

Vacancy Newsletter

3rd February 2023

east lothian
works

Role: Conservation Assistant (New to Nature Placement through Groundwork UK)

Company: Scottish Seabird Centre

Location: North Berwick

Hours: Full-time, temporary – 12 month contract

Closing date: 17th February 2023

New to Nature is an exciting programme of paid 12-month work placements in nature-focused roles. This is one of 70 roles that will be created across the UK to encourage young and diverse talent into the Natural Environment sector.

For over 20 years the Scottish Seabird Centre has been helping people to learn about Scotland's marine wildlife, habitats and iconic seabirds. They're based in North Berwick, which is a coastal town on the edge of the Firth of Forth. This gives them unparalleled access to amazing coastal seascapes and underwater environments. These include the Bass Rock, an island which supports the world's largest colony of Northern gannets.

As a Conservation Assistant, you will support the Conservation Officer and the wider conservation team to deliver practical projects, working to protect Scotland's internationally important breeding seabird colonies and improve the quality of the coastal and marine environment.

This will involve working closely with volunteers from a range of backgrounds, coordinating and supporting them to undertake activities like beach cleans, wildlife surveys and practical habitat management tasks.

We're particularly interested in receiving applications from young people (aged 18- 25) who are from ethnically diverse backgrounds, who are living with a disability or are from low-income households.

For more information about the role, and how to apply, follow the link: [Scottish Seabird Centre | NTN Vacancy](#)

Role: Digital Engagement Co-ordinator
Company: Youth Scotland
Location: Edinburgh, with some flexible working

Salary: £23,618 - £25,058 per year
Hours: Full-time, 35 hours per week
Closing date: 17th February 2023

The purpose of the role is to maintain, develop and improve communications between the key Youth Scotland audiences of membership and stakeholder groups, such as funding and delivery partners. This will be achieved across a media split of social media, CMS websites, email communication and traditional media.

The Digital Engagement Co-ordinator will be based in the communications team but will work collaboratively across the organisation to help build high quality digital and traditional engagement across media channels.

For more information, and how to apply, follow the link: [Digital Engagement Co-ordinator | Youth Scotland](#)

Role: Personal Assistant
Company: Enable Scotland
Location: Tranent

Salary: £12 per hour
Hours: Part-time, 16-24 hours per week (plus sleepovers)
Closing date: 28th February 2023

Personal Assistants (Support Workers) have the most important role within ENABLE Scotland by making a positive difference every day to the lives of the people we support. No two days are the same for our Personal Assistants, but what we can guarantee is that you will be supporting someone with a learning disability to achieve their goals and outcomes – whatever they may be!

Enable are recruiting for a team of Personal Assistants to support James who lives in Tranent and needs support to live the life he wants to live. James has limited verbal communication but can make his feelings known in his own way. As James uses a wheelchair to mobilise as well as other equipment, you will have moving & handling training. From time to time James can experience stressed and distressed behaviours. You will be provided with all the training you need, but it is important to have a good level of resilience and be adaptive and understanding.

Shifts will include a mix of long days and sleepovers.

For more information, and to apply online, follow the link: [Personal Assistant | Enable Scotland](#)

Role: Administrative Assistant
Company: Charles River Laboratories
Location: Tranent

Salary: £22,563.88 per year
Hours: Part-time (20 hours per week)
Closing date: 15th February 2023

For 75 years, Charles River employees have worked together to assist in the discovery, development and safe manufacture of new drug therapies. When you join the Charles River family, you will have a significant impact on the health and well-being of people across the globe.

The role sits within the regulatory team, which is made up of technicians, analysts and study directors working together to deliver world class data and quality reports to Sponsors. There is excellent on the job training and mentoring is provided to support the growth and development of staff. This role will primarily be based on site with some flexibility for occasional home working (after completion of training) and part time hours (at least 20 hours per week, standard Monday – Friday working days).

Key Responsibilities:

- You will be involved in the compilation of scientific reports following different template formats as required by Clients.
- You will be required to report data in compliance with company and regulatory policies and standards (SOPs, protocols, analytical procedures) to meet quality and accuracy requirements.
- You'll also be involved in Quality Control checking and other administrative tasks as required.

Applicants should have:

- High degree of IT literacy, in particular, experience in the use of Microsoft Word.
- Excellent attention to detail, verbal and written communication skills.
- Determination to complete jobs to tight timescales whilst maintaining a high standard.
- Ability to prioritise tasks and plan own schedule.
- Flexible approach to working in an environment where meeting clients' deadlines is critical.
- Commitment to the importance of quality is essential for this position
- Knowledge of Good Laboratory Practice is an advantage.

For more information, and to apply online, follow the link: [Administrative Assistant | Charles River Laboratories](#)

Role: Cleaner
Company: Dust N Hoover
Location: Dunbar

Salary: £10.50 per hour
Hours: Part-time (18 hours minimum per week)
Closing Date: 28th February 2023

Dust N Hoover is a local cleaning company based in Dunbar. They provide cleaning services throughout East Lothian and the surrounding areas. They currently carry out a range of cleaning from: domestic, commercial, end of tenancy and holiday let cleaning.

Key Tasks:

- Domestic cleaning in Private homes
- Holiday let cleaning, including making up beds.
- Deep cleaning.

Criteria:

- You must live in East Lothian.
- Currently be unemployed.
- Take pride in your work and have an eye for detail.
- Training will be provided.
- Driving licence preferred.

To apply, send a CV with a covering letter, explaining a bit about yourself and why you are interested in the position, to Matthew Kay at dustnhoover@gmail.com

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

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