

# Vacancy Newsletter

1<sup>st</sup> October 2021

east lothian  
**works**

**Role:** Modern Apprentice, Council Tax & Debt Management  
**Company:** East Lothian Council  
**Location:** Haddington

Days and Hour of Work: Monday-Friday, 09.00-17.00

#### Rate of Pay

Under 18 years:	£4.62 per hour
18-20 years:	£6.56 per hour
21-24 years:	£8.36 per hour
25+:	£8.91 per hour

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.***

This post would normally be based at John Muir House, Haddington, however as a result of the current COVID-19 restrictions the successful candidate may be expected to work from home. IT equipment will be provided.

#### *Job Details*

To undertake a Modern Apprenticeship Business Administration Level 3 and provide an efficient and effective administrative support to Council Tax and Debt Management.

**Please download the Job Outline/Person Specification (available under 'Job Attachments') for the full range of tasks and duties associated with this job. You will need to refer to these in order to complete the application form.**

#### **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.

If you require further information about this vacancy, please call 01620 827868, or email us on [recruitment@eastlothian.gov.uk](mailto:recruitment@eastlothian.gov.uk)

[Modern Apprentice -Council Tax & Debt Management Team - | East Lothian Council | myjobscotland](#)

**Role:** Modern Apprentice, Financial Inclusion  
**Company:** East Lothian Council  
**Location:** Haddington

Days and Hour of Work: Monday-Friday, 09.00-17.00

#### Rate of Pay

Under 18 years:	£4.62 per hour
18-20 years:	£6.56 per hour
21-24 years:	£8.36 per hour
25+:	£8.91 per hour

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.

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This post would normally be based at John Muir House, Haddington, however as a result of the current COVID-19 restrictions the successful candidate may be expected to work from home. IT equipment will be provided.

#### Job Details

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

**Please download the Job Outline/Person Specification (available under 'Job Attachments') for the full range of tasks and duties associated with this job. You will need to refer to these in order to complete the application form. You must ensure you meet every 'essential' criteria stated on the Person Specification to be considered for interview.**

#### 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

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[Modern Apprentice - Financial Inclusion Team - | East Lothian Council | myjobscotland](#)

**Role:** Space & Timetabling Administrator  
**Company:** Queen Margaret University  
**Location:** Musselburgh

To manage the Universities room booking system for non-academic teaching bookings.

Principal duties or Key objectives

- Support the Space & Timetabling Manager in
- Daily/weekly timetable checks – run reports and contact the appropriate staff to request appropriate information. Add information received to the timetabling system when provided.
- Manage the room bookings system
- Approve bookings
- Reject bookings which are not appropriate or relate to teaching & advise original requester accordingly.

iii. Amend existing bookings if requested

- Manually book rooms which are not bookable via the self-service system
- Manage the room bookings email inbox, reply to queries etc.
- Assisting the Space and Timetabling Officer with simple timetabling – amend staff or rooms on existing timetabled events.
- Room Utilisation surveys
- Carry out the full room utilisation survey
- Prepare the pre survey information required on room occupancy and projected usage. Pre survey – establish from timetable system who should be in room and complete master control sheet.

iii. Provide some post survey analysis, including reviewing data from the attendance monitoring system and comparing to the physical head count. – get data from attendance monitoring system and populate in master control sheet.

- Performing physical space surveys to verify room layouts, signage etc. and liaise with the appropriate departments to report any issues.
- Carry out checks of on campus timetable screens, resolving any issues identified or escalating to the appropriate department.
- Undertake any other administrative duties that may reasonably be requested, appropriate to the grade and responsibilities of the post.

#### **Person Specification – Essential**

- Excellent communication skills, written and oral. Must be able to convey complex information to lay users.
- Good general level of education with a minimum of 3 Highers or equivalent.
- High level of accuracy and attention to detail.
- Well motivated individual, with the flexibility and adaptability to operate effectively in a fast-changing environment.
- Ability to work as a member of a team.
- Ability to work unsupervised.

#### **Person Specification – Desirable**

Experience of work in a Higher Education environment.

Job Type: Full-time

[Queen Margaret University](#)

**Role:** Retail Assistant (16 hours)  
**Company:** Iceland  
**Location:** Haddington

At Iceland we like to do things differently. We are a fair and ethical retailer, who believe in investing in our people and making a difference.

It's important for our colleagues to take pride in what they do, and we can offer a role that will allow you to use your own initiative, in a fun and engaging team environment. We work hard to build a strong team dynamic which supports our colleagues to deliver to the best of their ability in the challenging role of Retail Assistant

Your role is to ensure that you deliver great standards and a store to be proud of so that our customers have the best experience possible when shopping with us. We expect a lot from our colleagues, and you'll get a lot back in return from us.

Offering part-time hours gives you flexibility and a variety of shift patterns. There is also a great rate of pay and the opportunity to become part of a supportive and connected family of colleagues who look after our own.

On applying for the role you will complete an online interview that will take around 20 minutes. Please be prepared to answer the five questions to the best of your ability. Good luck with your application.

[Retail Assistant \(Part Time - 16 Hour Contract\) \(kallidusrecruit.com\)](http://kallidusrecruit.com)

**Role:** Various Positions  
**Company:** Whitekirk Hill Resort  
**Location:** Whitekirk

Whitekirk Hill Resort, five minutes from North Berwick, has been open since November 2019. It encompasses an Orangery with outdoor Terrace, Leisure Club with over 500 members, Spa, Adventure Play Barn, event space for up to 120 guests not to mention 160 acres of mature woodland, open grassland, ponds and elevated vistas.

Making the most of our fantastic central location, only 28 miles from Edinburgh, and in the heart of the East Lothian countryside, the next chapter for Whitekirk Hill promises to be spectacular and exciting.

Our nine lodges have been created by our wonderful team to reflect what is important to us as a business, environmental consciousness at the heart of their design, with no compromise to luxury.

Current opportunities exist due to rapid growth and popular demand:

Orangery and Play Barn	Food service staff, both full and part-time, flexible shift patterns
Kitchen	Chef de Partie, Commis Chef and Kitchen Porter
Reception	Internship/work placement opportunities
Spa	Part-time therapists

In the first instance please apply in writing with a CV to [accounts@whitekirkhill.co.uk](mailto:accounts@whitekirkhill.co.uk)

**Contact:**  
East Lothian Works, 9-11 Lodge Street, Haddington EH41 3DX  
Tel: 01620 827262  
Email: [ELworks@eastlothian.gov.uk](mailto:ELworks@eastlothian.gov.uk)

