

Vacancy Newsletter

1st July 2022

east lothian
works

Role: Care Assistant

Company: Leuchie House

Location: North Berwick

Salary: £10.76 - £11.10 per hour

Hours: Full-time and part-time hours available

Leuchie House are looking for warm, caring and friendly people to fit in with the incredible team of Care Assistants who help and support their guests to have the best respite break. Working as a key member of the team, you'll provide individualised, personal care to the guests supporting them with daily activities such as washing, dressing, eating and maintaining personal hygiene. You'll also play a big part in the social activities and outings that make holidays at Leuchie House so special.

You'll receive on the job paid training and they can put you through your SVQ2. You also get great benefits and a special place to work.

Requirements

- Right to work in the UK essential
- No experience necessary (full paid training provided)
- Good communication skills
- Caring and compassionate
- Positive, friendly attitude
- Completion of a satisfactory Protection of Vulnerable Groups (PVG) check

Hours

- Full and part-time hours are available. Shifts are a mix of early (7:30am - 3pm), late (2:30pm - 10pm) and an occasional night shift with every other weekend off.

For more information, and details of how to apply, follow the link: [Leuchie House | Care Assistant](#)

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: Delivery Driver
Company: Well Pharmacy
Location: Tranent

Salary: £9.55 per hour
Hours: Full-time, 30 hours per week
Closing date: 28th July 2022

Well Pharmacy is the third largest pharmacy chain in the UK with 760 pharmacies and a team of around 7,000 colleagues.

Main Responsibility

Your main responsibilities as our Community Delivery Driver will include:

- The delivery of medication to Well patients and customers from their Pharmacy.
- Collection of prescriptions from doctor's surgeries where required.
- Ensuring you have completed all legally required training in order to carry out your duties.
- Completion of daily paperwork and reporting to meet all legal requirements.
- Daily vehicle checks.
- Inputting key metrics into Pharmacy systems.

The Ideal Candidate

As a Delivery Driver, you'll build strong relationships with the pharmacy teams and local customers who can't get to the stores for their prescriptions or healthcare products. These are often some of the most vulnerable members of the community, and the home delivery service is vital to their wellbeing. Working closely with the Delivery Team Manager and store teams, your local knowledge and a passion for delivering a great service will ensure that your valuable cargo gets to the right patient at the right time!

It is essential you have a Full UK Driving Licence and have the Right to Work in the UK. The ideal candidate will be able to drive a Luton Style vehicle, have good knowledge of the area and also have the flexibility to deliver the prescriptions to locations at varied timeslots.

Please note that due to the nature of this role, the successful candidate will be required to complete an enhanced DBS check before employment can commence. Employment is conditional on satisfactory DBS clearance.

For more information, and to apply online, follow the link: [Delivery Driver | Vacancies and Careers with Well Pharmacy](#)

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

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