

# Vacancy Newsletter

26<sup>th</sup> May 2023

east lothian  
**works**

**Company:** NHS Lothian

**Location:**

**Role:** Volunteer Ward Helpers

**Hours:** 2-3 hours per week

East Lothian Community Hospital is looking for volunteer ward helpers. Full training and support given by the dedicated volunteer services team.

Support people in your local hospital and try something new – offering refreshments, talking to patients, directing visitors, meaningful activities.

To find out more, call Laura on 07813 010 332 [laura.wark@nhslothian.scot.nhs.uk](mailto:laura.wark@nhslothian.scot.nhs.uk)

**Company:** NHS Scotland

**Location:** Haddington, East Lothian Community Hospital

**Role:** Administrative Assistant

**Hours:** Part-time (17 hours per week)

**Salary:** £23,362 – £25,368 per year (pro-rata)

**Closing date:** 7<sup>th</sup> June 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.

In this role you will provide high quality support in the daily running of the East Lothian Primary Care Vaccination centres as an individual and team player.

To undertake a range of clerical and administrative duties required to maintain the smooth running of the centres and enable the admin team to achieve their objectives and meet required deadlines.

Please note: As this post is part-time the salary will be pro-rata.

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

**Company:** ScotRail

**Location:** Across Scotland

**Role:** Various (see below)

### **Modern Apprenticeships**

Glasgow City Centre based opportunities;

Modern Apprenticeship – IT Service Desk 1<sup>st</sup> Line Support - [ScotRail: MODERN APPRENTICESHIP - IT SERVICE DESK 1ST LINE SUPPORT](#)

Modern Apprenticeship – Digital Mobile Support Assistant - [ScotRail: MODERN APPRENTICESHIP - DIGITAL MOBILE SUPPORT ASSISTANT](#)

Modern Apprenticeship – IT Administration - [ScotRail: MODERN APPRENTICESHIP - IT ADMINISTRATION](#)

### **On Train Hospitality Assistants**

Various opportunities available in each location;

Glasgow - [ScotRail: ON TRAIN HOSPITALITY ASSISTANT GRADE 1](#)

Wick - [ScotRail: ON TRAIN HOSPITALITY ASSISTANT GRADE 1](#)

Edinburgh - [ScotRail: ON TRAIN HOSPITALITY ASSISTANT GRADE 1](#)

Aberdeen - [ScotRail: ON TRAIN HOSPITALITY ASSISTANT GRADE 1](#)

Inverness - [ScotRail: ON TRAIN HOSPITALITY ASSISTANT GRADE 1](#)

### **To view all ScotRail job vacancies**

[ScotRail: Search & Apply](#)

**Company:** EG Group  
**Location:** Haddington  
**Role:** Customer Service Assistant

**Hours:** Full-time and part-time roles available  
**Salary:** £10.50 per hour

EG Group are looking for friendly and dedicated Sales Assistants who can provide outstanding customer service to join their welcoming Retail Forecourt store!  
As a Sales Assistant, you will have a range of duties from engaging with our customers, delivering a fast and friendly service and working on the till.

Some customer service experience always comes in handy, although it is not essential, as we will support you with great training! If you are reliable, dedicated and love to have fun as part of a team then we would be delighted to hear from you.

For more information, follow the link: [Indeed.com | Customer Service Assistant](#)  
To apply, please email a copy of your CV to [applications@eurogarages.com](mailto:applications@eurogarages.com) with the reference 'Customer Service Assistant - HADDINGTON 80718'.

**Company:** EG Group  
**Location:** Haddington  
**Role:** Starbucks Barista

**Hours:** Full-time and part-time roles available  
**Salary:** £10.50 per hour

EG Group are looking for friendly and dedicated Barista who can provide outstanding customer service to join their welcoming Starbucks store! As a Barista, you will have a range of duties from engaging with our customers, delivering a fast and friendly service and preparing our much-loved beverages and products.

Some customer service experience always comes in handy, although it is not essential, as we will support you with great training! If you are reliable, dedicated and love to have fun as part of a team then we would be delighted to hear from you.

For more information, follow the link: [Indeed.com | Barista](#)  
To apply please email a copy of your CV to [applications@eurogarages.com](mailto:applications@eurogarages.com) with the reference 'Barista- Haddington- 80773'

**Company:** Call-In Homecare Ltd

**Location:** Prestonpans

**Role:** Home Care Assistant

**Hours:** Full-time and part-time roles available

**Salary:** £11.00 per hour

At Call-in Homecare, we support service users in all aspects of their daily lives, enabling them to live with purpose and dignity. You will be supported by our dedicated management team who are always on hand to advise with whatever you need to do your job safely in the community.

**What We Are Looking For**

- Kind, caring and compassionate people
- Good level of English
- Experienced & non-experienced carers – everyone is welcome as we provide full training!

**Your Role as a Care Assistant in the Community**

- Assisting our clients in all aspects of their daily life, i.e. meal preparation, medication prompts and general domestic support
- Assisting clients with personal care
- Supporting clients to take an active role in the planning and provision of their care
- Recording and reporting daily visit information

At Call-In we welcome everyone to apply, no matter your experience level. If you have experience as a Care Assistant, Support Worker, Carer, HCA, Health Care Assistant or in the NHS we would love to hear from you. However, if you do not have experience, we provide full training and encourage candidates from all sectors to apply, for example: retail sales assistant, customer service, hairdressers/beauticians, receptionist, administrator, cleaners, warehouse workers and delivery drivers.

With our full training and continual professional development scheme, this could be the start of your new career making a real difference to the lives of those in the community.

For more information, please follow the link: [Indeed.com | Home Care Assistant](#)

If you have any questions, please call on 01316567310, Press Option 5 (Recruitment) and ask to speak with one of our Recruitment Consultants.

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](mailto:ELworks@eastlothian.gov.uk)

