

OPPORTUNITIES FOR FALKIRK

This is a snapshot of opportunities captured from external websites on **Thursday, 02 December 2021**. Whilst every care is taken to ensure this information is accurate at the time of print we cannot be responsible for external content.

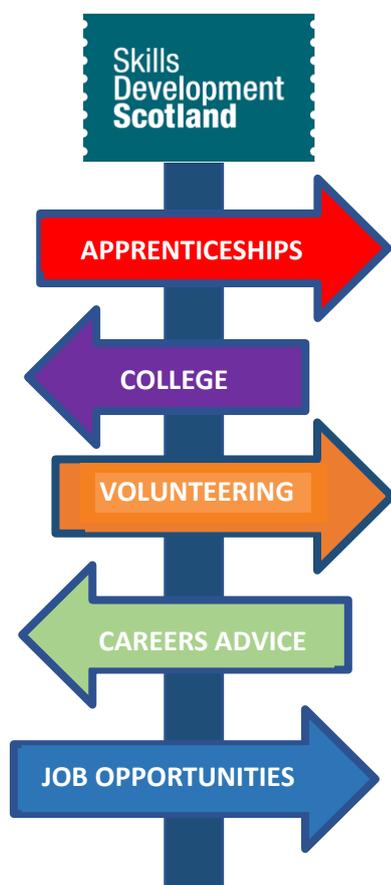
It is at your own discretion to apply for opportunities that comply with the government advice surrounding COVID-19. Please always check the Employer/Organisation websites where possible.

Take care and stay safe.



Which way next?

Click on the arrows below for quick links to more information or give us a call



Your Careers Advisers are still here to help.
You can call the Forth Valley Centres on

Falkirk – 01324 620311

Stirling – 01786 462036

Alloa – 01259 215214

You can also email the Falkirk Team here

[SDS Falkirk Centre Email](#)

Here's a quick link to new opportunities available in this Bulletin [#NEW](#)

● Courses

● Alison

Courses - Free

<https://alison.com/courses>

Date added 04 February 2021

Closing Date

● Amazon

Cloud Computing Courses - Free

Next intake for Scotland is recruiting now with a start date anticipated in Septemeber 2021. Primed Talent will be the collaborating organisation and they will focus on recruiting those with a desire to retrain into a tech career in Edinburgh, Glasgow and Dundee. AWS re/Start is already busy working with AWS teams to find job placement opportunities in and around these cities ahead of their graduation. The selected learners attend a twelve-week, hands-on re-skilling programme to prepare them for jobs in the cloud. The programme provides technical content, along with soft skills and employability skills, such as practicing for technical interviews and CV writing. The programme is free for learners to attend.

<https://www.primedtalent.com/aws-restart>

Date added 04 February 2021

Closing Date

● Centre Forward

Employability Programme

This new 12-month course will be delivered in partnership with Falkirk Football Community Foundation. The programme is designed for young people who have additional learning support needs and who wish to become more active whilst learning and developing their confidence. Combined with certificated SQA units, learners will have a unique opportunity to take part in a range of on the pitch activities – encouraging practical learning and improving health/wellbeing at the same time. They will also benefit from real-life work placement opportunities. Individuals taking part will be enrolled as FVC Students and will have access to the full range of student support services available. The programme will be delivered locally at both the college's Falkirk campus and Falkirk Stadium.

<https://www.forthvalley.ac.uk/courses/supported-learning/centre-forward-programme>

Date added 07 October 2021

Closing Date

● CIC

CSCS card

Call 01324 227280 to enquire

Date added 16 July 2020

Closing Date

● Code your future

Coding classes for disadvantaged people

CodeYourFuture (CYF) is a UK based non-profit organisation that trains refugees and other disadvantaged people to become web developers and helps them to find work in the tech industry.

<https://codeyourfuture.io/scotland/>

Date added 04 February 2021

Closing Date

- **Forth Valley College**

Preparation for Employment - Customer Service

The course is practical in nature, with some SQA employability units as well as work placement opportunities. The only requirements are that applicants must have officially left school (16+). There is no upper age limit to applying. Students must be committed to ensuring a good attendance, adopt a positive attitude, willingness to learn and a genuine interest in training. The only requirements are that applicants must have officially left school (16+). There is no upper age limit to applying. Students must be committed to ensuring a good attendance, adopt a positive attitude, willingness to learn and a genuine interest in training. The course will attract a full-time bursary inc. travel for those that are eligible. Course start date is Monday 18th October.

<https://www.forthvalley.ac.uk/courses/business/preparation-for-employment-customer-service>

Date added 07 October 2021

Closing Date

- **Google Digital Garage**

Courses - Free

<https://learndigital.withgoogle.com/digitalgarage/courses>

Date added 04 February 2021

Closing Date

- **Individual Training Accounts**

ITA has been extended to 28 February 2022 - check if you are eligible here

Get up to £200 towards the cost of a training course with an SDS Individual Training Account (ITA). Use the money to build the skills you need for a job. Or get some training to take your career to the next level. And because it's not a loan, you don't have to pay it back.

<https://www.myworldofwork.co.uk/learn-and-train/sds-individual-training-accounts-ita>

Date added 09 July 2020

Closing Date

- **Microsoft Learn**

Courses - Free

<https://docs.microsoft.com/en-gb/learn/>

Date added 04 February 2021

Closing Date

- **My World of Work**

Start searching for an ITA approved course and apply online:

<https://www.myworldofwork.co.uk/learn-and-train/find-free-online-courses>

Date added 11 June 2020

Closing Date

- **Open University**

Courses - Free

<https://www.open.edu/openlearn/free-courses/full-catalogue>

Date added 04 February 2021

Closing Date

- Safelift training - Bonnybridge

CSCS card

<https://safelifttrainingservices.co.uk/>

Date added 04 February 2021

Closing Date

- Springboard

Online Hospitality Courses - free

Free online courses for any areas of the Hospitality Industry

<https://tinyurl.com/ybcwl4pn>

Date added 04 February 2021

Closing Date

- Tech Nation - Digital Academy

Courses - Free

<https://digitalbusinessacademy.technation.io/>

Date added 04 February 2021

Closing Date

- UK Learns

Courses - Free

<https://uklearns.pearson.com/courses.html?#stq=&stp=1>

Date added 04 February 2021

Closing Date

- University of Stirling

Free courses

University of Stirling are offering fully-funded short online courses helping those impacted by the COVID-19 pandemic, offering free places to anyone living in Scotland. Upskill and develop your career with our fully-funded, 100% online short courses. Starting in May and June, we've hundreds of free places if you live in #Scotland. Gain in-demand skills in rapidly growing industries with courses in Project Management, Data Analytics or Work and Leadership in the Age of AI. Check eligibility and apply now.

http://stir.ac.uk/5n3?fbclid=IwAR3GoABWIlz0sXwIX_NO343LfzdhEEApfv4ySf09MI1syxWE4QczrOpopQ

Date added 29 April 2021

Closing Date

- Jobs

- Aberlour

Service Administrator

Are you an experienced administrator, comfortable with financial information and gathering statistical information? Are you keen to support a staff team in their work with families? If so we want to hear from you.

<https://uk.indeed.com/jobs?l=Falkirk&radius=10&fromage=7&start=20&vjk=3f39358591ff15cc>

Date added 25 November 2021

Closing Date

- **Airth Bakers**

Shop Assistant

The job involves cooking, serving, cleaning, stocking fridges, stock rotation, filling in daily sheets handling cash. You must have a friendly attitude to the customers and other staff, and be able to prioritise your time.

<https://uk.indeed.com/jobs?l=Falkirk&radius=10&fromage=7&vjk=fd26668ec775a5c1&advn=7548713588938377>

Date added 02 December 2021

Closing Date

- **Aldi - Linlithgow**

Stock Assistant

Time will fly by as you work hard to keep stock losses to a minimum, help out with inventory counting, check off deliveries and ensure the shelves are fully stocked with attractive, well presented products. And, of course, you'll provide excellent customer service at all times by attending to customer needs in a prompt and friendly way.

<https://uk.indeed.com/jobs?q&l=Falkirk&start=10&vjk=994e02df988df67e>

Date added 09 September 2021

Closing Date

- **Alexander Ross**

Office Administrator/Junior Purchasing role

The Purchasing and Office Assistant is part of the Procurement team assisting with the administration of the purchasing process for the business. The role involves basic office administrative and clerical tasks to ensure efficient operation of the offices onsite. The role provides lunch cover on a rotational basis for the site shop.

louise.thacker@alexanderross.co.uk

Date added 21 October 2021

Closing Date

- **AW Jenkinson Woodwaste - Bo'ness**

Administrator

The main aspect of this role will be to assist senior office administrators with the daily operations of a small but busy office. You will have excellent communication skills, a confident telephone manner, good time management, a keen eye for detail and a good work ethic

<https://uk.indeed.com/jobs?q&l=Falkirk&radius=10&fromage=7&start=80&vjk=b42dacb8412923e2&advn=6184241637730366>

Date added 25 November 2021

Closing Date

- **Bannatynes**

Membership Advisor

Previous experience within the leisure industry is not essential as full training will be given, although previous sales and call handling experience is desirable. The ability to think outside the box and be a self starter is essential for this role.

<https://uk.indeed.com/jobs?q&l=Falkirk&radius=10&fromage=7&start=20&vjk=4b8f7ff011f2b8a8>

Date added 18 November 2021

Closing Date

- **Bath and Heat Centre**

Customer Service Admin Assistant

In this role you will be the main point of contact for customers through their project journey, so it is essential that you are able to create a good first impression. You will need to be polite and approachable, confident and have the ability to remain patient and calm in difficult situations.

<https://uk.indeed.com/jobs?q&l=Falkirk&radius=10&fromage=7&start=10&vjk=041ec0fa922a5bc5>

Date added 18 November 2021

Closing Date

- **Baynes Bakers**

Sales Assistant

By being open, honest and flexible, you will be able to roll up your sleeves and get stuck in with any of the varied tasks from making sandwiches to baking savory products- no two days are the same. You will also bring fresh ideas and help us to continuously improve how we do things.

<https://uk.indeed.com/jobs?q&l=Falkirk&radius=10&fromage=7&start=10&vjk=069f9b2f21e87a37>

Date added 25 November 2021

Closing Date

- **C2 Recruitment**

Warehouse Assistant

As a Warehouse Accuracy Checker, you will work as part of a dynamic and supportive team in what can be described as a fast-paced and target driven environment to ensure the stock entering or leaving the depot is accurate.

<https://uk.indeed.com/jobs?q&l=Falkirk&start=30&vjk=4eebe833540fc18b>

Date added 11 November 2021

Closing Date

- **Care UK**

Business Administrator

You're an experienced administrator who is used to dealing with people and resolving problems. Ideally, you'll have worked in a care home setting. You are used to using finance or HR systems and are an experienced Microsoft Office user. You've got a good basic education with GCSEs (or the equivalent) including English and Maths.

<https://uk.indeed.com/jobs?l=Falkirk&radius=10&fromage=7&vjk=3019e940597b91cf>

Date added 18 November 2021

Closing Date

- **Cello's**

Counter staff

We are looking for part time staff. Must be friendly and alert , willing to learn

https://www.facebook.com/permalink.php?story_fbid=331437785458392&id=100057765185170

Date added 02 December 2021

Closing Date

- **Confidential Café Bonnybridge**

Front of house staff

We are looking for someone who is passionate about customer service and has an interest in the catering industry to join us. Duties will include taking orders, working with the kitchen staff to ensure accuracy of orders, being food safe compliant and keeping the serving area clean and tidy.

<https://uk.indeed.com/jobs?l=Falkirk&radius=10&fromage=7&start=30&vjk=d64a5d3e07b97e0b&advn=834516592930195>

Date added 02 December 2021

Closing Date

- **Crossroad Bo'ness**

Sales Assistant

Basic shop duties providing good customer service

<https://uk.indeed.com/jobs?l=Falkirk&radius=10&fromage=7&vjk=a9459aa7d3107022&advn=5511151193026778>

Date added 02 December 2021

Closing Date

- **Domino's New Store Opening**

In-Store Team Member

A great opportunity to join the world's largest pizza delivery company; a place where winning, service, quality and relationships are values that underpin all that we do.

<https://uk.indeed.com/jobs?q&l=Falkirk&start=20&vjk=6ab841a9b410ec6a&advn=344200845300983>

Date added 11 November 2021

Closing Date

- **Dyce Carriers**

Junior logistics coordinator

We are looking for a young hard working and trustworthy individual. Someone who can learn the full scope of Logistics operations at Dyce Carriers. Needs be a good communicator and work well as part of a team. Someone who is self-motivated and has willingness to learn. There is an opportunity to develop personal skills by dealing with a range of people from customers to HGV drivers daily. Must be computer literate and have ability to use basic parts of Word and Excel.

Applications are by CV and cover letter to: Richard Workman richardw@dyce-carriers.co.uk

Date added 21 October 2021

Closing Date

- **Go Centric**

Contact Centre Agent

An exciting opportunity has arisen to join our team working from the comfort of your home. This role will be supporting the response to the current pandemic and will involve calls, largely related to booking, checking or cancelling appointments. Forming part of a team of Covid Support Services.

<https://uk.indeed.com/jobs?q&l=Falkirk&radius=10&fromage=7&start=10&vjk=955ed07a2a1dd84f&advn=1821060695686204>

Date added 02 December 2021

Closing Date

- **Masala Rams**

Server

Restaurant servers required for busy restaurant in falkirk , ideal candidate will be hard working , reliable , to be able to work well using their own initiative and as part of a team, great benefits and incentives for the right candidate and will be welcomed to a well established family run restaurant

<https://uk.indeed.com/jobs?l=Falkirk&radius=10&fromage=7&vjk=8480fa1e908f9066&advn=3292151386833675>

Date added 02 December 2021

Closing Date

- **NHS Forth Valley**

Various Opportunities

We're recruiting a wide range of staff including a Chemotherapy Staff Nurse, Finance Managers, AHP Coordinator, ICT Manager, Mental Health Staff Nurses, Consultant Urologist, Trainee Pharmacy Technicians, Theatre Practitioners, Neonatal Staff Nurse and more.

<https://apply.jobs.scot.nhs.uk/vacancies.aspx?chkDivision=229,230,231,232>

Date added 09 July 2020

Closing Date

- **Outlander Traineeships**

Various Opportunities

Outlander production has now launched a training scheme for the upcoming filming of their seventh series. Up to 32 traineeships are available commencing in January 2022, paid at a rate of £433.33 or £546.18 per week. Traineeships are available for a range of roles including painting, rigging, plastering, carpentry, costume, production, and locations. The earliest deadline for some trainee positions is 9am on Monday 13th December 2021. The production base for series seven will continue to be Wardpark Studios in Cumbernauld.

<https://opportunities.creativescotland.com/.../212c6e54...>

Date added 18 November 2021

Closing Date

- **Park Hotel**

Bar/Waiting staff

Duties include offering the menus to customers, answering questions about the menu, processing, liaising with chefs, delivering food and drinks orders. Also preparation and processing bill payments. Experience preferred but not essential.

<https://uk.indeed.com/jobs-in-Falkirk,-Falkirk?vjk=3d030a3f700f368b>

Date added 19 August 2021

Closing Date

- **Pertemps**

Resourcing Administrator

Pertemps are currently recruiting for a Resourcing Administrator to work on a part time temporary assignment at our well-known Public Sector client based in Falkirk.

<https://uk.indeed.com/jobs?l=Falkirk&radius=10&fromage=7&vjk=7398d00c99cd7c84&advn=3983993977239461>

Date added 18 November 2021

Closing Date

- **Petroineos**

Sales and Customer Administrator

The role will be heavily focused on daily customer contact to ensure that all aspects of the customer offer are communicated effectively and all deliveries are made efficiently as well as ensuring payments due are made in an accurate and timely manner. Daily customer contact will include the full order to cash cycle from product nomination, sales monitoring, to receipt of cash in the Petroineos bank account.

<https://uk.indeed.com/jobs?l=Falkirk&radius=10&fromage=7&start=30&vjk=57a53950bdf4e0aa>

Date added 02 December 2021

Closing Date

- **Police Scotland**

Police Officer Recruitment

We are looking for people like you to join one of the biggest and best teams in Scotland. If you are an honest, hardworking individual who is enthusiastic, motivated and looking for true job satisfaction then you can find it working with us. You'll receive first class training and be rewarded with an extraordinary job that is like no other.

<https://www.scotland.police.uk/recruitment/police-officer-recruitment/>

Date added 09 January 2020

Closing Date

- **Rosebank Beefeater**

Restaurant Team Member

We are looking for a Restaurant Team Member to join our Beefeater team!

<https://uk.indeed.com/jobs?l=Falkirk&radius=10&fromage=7&vjk=e27fab1d5da9aa3a>

Date added 18 November 2021

Closing Date

- **Savers**

Kickstart Sales Assistant

PLEASE NOTE - This is a Kickstart role, you must be referred by your Job Centre Work Coach to apply for this role

<https://uk.indeed.com/jobs?q&l=Falkirk&start=20&vjk=e3568d53d3e60faa>

Date added 09 September 2021

Closing Date

- **Scotmid Denny**

Customer Service Assistant

You may be required to prepare and serve various products which could include raw and cooked meat, alcohol, and foods containing allergens. You will also be on your feet for long periods of time, and many of our roles will involve some lifting, carrying and other tasks such as stock merchandising and cleaning.

<https://uk.indeed.com/jobs?l=Falkirk&radius=10&fromage=7&start=20&vjk=240aa88133b06498>

Date added 25 November 2021

Closing Date

- **Spar**

Shop Assistant

Part-time hours: Minimum 16 per week / Maximum 30 hours

<https://uk.indeed.com/jobs?q&l=Falkirk&start=10&vjk=c162418ef8a21407>

Date added 11 November 2021

Closing Date

- **Springfield Properties**

Admin Assistant

This position provides a great opportunity to be involved in all aspects of admin work, whilst developing some additional technical skills and knowledge. Your duties will include minute taking, scheduling and making preparations for meetings, producing reports, assisting with basic programming and a variety of other office duties. You will be required to provide reception cover therefore a smart appearance and first class telephone manner are essential.

<https://uk.indeed.com/jobs?l=Falkirk&radius=10&fromage=7&vjk=3a2e923fdb43a2d6>

Date added 02 December 2021

Closing Date 15 December 2021

- **Springfield Properties**

Trainee Sales Adviser

Springfield Properties Plc are looking to recruit a hard-working and well organised Trainee Sales Advisor to join our team. This is an exciting opportunity for those who wish to develop a sales career in a dynamic and fast growing organisation, working closely with our sales teams across all brands of the Springfield Group. The candidate will be required to travel to Central belt, East Lothian, Fife and Tayside.

<https://uk.indeed.com/jobs?l=Falkirk&radius=10&fromage=7&start=30&vjk=c05f256c9a55f3f3>

Date added 02 December 2021

Closing Date

- **The Jolly**

Bar/Waiting staff

Working A Varied Amount Of Shifts To Cover Our Opening Hours From 12pm Till 12am

<https://uk.indeed.com/jobs?q&l=Falkirk&radius=10&fromage=7&start=10&vjk=e811b13f43f257eb>

Date added 18 November 2021

Closing Date

- **The Range**

Warehouse Assistant

In this role you will assist the Warehouse Supervisor in ensuring that the whole goods in/out procedure run in accordance with company procedures, policies and guidelines.

<https://uk.indeed.com/jobs?q&l=Falkirk&vjk=cf64fc5f68ae68>

Date added 11 November 2021

Closing Date

- **The Three Kings**

Bar and Waiting Staff

As a leading venue for Weddings in Central Scotland we are currently recruiting for waiting and bar staff to join our team. We are looking for fun and enthusiastic people who can keep up with our high levels of customer service.

<https://uk.indeed.com/jobs?l=Falkirk&radius=10&fromage=7&vjk=964bd488f65df250>

Date added 25 November 2021

Closing Date

- **United Wholesale**

Warehouse Operative

General warehouse duties including picking orders, replenishing stock and customer service.

<https://uk.indeed.com/jobs?l=Falkirk&radius=10&fromage=7&vjk=e9466c32e2b62d22&advn=5100324447361968>

Date added 25 November 2021

Closing Date

- **Vets4pets**

Client Care Adviser

Are you open and friendly, can't resist keeping things organised and running like clockwork and does the thought of things being in a mess give you sleepless nights? If so, we need you to look after us, our clients and their pets!

<https://uk.indeed.com/jobs?q&l=Falkirk&radius=10&fromage=7&start=10&vjk=4b58c82246be254c>

Date added 18 November 2021

Closing Date

- **Viewpoint practice**

Receptionist/Administrator

The successful candidate will have a warm friendly manner and be able to communicate with people at any level. They will also have the ability to multitask and work under pressure in a busy and demanding environment whilst delivering a high standard of customer service.

<https://uk.indeed.com/jobs?l=Falkirk&radius=10&fromage=7&vjk=54c19658585da4ad>

Date added 02 December 2021

Closing Date

- **Wheatley Group - Grangemouth**

Health & Wellbeing Assistant x2

Do you want to make a positive difference to people's lives? Why not join Wheatley Care? Are you looking for a new challenge that makes a positive difference? You don't need to have specific experience in the Care environment as full training and support will be provided as part of the role. If you are empathetic, caring and a good communicator we would love to hear from you.

<https://uk.indeed.com/jobs?q&l=Falkirk&start=10&vjk=2e72b8911ea2b69f>

Date added 16 September 2021

Closing Date

- **Worq Group**

Front of house staff

Due to expansion and growth we are looking to add to our team to help support the workloads, we are looking for an approachable, accommodating individual to work front of house & basic Housekeeping in our business.

<https://uk.indeed.com/jobs?l=Falkirk&radius=10&fromage=7&start=20&vjk=39f19b4b24f8fe29&advn=3281680031890719>

Date added 02 December 2021

Closing Date

• Apprenticeships

• Army

2021 Apprenticeship Program

The army is still accepting applications, but have made some temporary changes to their recruitment process. There is currently priority recruitment for the following roles: ammunition technician • environmental health technician • musician • technical support specialist • HR specialist • army nurse (you can join as a student nurse) • radiographer • cyber engineer • movement controller • Operator Technical Intelligence • Driver Communications Specialist • Veterinary Technician • Port Operator • Supply Chain Operative • Pharmacy Technician • Mariner • Postal and Courier Operator • Operating Department Practitioner.

<https://apply.army.mod.uk/covid19>

Date added 09 January 2020

Closing Date

• Aroc

Digital Fulfillment Assistant

Here at Aroc we pride ourselves on providing an impeccable service from start to finish, with years of experience in printing coupled with a vast knowledge of the construction and compliance industry, it makes us the right team for the job. All our Signs, Banners, Vehicle Wraps are manufactured in-house, ensuring every item is quality checked before leaving the factory.

<https://www.apprenticeships.scot/vacancy-details/?refCode=137494>

Date added 11 November 2021

Closing Date 03 December 2021

• Attain Training

Lithographic Printer

The successful candidate will study towards a nationally recognised Modern Apprenticeship Qualification in Press (Sheetfed Lithography pathway at level 3) SCQF 6, as well as full training being provided to enable the apprentice to learn and develop within the department. In addition to this, the successful applicant will also be trained on print finishing equipment, adding to the press skills already being developed.

<https://www.apprenticeships.scot/vacancy-details/?refCode=138093>

Date added 11 November 2021

Closing Date 26 November 2021

• Calnex Solutions

MA Trainee Administrator

We are looking for an intelligent, motivated, conscientious, confident, and upbeat individual to join the team here at Calnex Solutions. The successful candidate will have the ability to learn and develop the administration skills required to become a Business Administrator within the Calnex Operations team.

<https://www.apprenticeships.scot/vacancy-details/?refCode=138385>

Date added 02 December 2021

Closing Date

- **Carousel Training - Falkirk**

Childcare Assistant

We have a number of exciting Modern Apprenticeship opportunities available across various locations, enabling you to earn as you learn, gain practical experience in a key sector, and enhance your career prospects.

<https://www.apprenticeships.scot/vacancy-details/?refCode=137390>

Date added 11 November 2021

Closing Date 07 December 2021

- **Clyde Marine**

Careers at Sea

Looking to pursue a career in the merchant navy? Clyde Marine Training, Glasgow is the UK's largest maritime training provider and they accept applications for officer cadetships (deck, engineer and electro-technical) and ratings cadetships

<https://www.clydemarinetraining.com>

Date added 09 January 2020

Closing Date

- **Corner House Nursery**

Trainee Childcare Assistant

You will be learning all aspects of childcare practice. You will be allocated a designated training assessor from Azilo Training who will support and guide you through your Modern Apprenticeship Programme (SVQ Level 3 in Social Services, Children & Young People) allowing you to qualify as a childcare practitioner (Nursery Nurse)

<https://www.apprenticeships.scot/vacancy-details/?refCode=137970>

Date added 11 November 2021

Closing Date 29 November 2021

- **FMG Repair Services - Larbert**

Vehicle Paint Technician

In this role, you will be trained to repair vehicle damage to an exacting standard. You will be working within a wider vehicle repair team and have a dedicated mentor assigned to you. You will have exposure to a range of vehicles and repair methods.

<https://www.apprenticeships.scot/vacancy-details/?refCode=137954>

Date added 11 November 2021

Closing Date 24 December 2021

- **FMG Repair Services - Larbert**

MA Vehicle Panel Technician

You will be based within a Body Shop, involved in learning all aspects of repairing accident damaged vehicles, including chassis alignment techniques, panel repair and replacement, welding and preparing vehicles for painting.

<https://www.apprenticeships.scot/vacancy-details/?refCode=137955>

Date added 25 November 2021

Closing Date

- Ineos

MA programme now open

INEOS Modern Apprenticeships 2022 We've opened applications to our modern apprenticeship programme and have started the search for the next generation of INEOS employees. In return, successful candidates will receive first class training, both theory and practice, with Forth Valley College. You'll get a wage and you'll be contributing to our sustainable future. Please visit www.ineosopportunities.co.uk for more information about us, the required qualifications and follow our social media posts for more details (@INEOS_GM - Twitter; INEOS Grangemouth – Facebook) and updates. We look forward to hearing from you.

www.ineosopportunities.co.uk

Date added 25 November 2021

Closing Date

- Microcom Training - Stirling

Business Administrator and Beauty Receptionist

a leading aesthetic company with a large and diverse patient base. Our longevity has been borne out of continual innovation in response to customer needs, keeping abreast of new treatments and to the opportunities presented through technology.

<https://www.apprenticeships.scot/vacancy-details/?refCode=137944>

Date added 11 November 2021

Closing Date 02 January 2022

- RAF

2021 Apprenticeship Program

The RAF is closely monitoring the Coronavirus (COVID-19) situation as it unfolds and are continuing to follow the latest Government advice. To keep everyone as safe as possible during this time, they have decided to adjust their recruitment process. All face-to-face visits to Armed Forces Careers Offices are now suspended and some stages of the recruitment process are on hold but please be reassured all applications remain 'live'.

<https://www.raf.mod.uk/recruitment/afco-covid19>

Date added 09 January 2020

Closing Date

- Royal Navy

2021 Apprenticeship Program

At this time the Naval Service Recruitment process continues to operate, however some areas of the process will be adapted to ensure that they meet Government guidance. There are 64 different types of apprenticeships available in the Royal Navy. The following roles are currently being recruited for with a high priority, but there's many more to choose from: Communications information systems specialist • communications information systems specialist (submariner) • Engineering technician (weapon engineering – submariner) • warfare specialist (submariner)

<http://bit.ly/2ZnE5Fw>

Date added 09 January 2020

Closing Date

- Scania

MA Customer Service

Remit are recruiting on behalf of Scania Grangemouth who have a fantastic opportunity for anyone interested in starting a career and gaining a recognised qualification in the Automotive Industry. Our client is looking for an Apprentice Customer Service Administrator, you will be the first-person customers meet, front of house.

<https://uk.indeed.com/jobs?l=Falkirk&radius=10&fromage=7&start=20&vjk=18f369f22ae86cb2&advn=8493563085086453>

Date added 02 December 2021

Closing Date

- Syngenta

MA business Support

Your role will involve working alongside our Business Support function working across the business on administrative tasks and projects. This is a 2-year Apprenticeship programme in Business Administration developing the knowledge, skills and competences which are required in order to qualify as a Business Administrator.

<https://tinyurl.com/t743b2zu>

Date added 07 October 2021

Closing Date

- New this week

- Airth Bakers

NEW! -Shop Assistant

The job involves cooking, serving, cleaning, stocking fridges, stock rotation, filling in daily sheets handling cash. You must have a friendly attitude to the customers and other staff, and be able to prioritise your time.

<https://uk.indeed.com/jobs?l=Falkirk&radius=10&fromage=7&vjk=fd26668ec775a5c1&advn=7548713588938377>

Date added 02 December 2021

Closing Date

- Calnex Solutions

NEW! - MA Trainee Administrator

We are looking for an intelligent, motivated, conscientious, confident, and upbeat individual to join the team here at Calnex Solutions. The successful candidate will have the ability to learn and develop the administration skills required to become a Business Administrator within the Calnex Operations team.

<https://www.apprenticeships.scot/vacancy-details/?refCode=138385>

Date added 02 December 2021

Closing Date

- Cello's

NEW! -Counter staff

We are looking for part time staff. Must be friendly and alert , willing to learn

https://www.facebook.com/permalink.php?story_fbid=331437785458392&id=100057765185170

Date added 02 December 2021

Closing Date

- **Confidential Café Bonnybridge**

NEW! -Front of house staff

We are looking for someone who is passionate about customer service and has an interest in the catering industry to join us. Duties will include taking orders, working with the kitchen staff to ensure accuracy of orders, being food safe compliant and keeping the serving area clean and tidy.

<https://uk.indeed.com/jobs?l=Falkirk&radius=10&fromage=7&start=30&vjk=d64a5d3e07b97e0b&advn=834516592930195>

Date added 02 December 2021

Closing Date

- **Crossroad Bo'ness**

NEW! -Sales Assistant

Basic shop duties providing good customer service

<https://uk.indeed.com/jobs?l=Falkirk&radius=10&fromage=7&vjk=a9459aa7d3107022&advn=5511151193026778>

Date added 02 December 2021

Closing Date

- **Go Centric**

NEW! -Contact Centre Agent

An exciting opportunity has arisen to join our team working from the comfort of your home. This role will be supporting the response to the current pandemic and will involve calls, largely related to booking, checking or cancelling appointments. Forming part of a team of Covid Support Services.

<https://uk.indeed.com/jobs?q&l=Falkirk&radius=10&fromage=7&start=10&vjk=955ed07a2a1dd84f&advn=1821060695686204>

Date added 02 December 2021

Closing Date

- **Masala Rams**

NEW! -Server

Restaurant servers required for busy restaurant in falkirk , ideal candidate will be hard working , reliable , to be able to work well using their own initiative and as part of a team, great benefits and incentives for the right candidate and will be welcomed to a well established family run restaurant

<https://uk.indeed.com/jobs?l=Falkirk&radius=10&fromage=7&vjk=8480fa1e908f9066&advn=3292151386833675>

Date added 02 December 2021

Closing Date

- **Petroineos**

NEW! -Sales and Customer Administrator

The role will be heavily focused on daily customer contact to ensure that all aspects of the customer offer are communicated effectively and all deliveries are made efficiently as well as ensuring payments due are made in an accurate and timely manner. Daily customer contact will include the full order to cash cycle from product nomination, sales monitoring, to receipt of cash in the Petroineos bank account.

<https://uk.indeed.com/jobs?l=Falkirk&radius=10&fromage=7&start=30&vjk=57a53950bdf4e0aa>

Date added 02 December 2021

Closing Date

- Scania

NEW! -MA Customer Service

Remit are recruiting on behalf of Scania Grangemouth who have a fantastic opportunity for anyone interested in starting a career and gaining a recognised qualification in the Automotive Industry. Our client is looking for an Apprentice Customer Service Administrator, you will be the first-person customers meet, front of house.

<https://uk.indeed.com/jobs?l=Falkirk&radius=10&fromage=7&start=20&vjk=18f369f22ae86cb2&advn=8493563085086453>

Date added 02 December 2021

Closing Date

- Springfield Properties

NEW! -Admin Assistant

This position provides a great opportunity to be involved in all aspects of admin work, whilst developing some additional technical skills and knowledge. Your duties will include minute taking, scheduling and making preparations for meetings, producing reports, assisting with basic programming and a variety of other office duties. You will be required to provide reception cover therefore a smart appearance and first class telephone manner are essential.

<https://uk.indeed.com/jobs?l=Falkirk&radius=10&fromage=7&vjk=3a2e923fdb43a2d6>

Date added 02 December 2021

Closing Date 15 December 2021

- Springfield Properties

NEW! -Trainee Sales Adviser

Springfield Properties Plc are looking to recruit a hard-working and well organised Trainee Sales Advisor to join our team. This is an exciting opportunity for those who wish to develop a sales career in a dynamic and fast growing organisation, working closely with our sales teams across all brands of the Springfield Group. The candidate will be required to travel to Central belt, East Lothian, Fife and Tayside.

<https://uk.indeed.com/jobs?l=Falkirk&radius=10&fromage=7&start=30&vjk=c05f256c9a55f3f3>

Date added 02 December 2021

Closing Date

- Viewpoint practice

NEW! -Receptionist/Administrator

The successful candidate will have a warm friendly manner and be able to communicate with people at any level. They will also have the ability to multitask and work under pressure in a busy and demanding environment whilst delivering a high standard of customer service.

<https://uk.indeed.com/jobs?l=Falkirk&radius=10&fromage=7&vjk=54c19658585da4ad>

Date added 02 December 2021

Closing Date

- Worq Group

NEW! -Front of house staff

Due to expansion and growth we are looking to add to our team to help support the workloads, we are looking for an approachable, accommodating individual to work front of house & basic Housekeeping in our business.

<https://uk.indeed.com/jobs?l=Falkirk&radius=10&fromage=7&start=20&vjk=39f19b4b24f8fe29&advn=3281680031890719>

Date added 02 December 2021

Closing Date

● Seasonal

- Clinton's

Seasonal Adviser

As one of our Seasonal Team Members, your role will be key in helping the business to achieve sales targets whilst delivering outstanding customer service. Our teams spend their time on the shop floor so an enjoyment of interacting with customers and natural selling skills are crucial to the role.

<https://uk.indeed.com/jobs?!=Falkirk&radius=10&fromage=7&vjk=fcdf905b37a42c16>

Date added 14 October 2021

Closing Date

- Tesco

Festive colleagues throughout Falkirk area

Various opportunities at stores in and around Falkirk

<https://tinyurl.com/74y6dmwp>

Date added 21 October 2021

Closing Date

- The Range

Retail Assistants

Be part of the festive magic at The Range this season. We are currently recruiting part time Retail Assistants to help us at our busiest time of year.

<https://uk.indeed.com/jobs?q&l=Falkirk&vjk=6866e12ad5352ccb>

Date added 11 November 2021

Closing Date

● Courses

- Off The Bench

Training Course

<https://spfltrust.org.uk/off-the-bench/>

Date added 25 November 2021

Closing Date

- Positive Qualities

Training for the Spa and Beauty Therapy Industry

Contact your Careers Coach at SDS

Date added 25 November 2021

Closing Date

● Useful

● Apprentice Transition Plan

Help for redundant Apprentices

If you're an apprentice who has been made redundant or unemployed as a result of COVID-19 the Apprentice Transition Plan service can help you find new work or move to further learning. The service can: *Offer support to help you complete your qualification, if you are close to completion *Provide an official and quality assured record of your skills and qualifications to boost applications for jobs or further learning *Help with your CV and preparing for interviews *Help you plan for further learning or employment

<https://www.apprenticeships.scot/become-an-apprentice/apprentice-transition-plan/>

Date added 29 April 2021

Closing Date

● CSREC

CSREC Wellbeing Grant

CSREC have received funding from the Scottish Government to financially support those from ethnic communities who are struggling due to the COVID pandemic. Financial support may be available. Please contact CSREC directly.

Contact admin@csrec.co.uk

Date added 20 August 2020

Closing Date

● Job start grant

New benefit for young people starting work

A new benefit to support 16 to 24 year olds into work if they have been unemployed for six months will open for applications on Monday 17 August. Job Start Payment is a one off £250 payment to help with the costs of starting a new job. The upper age limit rises to 25 for care leavers and the payment rises to £400 if the person has a child.

<https://www.gov.scot/news/new-benefit-for-young-people-starting-work/>

Date added 20 August 2020

Closing Date

● Kickstart Forth Valley

Kickstart Opportunities in Forth Valley

The Kickstart Scheme provides funding to create new jobs for 16 to 24 year olds on Universal Credit who are at risk of long term unemployment. Please note to apply for any of these vacancies you must have been referred by your DWP work coach.

<https://forthvalleyjobs.hanlonsonline.co.uk/>

Date added

Closing Date

● My Kids Career

Information for parents and carers in Scotland

The world of work never stops changing which means the jobs available to your child now may not be available in the future. My Kid's Career has got all the information you need to support those important career decisions.

mykidscareer.com

Date added 09 January 2020

Closing Date

- **My World of Work**

BRAND NEW SERVICE for ADULTS

A brand new service from Skills Development Scotland - offering advice, guidance and resources as you manage your career.

<https://careers.myworldofwork.co.uk/>

Date added 04 February 2021

Closing Date

- **Skills Development Scotland**

My World of Work Job Hub

In partnership with industry and in rapid response to the COVID-19 pandemic we have developed a new feature on My World of Work to support those seeking employment at this critical time. The My World of Work Job Hub brings together immediate job opportunities from employers across Scotland in line with Scottish Government advice on Coronavirus. The job opportunities that appear in the job hub have been gathered from various sources. It is at your own discretion to apply for opportunities that comply with the government advice surrounding COVID-19.

<https://www.myworldofwork.co.uk/has-your-job-been-affected-covid-19-coronavirus>

Date added 09 April 2020

Closing Date

- **Young Carers Grant**

New benefit for Young Carers aged 16-18 in Scotland

<https://bit.ly/2sHSsKj>

Date added 01 October 2020

Closing Date

- **Volunteering**

- **A Great Place**

Heritage volunteer

The Great Place project is a district-wide 2-year programme of activities celebrating the places, people, traditions, and industry of the Falkirk area with thanks to the National Lottery Heritage Fund. For more information about the project, follow us on facebook, twitter or Instagram @GreatPlaceFK.

Contact your Careers Coach at SDS

Date added 09 January 2020

Closing Date

- **CVS**

Volunteering opportunities

Link to the list of CVS latest opportunities

<https://bit.ly/2ZdadPn>

Date added 09 July 2020

Closing Date

- **Edinburgh Zoo**

Volunteering Opportunities

<http://bit.ly/2AZBTkk>

Date added 09 January 2020

Closing Date

- **Forth Environment Link**

Volunteering opportunities

Active travel, gardening, jam making, upcycling, textiles, woodcraft, marketing, events and cooking opportunities

<http://www.forthenvironmentlink.org/volunteering>

Date added 09 January 2020

Closing Date

- **NHS and British Red Cross**

Covid 19 volunteer opportunities

Whether it's practical or emotional support, there are lots of ways you can volunteer to help. For some that may be right now in helping to manage the crisis, for others there will be roles in the weeks and months to come. You can only volunteer to carry out tasks which involve leaving your home, if you are not required to be isolating and are not in any risk categories.

<https://www.readyscotland.org/coronavirus/volunteering>

Date added 02 April 2020

Closing Date

- **Police Scotland**

Youth Volunteers

The programme is open to all young people aged 13 – 18, this allows those people to get an insight into policing in Scotland and inspire individuals to participate positively within their communities. Each PSYV group is coordinated by a police officer who will either have full time PSYV duties, or complete their PSYV duties alongside other duties such as a community constable or school based officer etc

<https://bit.ly/36r3NwI>

Date added 02 April 2020

Closing Date

• **Webinars and Online Events**

- **Developing the Young Workforce**

New webinars available on You Tube

DYW (Developing Young Workforce) recently broadcast a series of webinars for young people. The DYWUp2U episodes included conversations and Q&As with employers, young people and specialists.

<https://bit.ly/2ENRges>

Date added 01 October 2020

Closing Date

- **FUSE Virtual Training Academy**

Online Workshops for retail and hospitality workers

Working with partners across Edinburgh, St James Quarter launched FUSE to provide a high-quality recruitment and training service for the 3,000 jobs it will bring to Scotland when its doors open in June. As well as finding the suitable candidates for each role, FUSE focuses on developing careers by offering training and providing people with opportunities to achieve accredited qualifications.

To register, please visit www.edinburghfuse.com/events

Date added 29 April 2021

Closing Date

- **GreenJobs Work Academy**

Ready to explore green jobs further?

The Green Jobs Workforce Academy is here to help you take a green approach to your career, your skills and job search. Packed full of learning and training resources, it can help you adapt to a job that's becoming greener.

<https://careers.myworldofwork.co.uk/green-jobs-workforce-academy>

Date added 07 October 2021

Closing Date

- **My World of Work -**

Left school? Skills Development Scotland's Career Jam webinars support you as you take your next steps. Careers advisers discuss topics including applying for college, university, online or phone interviews and labour market information.

Just keep in mind you won't be able to ask any questions as they aren't live. If you need more advice or support, you can call our helpline on 0800 917 8000, which is available Monday to Friday, 9am-5pm.

<https://www.myworldofwork.co.uk/school-leaver-webinars>

Date added 01 October 2020

Closing Date

- **My World of Work You Tube Channel**

Subscribe to our You Tube Channel and hear directly from a range of experts about their job roles and find out more about the world of work.

<https://www.youtube.com/c/MyworldofworkCoUk1>

Date added 19 November 2020

Closing Date

● **Work Experience**

- **Balfour Beatty**

Virtual Work Experience

https://l.facebook.com/l.php?u=https%3A%2F%2Fbalfourbeatty.thinkific.com%2F%3Ffbclid%3DIwAR1yy3PHSB5p4CWL8CsnVPCgvlR3BNxabdCKtDi6pEIRDqSNKlVlLCWOeY&h=AT35gtV_Km6xxCG_sXhoGf2lrbzIUb7K7heqP6EDZeQcRE8Kt3ebdrdUaqjll_lme9x_go5RJ3OjA0xQyRm_hUBICFGL9QvnnVgVwHbQ

Date added 26 November 2020

Closing Date

- **BAM**

Virtual Work Experience - Construction

Are you interested in work experience with one of the most successful construction and property services companies in the country? You'll be working through a week's placement interacting with members of our project teams from across the UK and working on a range of work modules. We will give insights into some of our flagship projects like the V&A Dundee, Coal Drops Yard London, Manchester City Football Academy to name just a few.

<https://www.s4snextgen.org/opportunities/View/id/761>

Date added 09 July 2020

Closing Date

- **Barclays**

Virtual Work Experience - Digital

Virtual Work Experience gives you a unique opportunity to gain work experience in a company that you might not normally get access to while highlighting the essential skills you might need. You'll get to see the inner workings of Freeformers, a 'digital transformation' agency, and actively work with different departments on one exciting project, helping them solve problems and complete real-life tasks.

<https://barclayslifeskills.com/i-want-virtual-work-experience/school/virtual-work-experience>

Date added 30 April 2020

Closing Date

- **Brighton and Sussex Medical School**

Virtual Work Experience - Medicine

Widening Participation to Medicine. This course provides a 'virtual' work experience for those looking to apply to medical school. You will be introduced to the NHS before exploring the roles and skill sets of six different medical specialists. Along the way, you will also consider some of the challenges and wider issues doctors face.

<https://bsmsoutreach.thinkific.com>

Date added 11 June 2020

Closing Date

- **Cala Homes**

Work Experience

At college? Cala Homes offers placements during college holidays. Please contact a member of the HR Team by emailing careers@cala.co.uk outlining your preferred location and length of placement.

Email to careers@cala.co.uk

Date added 09 January 2020

Closing Date

- **Centrica**

Work Experience programme

The duration of the work experience is generally 2 weeks and during the work experience at Scottish Gas, you will gain an awareness of products & services and have an opportunity to spend some time with a customer services team, plus shadow engineers installing and servicing heating products and energy systems. All participants will leave armed with work experience stories to use for future employment opportunities, either with Centrica or elsewhere.

<http://bit.ly/2yIBVv5>

Date added 09 January 2020

Closing Date

- Ernst and young

Work Experience programme - Smart Futures

A ten month programme which starts with paid work experience, and moves on to broaden your skills and experience. Then you can decide whether to go on to higher education or apply for a job after school.

https://www.ey.com/en_uk/careers/students/programmes/schools

Date added 20 August 2020

Closing Date

- Ernst and Young

Work Experience programme - Business Academy

If you're already considering an alternative to university, this programme will help you build the skills you need for a head start to the EY Business Apprenticeship.

https://www.ey.com/en_uk/careers/students/programmes/schools

Date added 20 August 2020

Closing Date

- Halliday Fraser Munro

Virtual Work Experience - Architecture

We are delighted to have launched a portal of virtual work experience for secondary school pupils who are missing out on work experience with us this term due to the COVID-19 pandemic.

<https://twitter.com/HFMArchitecture/status/1255048200588873732>

Date added 30 April 2020

Closing Date

- iDEA

Virtual Work Experience - Digital

The Inspiring Digital Enterprise Award, known as iDEA is an international programme that helps you develop digital, enterprise and employability skills for free. Through our series of online challenges, you can win career-enhancing badges, unlock new opportunities and, ultimately, gain industry-recognised Awards that help you stand out from the crowd.

<https://idea.org.uk/about>

Date added 30 April 2020

Closing Date

- Royal College of General Practitioners

Virtual Work Experience - Medicine

Observe GP is an alternative to work experience for aspiring medics aged 16 and over, who are living in the UK. It is a free interactive video platform providing insights into the role of a GP and the wider primary care team.

<https://www.rcgp.org.uk/observegp>

Date added 11 June 2020

Closing Date

- **Scape**

Virtual Work Experience - Construction

At Scape, we wanted to find a digital route to showing the next generation, just how amazing a career in construction can be. We've partnered with Class of Your Own, Learn Live and EDT (Engineering Development Trust) to introduce your class to the myriad of career pathways available, the excitement of real project delivery and the satisfaction gained from helping to create something that will both serve the community and leave a lasting legacy on the landscape. What's more, every participant will secure a recognised accreditation to put onto their CV.

<https://www.scapegroup.co.uk/learning-in-lockdown>

Date added 30 April 2020

Closing Date

- **Scottish SPCA**

Work experience placements - various locations

<https://www.scottishspca.org/about/careers/work-experience-placements/>

Date added 09 January 2020

Closing Date

- **White and Case**

Virtual Work Experience - Law

Gain an insight into the fast-paced work of our lawyers and trainees by enrolling in our virtual work experience programme. There is no application required and the programme is self-paced to fit around your schedule. This experience will be recognised on our application forms and it is a great way to demonstrate your interest in law and White & Case

<https://www.allaboutlaw.co.uk/law-jobs/job/1910021129/training-contracts-virtual-work-experience->

Date added 30 April 2020

Closing Date