

Vacancy Newsletter

19th May 2023

east lothian
works

Company: East Lothian Foodbank

Location: Tranent

Role: Referrals Co-ordinator

Hours: Part-time, 27.5 hours per week

Salary: £23,600 per year (pro-rata)

Closing date: Wednesday 7th June 2023, midday

The purpose of East Lothian Foodbank is to prevent and relieve poverty through the provision of emergency food support and financial advice to those in need throughout East Lothian.

Key tasks:

- Manage referrals for Foodbank parcels from agencies and partners and input data into our data Collection System.
- Act as the main point of contact for service users. Gather any special requests, or information relating to specific needs so volunteers can tailor parcels accordingly.
- Plan and co-ordinate daily deliveries including organising drivers, notifying service users and scheduling routes.

For more information, contact Elaine Morrison, Foodbank Manager

Telephone: 07516510617

Email: manager@eastlothian.foodbank.org.uk

Application packs are available to be downloaded from the website:

<https://eastlothian.foodbank.org.uk/>

Company: Cera Cera

Location: Locations across East Lothians

Role: Care Assistant

Hours: Full-time and part-time roles available

Salary: £10.90 Monday – Friday, £11.30 Saturday and Sunday

Cera Cera 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 receiving care at home they are able to monitor their condition digitally, predicting and preventing changes in their condition and responding to any deterioration 30-fold faster than traditional methods, reducing hospitalisations, and keeping people well in their homes.

Applicants must be 18 years of age.

For more information, and to apply online, follow the link: [Cera Cera | Care Assistants](#)

Company: NHS Scotland

Location: Musselburgh

Role: Administrative Assistant

Hours: Full-time and part-time roles available (37.5 hours per week and 22.5 hours per week)

Salary: £23,362 – £25,368 per year

Closing date: 31st May 2023

NHS Scotland is committed to encouraging equality and diversity among our workforce and eliminating unlawful discrimination. The aim is for our workforce to be truly representative and for each employee to feel respected and able to give their best. To this end, NHS Scotland welcomes applications from all sections of society.

This post requires the post holder to have a PVG Scheme membership/ record. If the post holder is not a current PVG member for the required regulatory group (i.e. child and/or adult) then an application will need to be made to Disclosure Scotland and deemed satisfactory before they can begin in post.

To provide secretarial, administrative, and clerical support to staff member(s) within the service area.

Please note: As one of these posts is part-time the salary will be pro-rata.

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

Company: Screwfix

Location: Haddington

Role: Retail Assistant

Hours: Part-time, 16 hours per week

Salary: up to £10.60 per hour

You'll be at the core of Screwfix, making sure our customers are the heart of everything we do. You'll take your time to really get to know them whilst delivering genuinely great service. Our Retail Assistants are vital to the running of a store, so you'll always be kept busy. And with the help of our excellent training programmes and varied shift patterns to support a healthy work life balance, you'll be on the right track for a promising career with us.

WHAT'S IT LIKE TO BE A RETAIL ASSISTANT?

- **Host** – you'll welcome customers into your store, understand what they need, guide them to the right products, and make it super easy for them
- **Warehouse standards** – you'll assist with deliveries, maintaining product stock, collecting customer orders and keeping standards high
- **Part of the team** – you'll join a team who take pride in their store, work together and have lots of fun along the way!

REQUIRED SKILLS & EXPERIENCE

YOU ARE...

- Amazing at giving great service, with a positive can-do, no-nonsense approach
- Prepared to work hard and make the most of our training
- A great communicator who loves to help people
- Willing to learn, you don't need retail experience to succeed
- Friendly, flexible, reliable, honest and enthusiastic!

For more information, and to apply online, follow the link: [Screwfix Jobs | Retail Assistant](#)

Company: Longniddry Golf Club

Location: Longniddry

Role: Apprentice Greenkeeper

Hours: Full-time

Salary: £12,000 - £14,000 per year

Closing date: 9th June 2023

Longniddry Golf Club have an exciting opening for an Apprentice Greenkeeper. We are looking for a highly motivated and reliable individual with a keen eye for detail to join our Greenkeeping team.

At a time with major improvement plans for the coming years, this is a hugely exciting time to be part of the golf club's future. You will be working towards gaining SVQ/3 qualifications within our organization with a view to progressing onto a future Assistant Greenkeepers post once qualified.

Due to the nature of the role, morning weekend work will be required on a rota basis meaning a degree of flexibility is required. As start times are early morning a full driving license or plans to gain one would be advantageous as would some knowledge of the game of Golf.

For the successful candidate, we offer a route into industry with a competitive salary, pension benefits, works uniform, golfing privileges and subscriptions paid to be an active member of the Greenkeepers association.

For more information, and to apply online, follow the link: [Indeed.com | Apprentice Greenkeeper](#)

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

Contact:

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