculture, animal health and the broader life sciences sectors.

You will play a valuable role at Ingentium, doing the following:

- Providing superb levels of support to colleagues so that we can always deliver the best to our clients. This will include dealing with a wide and varied range of tasks which will keep things interesting – including helping our team of associates carry out research on topics and helping in the formatting and preparation of client reports and presentations.
- Serving as the welcoming face of Ingentium by answering phone calls, greeting and corresponding with clients and suppliers;
- Helping in the scheduling, preparation and hosting of meetings, as well as booking travel;
- Monitoring office stocks and purchasing goods as necessary as well as reconciling budgets; and
- Developing standard operating procedures and internal documentation on various tasks.

Our Dream Office Coordinator

There are a number of key personal qualities which we believe will be most suitable for the Office Coordinator we are looking to bring on board:

- First and foremost, you must feel comfortable working independently and taking initiative as and when required. We really like creative freedom and self-motivated individuals who are able to add value to the company, colleagues and clients without always being told what to do first.
- You must have excellent work ethics and ability to find solutions instead of repackaging problems;
- Flexibility and agility; Your tasks will not be the same every day – but we think this keeps things interesting!
- Trustworthy and dependable; we work with sensitive information and deliver outputs that the team and our clients depend on. Therefore, anyone joining us as an Office Coordinator will need to be dependable and have an eye for detail!
- Good/clear interpersonal communication skills; and
- Strong skills in computing and a flare of creativity.

Knowledge & Skillsets

In terms of experience and skill sets, you will need to have good working knowledge of using business communication and productivity software, such as MS Office, having knowledge around IT, knowledge of graphics software, marketing or business administration will be extremely valuable!

For more information, or to apply, email info@ingentium.co.uk

Role: Care Assistant

Company: Cera Care

Location: East Lothian

Salary: £10.60 per hour (£11.02 at weekends) and 0.35p mileage.

Hours: Part time and full time positions available. Shifts are 7am – 2pm / 3pm – 10pm. Must be able to work every second weekend.

Cera Care are revolutionising healthcare, by transforming the ways in which healthcare services are planned, delivered and received. Their smart, digital technology leverages data and machine learning to empower those providing care, whilst improving outcomes for those receiving it.

For those delivering care, they reduce the burden of 'pen and paper' working and remove unnecessary administrative work, empowering the team to do what they do best: care.

Key tasks:

- Delivering personal care including showering, toileting, oral care, continence care, catheter care, stoma care,
- Meal preparation.
- Medication support.

Must be 18 years old and hold a UK driving licence, although walkers can be accommodated depending on which area (Prestonpans, Tranent & Port Seton).

Please contact Fiona Ballantine - Relationship Manager for Scotland on 07541618188 or fiona.ballantine@ceracare.co.uk for more details.

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

Contact:

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