

# Vacancy Newsletter

15<sup>th</sup> January 2021

east lothian  
**works**

**Role:** Member Pioneer  
**Company:** Co-op  
**Location:** Ormiston & Tranent

You will need to live in or close to this community to apply.

They are looking for a member pioneer to join them at Co-op, working 4 hours a week (16 across the month). In this unique role you will be focused on bringing people together to make a difference in your community. That means talking to Co-op members, colleagues and community groups they support. By building relationships with and connecting these people you will be the catalyst for new ideas, initiatives and projects.

This role would suit someone who:-

- has lots of enthusiasm with the ability to get things moving
- loves working with and connecting people with an inspirational communication style
- is confident using social media and other IT (ideally including tools like Google suite or Skype)
- is committed and dedicated
- is adaptable and will try different ways to get a successful outcome
- lives within or very close to the community this vacancy supports and has the flexibility with their time to suit the community they serve

<https://www.indeed.co.uk/viewjob?jk=e9b888e62359968c&tk=1eru3aoen3jln000&from=serp&vjs=3>

**Role:** Store Management Apprentice  
**Company:** Aldi  
**Location:** Haddington

One thing's for sure as a Store Management Apprentice in Retail you will never be bored. Balancing theory with practical store work, you will be expected to work hard on this three-year programme.

There's a real family feel at Aldi and they all pitch in as part of a close-knit team. And since there's always loads of support from those around you, ranging from Store Managers to Store Assistants, you'll never feel like you're struggling. In this fast paced environment you'll get to learn something new every day in a company that thrives on being different. As someone who wants to make things happen, you will find all this adds up to an exciting challenge.

The time will fly by and before you know it you will have your Level 3 Retail Team Leader qualification and be working as a fully-fledged Deputy Store Manager with real opportunities for progression in the future.

**Please note you will need GCSEs in Maths and English, grade 4 and above (minimum grade C or equivalent) to be able to undertake the Apprenticeship.**

<https://www.indeed.co.uk/viewjob?jk=c7e7995ead21cb6d&tk=1es01hc2kss5e800&from=serp&vjs=3>

**Role:** Bus Escort  
**Company:** East Lothian Council  
**Location:** Macmerry, Tranent

25 hours per week  
School term time - 38 weeks per year

Days and Hours of Work:  
Monday - Thursday 0700 - 0930 & 1430 – 1700  
Friday 0700 - 0930 & 1100 – 1330

To start: ASAP

Purpose of the Job:

Attending to the comfort, security and safety of passengers whilst being transported to/from establishments. Providing supervision of service users during transport and providing assistance to the driver/attendant as required.

- Responsible for attending to the comfort, security and safety of passengers during transport in accordance with the policies and procedures of East Lothian Council.
- Ensuring vehicle doors are kept closed and that no passenger boards or leaves the vehicle whilst in motion.
- Providing physical assistance to service users when necessary.
- Collecting service users from home and escorting safely onto transport.
- Assisting service users to alight from transport and escorting safely to home.
- Carrying medication and messages between passengers' homes and centres/schools.
- Any other duties commensurate with the post as required by the Services Manager - Transport.

Disclosure requirements:

This role requires PVG clearance for regulated work with children and protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be required prior to commencement.

Closing date 24 January 21

<https://www.myjobscotland.gov.uk/councils/east-lothian-council/jobs/bus-escort-205966>

**Role:** ASN Auxiliary  
**Company:** East Lothian Council  
**Location:** West Barns Primary School

This is a temporary part time/term time post, working 15 hours per week.

Hours: 9 – 12 noon Monday to Friday

Salary: £10.95 - £11.98 per hour

Closing date 24 January 2021

- Deal with the personal, physical, medical and nutritional needs of children.
- Provide support to pupils to achieve targets (all areas of the curriculum) as set by the class teacher.
- • Work with individual and small groups of pupils with class assignments.
- Work with pupils to carry out individualised Education Plans developed in conjunction with teachers and therapists.
- Assist with the preparation of classroom materials.
- Develop a knowledge and awareness of individual clients and their capabilities and highlight any issues which will assist in the annual review procedures.
- Provide appropriate praise and encouragement to pupils.
- Supervise in class and out of class activities.
- Accompany pupils on educational visits.

Skills/Experience Required:-

- Basic training/knowledge of First Aid.
- Experience of working with or caring for children with additional support needs.
- Ability to respond to the individual and group needs of children in a range of situations.
- Numeracy and Literacy skills. • Effective verbal and written communication skills.
- Effective organisational and time management skills.
- Ability to work without close supervision.
- Ability to work flexibly as part of a team.

<https://www.myjobscotland.gov.uk/councils/east-lothian-council/jobs/asn-auxiliary-west-barns-primary-school-205956>

**Role:** Senior Project Officer  
**Company:** Sustrans  
**Location:** Haddington

Sustrans is the charity making it easier for people to walk and cycle. They connect people and places, create liveable neighbourhoods, transform the school run and deliver a happier, healthier commute. Start your journey today by joining their team in Scotland.

Contract: 12 month contract with the possibility of extension for the duration of the project (3 years)

Location: Haddington with the ability to travel where possible via sustainable transport methods to locations across Scotland. Initial home working may be expected due to office closures and restrictions.

37.5 hours per week  
£27,528 per annum

Closing date: 9am on Wednesday 20 January 2021

Reference: SUS3062

About you:

- They are looking for excellent communicators that have the ability to build relationships with partners and communities.
- You will enjoy working independently and also as part of a team.
- You will bring your experience in transport, planning, urban design or similar to the role.
- So, if you're passionate about walking, cycling and wheeling, apply today to join our Scotland team and help us get things done, together.

Interviews will take place via Teams on Friday 12 February.

<https://www.indeed.co.uk/viewjob?jk=cb587fd6aa1c9838&tk=1eru53poisu1d800&from=serp&vjs=3>

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