

# Vacancy Newsletter

east lothian  
**works**



## Whitekirk Hill – Kitchen Assistant

Based in Whitekirk, North Berwick

This is a dual role. It combines maintaining the cleanliness of the kitchen and equipment as used by the chefs in the preparation and cooking of all meals. Added to this, it will also offer the opportunity to learn some basic cheffing skills that would include veg preparation, use of equipment and acquisition of food hygiene qualifications.

Shift patterns can be adjusted to suit and part-time working is available.

This offers an excellent insight not just to the world of food but also provides some invaluable grounding in the key elements of a hospitality business that will prove invaluable in any future career, both front and back of house.

Please apply in writing to [kitchen@whitekirkhill.co.uk](mailto:kitchen@whitekirkhill.co.uk)

## Zest Energy – Customer Service Agents

Based in Leith, Edinburgh

We require out-bound customer service agents to contact potential new customers to inform them of the products available and compile a fact find surrounding the property. This is not a sales role; we are simply looking for individuals who enjoy communicating with the general public.

Full and part time hours are available.

- Full training is provided to ensure you are successful and confident in the role straight away.
- Must be confident in communicating over the phone.
- Must be able to demonstrate a polite and friendly approach.
- Immediate start available.

We pay in line with the UK Living Wage at £9.50 per hour, however performance bonus is also available increasing pay up to £15 per hour. Call 07931862172 for an immediate interview

# First Sentier Investors - Distribution Business Intelligence Trainee

Based in Edinburgh

## Job role

We provide clients with high quality long-term investment capabilities managed by independent, specialist teams.

We are stewards of AUM of over AU\$241 billion as at 30 June 2021 on behalf of institutional investors, pension funds, wholesale distributors and platforms, financial advisers and their clients worldwide.

## Position Purpose

To support the distribution data analytics and customer relationship management teams in providing qualitative and quantitative data for Distribution teams.

## Key Responsibilities

- Support the production of quantitative and qualitative distribution information, sourced from multiple areas internally and externally
- Monitoring of fund and client activity including running various daily, weekly and monthly reports
- Contribute to ongoing data initiatives by supporting with project and business as usual tasks.
- Develop close working relationships with internal stakeholders across the business
- Update and enrich data on various platforms, data sheets, data files and templates
- Support and maintain Customer Relationship Management (CRM) system
- Identify opportunities for process improvement and risk mitigation
- Assist the Sales Support and Distribution teams with enquiries.

## Required Capabilities

- All candidates must be able to work in the UK, e.g. fall within the European Economic Union, hold the necessary work permits or have the right of abode, evidence of which must be supplied.
- Comfortable with using and manipulating large data sets in Excel to run and create reports, great attention to detail required.
- Strong excel, word and PowerPoint skills.
- Highly organised, with the ability to plan, manage and prioritise multiple tasks.
- Strong communication skills, both written and spoken.
- Ability to work on your own as well as in the team.
- Self-starter, who uses their initiative and learns quickly.
- Adaptable team player, willing to assist others and contribute to team outcomes.
- Is comfortable dealing with colleagues and business contacts.

## How to apply

The selection process would be:

More info found here: [Distribution Business Intelligence Trainee - Investment20/20 \(investment2020.org.uk\)](https://www.investment2020.org.uk)

1. Submit CVs to HR – [EMEAHR@firstsentier.com](mailto:EMEAHR@firstsentier.com)
2. Complete online Excel test & short video interview
3. Complete virtual interview & case study/presentation
4. In-person interview in Edinburgh

## Modern Apprenticeship Business Admin – Dunbar Primary School

### Based in Dunbar

**Rate of Pay:** NMW

**Days and Hour of Work:**

Monday to Thursday 8.15am to 4:15pm, Friday 8:15am to 1:15pm

This is a 39 week sessional post i.e. working hours will be during school term time plus in-service days until the end of the academic session June/July 2023

An exciting opportunity has arisen for a Modern Apprentice to join the team at Dunbar Primary School.

Dunbar Primary School is large primary school consisting of two campuses, The John Muir campus comprises of the nursery, year stages P1 - P3 and The Cove, a specialist communication provision. The Lochend campus comprises of the stages P4 - P7.

Working across both campuses, the successful applicant will undertake a Modern Apprenticeship Business Administration Level 3 and provide efficient and effective administrative support to the school.

### Eligibility Criteria

As part of East Lothian Council's 'Support for Employability' commitment to promote youth opportunities in the County, this post is open to those who are aged 16 – 19 and reside in East Lothian. (For those who are disabled or care-experienced, this is extended up to and including age 29). You will be asked to confirm you meet this criteria when you complete the application form.

**All candidates indicating in their application that they are from a care experienced background, or have a disability are guaranteed an interview if they meet the minimum essential criteria required for the job (as per the Person Specification).**

### Job Details

To undertake a Modern Apprenticeship Business Administration Level 3 and provide an efficient and effective clerical support to the School.

### Job Requirements

#### Relevant Qualifications

A minimum of SVQ1/Standard Grade General level English/Maths or National 4 English/Maths or Literacy/Numeracy or Intermediate 1

Communication/Numeracy and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.

#### PVG Membership

**All preferred candidates for posts carrying out regulated work with these groups will be required to become a PVG Scheme member, or undergo a PVG Scheme update if they are already a member, prior to any formal offer of employment being made by East Lothian Council.**

To find out more and apply follow this link: [Modern Apprentice \(Business Administration\) - Dunbar Primary School - | East Lothian Council | myjobscotland](#)

## Modern Apprentice Payroll – East Lothian Council

John Muir House, Haddington

Rate of Pay – NMW

An exciting opportunity has arisen for a Modern Apprentice to join the Payroll team at East Lothian Council.

As part of East Lothian Council's 'Support for Employability' commitment to promote youth opportunities in the County, this post is open to those who are aged 16 – 19 and reside in East Lothian. (For those who are disabled or care-experienced, this is extended up to and including age 29). You will be asked to confirm you meet this criteria when you complete the application form.

**All candidates indicating in their application that they are from a care experienced background, or have a disability are guaranteed an interview if they meet the minimum essential criteria required for the job (as per the Person Specification).**

This opportunity is fixed term for 18 months.

There will be ongoing support from an external training provider to achieve the SVQ Level 3 in Business Administration.

### Job Details

To undertake a Modern Apprenticeship Business Administration Level 3 and provide an efficient and effective administrative support to Payroll.

### Job Requirements

#### **Relevant Qualifications**

3 x National 4/5's or 3 x Standard Grades at General or Credit Level including Maths and English.

#### **Disclosure**

The preferred candidate for this position will be subject to a Basic Disclosure provided by Disclosure Scotland prior to a formal offer of employment being made by East Lothian Council.

To find out more and to apply please follow this link: [Modern Apprentice - Payroll - | 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)

