

Scotland Employment Bulletin



September 2011

Welcome to the Employment Bulletin

On behalf of the Career Transition Partnership (CTP), welcome to the Scotland Employment Bulletin. It will provide you with the latest jobs and business news from across the region. It will also highlight the latest vacancies on RightJob.



Here is a selection of some vacancies on [RightJob](#) in the Scotland region.

Please log on to [RightJob](#) to view the full details of any of these jobs. There is a Quick job search box on the home page, which allows you to search for vacancies using the unique Job ID number shown.

Your login details should have already been issued to you, but if you have any difficulties, please contact the Central Employment Team on 0121 236 0058.

Job Title	Location	Salary from	Closing Date	RightJob ID
BT Internal / External Engineer	Scotland	£25,000	31/10/2011	34198680610
MPGS opportunities	Scotland	£18,237	08/10/2011	34198679580
Glasgow 2014 Games Vacancies	Glasgow	Various	01/10/2011	34198678987
Amazon Careers	Fife	Various	31/12/2011	34198679622
Field H&SW Technician	Glasgow	£25,000	19/09/2011	34198678860
Paintball Marshall	Kirkintilloch	£3,000	30/09/2011	34198677672
Operations Officers	Scotland	£16,081	30/09/2011	34198679032
Team/Shift Manager - Dunfermline (133251)	Dunfermline	TBC	31/12/2011	34198677777
Hydraulic/Pneumatic Engineer	Glenrothes	TBC	23/09/2011	34198680127
Executive Assistant - EDI4 (133275)	Dunfermline	TBC	31/12/2011	34198677773
Security/Facilities Manager	Glasgow	£22,000	30/09/2011	34198680443
Chef de Partie	Perthshire	£13,830	26/09/2011	34198674399
Paintball Marshall	Edinburgh	£3,000	30/09/2011	34198677674
Facilities & Engineering Manager - EDI4 (133268)	Dunfermline	TBC	31/12/2011	34198677771
Operations Manager - Dunfermline (133250)	Dunfermline	TBC	31/12/2011	34198677778
Head of Training	Faslane	£40,000	30/09/2011	34198677949
Driver C+E (LGV1)	Bathgate	£19,650	30/09/2011	34198678996
Programme Manager	Faslane	£50,000	27/10/2011	34198680116
Rig Electrician	Aberdeen	£60,000	03/10/2011	34198680577
Housekeeping Floor Supervisors/Room Attendants	Perthshire	£11,763	26/09/2011	34198674396
Chef, de Rang, Bar Tender, Waiter	Perthshire	£11,765	26/09/2011	34198674398
Deseo Restaurant Staff	Perthshire	£11,736	26/09/2011	34198674401

Strathearn Restaurant Staff	Perthshire	£13,334	26/09/2011	34198674402
Part Time Male/Female Carer + cottage	Argyllshire	Cottage and £8200	30/09/2011	34198677969
Cat A Manoevring Room Trainer Instructor	Faslane	£41,000	29/09/2011	34198678545
Senior Surveyor (Electrical or Mechanical)	Aberdeen	£39,450	05/12/2011	34198678718
Aeronautical Instructor	Perth	£28,500	28/09/2011	34198679621
John Lewis - Call Centre Roles	Erskine	Min Wage +	16/09/2011	34198680288
Electrical Technical Author	Helensburgh	TBC	14/10/2011	34198680429
Compliance Manager	Glasgow	£20,000	30/09/2011	34198680442
Norwegian (Danish/Swedish) speaking Operations Assistant	Stirling	£16500-£20000	23/09/2011	34198680470
Area Director Scotland & NI	Edinburgh	£36,000	28/09/2011	34198680600
Lecturer - Accounting	Perth	£25,313	30/09/2011	34198680674
Rig Electrician	Aberdeen	£60,000	03/10/2011	34198680577

Norwegian, Danish or Swedish speaking Operations Assistant

Operations Assistant for main office in Stirling. Candidates for the Operation Assistant role should ideally be well-organised, able to work well under pressure and enjoy a varied and busy day. You will be proactive and show initiative, and be aware of issues of confidentiality at all times. An excellent telephone manner and cheerful approach combined with strong communication and inter-personal skills is essential. Candidates with fluency in Norwegian will be preferred but candidates with fluency in other Scandinavian languages will also be considered for the role. Good MS Office skills are required. Apply with CV via Right Job 34198680470 or contact gclark@ctp.org.uk

SECURITY POLICY OFFICER

The role will support the Group Security Controller & Account Security Officer to identify requirements, and to develop new security policy.

Main Duties:

- Editor in Chief of D&S Security Policy & Procedures manual.
- Maintain deep knowledge of HMG's Security Policy Framework (SPF), JSP440 and ISO27001
- Maintain good knowledge of corporate HP security policies, and how they interact with D&S security policies.
- Develop and manage the change management process for security policy, maintaining a record of subjects which require inclusion or amendment.
- Maintain D&S Information Security Management System (ISMS).
- Undertake periodic security cultural surveys across D&S, report on their results to the Group Security Controller & Account Security officer, and make recommendations to remediate issues identified.
- Develop and maintain D&S security awareness material
- Promulgate D&S annual security training courses and manage the tracking of their completion by all staff in D&S
- Re-vitalise and standardise Security Induction training across all D&S sites

ESSENTIAL

Knowledge of HMG Security Policy Framework (SPF) and experience of application within a ListX environment

- Knowledge of ISO27001
- Experience of writing and implementing information security policy
- Experience of developing and rolling out information security awareness campaigns and communicating messages that reflect security policy and guidance

- Excellent communications skills, both written and verbal
- To be able to qualify for a BPSS security clearance and be prepared to undergo a further clearance at SC or higher.
- General PC skills - email, Word, Excel.

Desirable

- Experience of conducting security compliance audits against recognised standards and/or company policy
- Working towards or a holder of a recognised security certification, such as CISM or CISSP

If interested please forward your CV and cover letter to gclark@ctp.org.uk

Part Time Male/Female Carer

This is a permanent post, not for someone seeking a temporary one; or for someone just seeking accommodation.

Car owner, country lover, non-smoker with possible experience of caring, gardening or handy person. May suit a couple where one has full-time work. On offer 21 hours/w paid work @ £630/m net – roughly 4 hours per day. Plus a rent-free 3 room cottage.

Apply via Right Job 34198677969 or contact gclark@ctp.org.uk


Application Forms

New web site courtesy of the DWP Edinburgh Armed forces Champion. Most common downloaded this week were Tesco, Argos and Morrisons <http://www.application-form.org/uk/>

Feature Film looking for ex-service male, aged 28-42

For role in film. 20-25 days filming across October-December in Scotland, paid work. No previous acting experience necessary. Team involved in Sexy Beast, Birth (Nicole Kidman), Attack the Block. Motorbike license a huge bonus, but not essential.

Send your contact details, age, several clear and recent photos, and any information about yourself including service details i.e Army, RN/RM or RAF and dates served to Kahleen. <http://www.kahleencrawford.com/>

Tel +44  WWW . KahleenCrawford . Com
 MOB +44(0)7950414164 Kahleen@KahleenCrawford . Com

18000 Opportunities with Royal Mail via Job Centre Plus

Across the UK, there are approximately 18000 job opportunities available this year to join the team at Royal Mail during December 2011. Vacancies are working indoors as **Christmas Casual Sorters** at Mail Centres (and some delivery offices), supporting Royal Mail in processing mail during the busiest postal weeks of the year. Depending on which area of the country candidates apply for, there will be full or part time vacancies (16-40 hours) across a range of shift patterns (early days, evenings, nights and weekends). Contracts are for 2-3 weeks casual work.

When applying you will need:

Confirmation of five year history – It is important that FULL information is supplied which details, WITHOUT gaps, what applicants have been doing for the last 5 years. This must include full consecutive dates, job title, organisation, contact name & telephone number. If applicants were

claiming benefits, this must be noted or alternatively details of how they spent the time. Please note that candidates should have this information ready when they apply online.

Proof of identity

Proof of right to work in the UK

Proof of Address

Proof of National Insurance Number

All applicants will be required to provide evidence of the above. Information about what documentation can be supplied as verification can be obtained from your RFEA consultant

All applicants must have a bank account

Online recruitment

Some employers now exclusively operate online recruitment. This bulletin will display an A to Z going forward. Companies beginning with **F to H** feature this month:

F



[Farmfoods](#)^{web}



[First Group](#)^{web}



[Foreign and Commonwealth Office](#)^{web}



[Four Seasons Healthcare](#)^{web}



[Fujitsu Services](#)^{web}

G



[G4S](#)^{web}



[Gala Coral](#)^{web}



[Game](#)^{web}



[Government Offices for the English Regions](#)^{web}



[Greene King](#)^{web}



[Greggs](#)^{web}

H



[HM Revenue and Customs](#)^{web}



[HM Treasury](#)^{web}



[HSBC](#)^{web}



[Halfords](#)^{web}



[Hays](#)^{web}



[Hewlett Packard](#)^{web}



[Hilton Hotels](#)^{web}



[Holland and Barrett](#)^{web}



[Homebargains](#)^{web}



[Home Office](#)^{web}



[Home Retail Group](#)^{web}



[Homesense](#)^{web}



[Housing21](#)^{web}

SKILLFORCE – SCOTLAND is an innovative scheme that uses the world class team building and problem solving skills of former Armed Forces personnel to deliver Core Skills training to young people. Skill Force currently has six teams throughout Scotland. It has announced a national initiative in setting up a bank of casual workers.

For more information on employment with Skill Force see www.skillforce.org

Military to Mentors Executive Summary: Skill Force is an educational charity working with disengaged 14-19 year olds in partnership with schools. Our classroom based instructors already make a positive and permanent change to young peoples' lives and 93% of SkillForce graduates gain a recognised qualification. It is these virtues that SkillForce seeks to harness and, supplemented by appropriate training, deploy into schools in support of the Governments "Military to Mentors" strategy.

We are welcoming applications from ex-services personnel, who have recently left, are about to leave, or have left for some time including those who are wounded, injured or sick.

The Programme: Military to Mentors will be delivered in seven programmes from September 2011 to December 2013

How to Apply: Prospective candidates should send an email to james.moore@skillforce.org including their CV and covering letter explaining why they are interested in a place on the programme.

For more information about the Military to Mentors programme, please contact James Moore, Military to Mentors Project Manager on 07825 216884 or by email; james.moore@skillforce.org

NEXT STEPS – A MOTIVATIONAL AND ASSERTIVENESS WORKSHOP – RRC ROSYTH: Do you have the motivation and confidence to combat the current climate? Do you feel confident when meeting new people? Are you able to handle new situations? Do you feel confident about the move from military to civilian life? If you answered 'No' or hesitated to any of the foregoing questions, book onto the one-day Next Steps course at Rosyth on 12 Sep or 24 Nov – you know it makes sense!

Contact Louise on 01383 425086 or lwatt@ctp.org.uk for more information.

SCOTTISH POLICE SERVICES AUTHORITY WEBSITE: See www.spsa.police.uk/recruitment/vacancies for some interesting jobs in support of Scotland's police and criminal justice community.

NUCLEAR ENERGY INDUSTRY - British Energy/EDF Jobs are posted on Right Job

VACANCIES – LUXURY YACHTING INDUSTRY: For further information try www.ypicrew.com

RFA RECRUITMENT - To find out phone RFA Recruitment on 02392 725923 or 02392 725243 or e-mail rfarecruit@gnet.gov.uk

WORKING AS AN ELECTRICIAN IN SCOTLAND: Any Service leaver considering working as an electrician in Scotland is advised to consult www.sectt.org.uk. Rules governing the issue of a 'grade card' (in England – Part P) are laid out on the web site.

ILA SCOTLAND: If you are on £22,000 or less, or are on benefits, you could get up to £500 towards the cost of learning in Scotland. Two types of account are available: £200 accounts if you are interested in learning something new or brushing up your skills. £500 accounts if you are studying a part-time HNC, HND or a Degree course. For further details log onto www.ilascotland.org.uk

LGV TRAINING AT NVQ3 LEVEL: Roberts Training and Industrial Solutions offer LGV training at NVQ Level 3 (C&G 3990). This is important for Service Leavers as this means that the Enhanced Learning Credit can be used for this training. For further details contact Roberts Training at 8 Navigator Court, Westland Way, Preston Farm Business Park, Stockton on Tees, TS18 3TQ, or 01642 606500, or roberts_training@yahoo.co.uk

BE YOUR OWN BOSS Scheme to help Service Leavers and Veterans to set up in business or grow an existing business. For more information visit www.civvystreet.org . If you are resident in Scotland and would like to speak to someone about the scheme, contact Poppyscotland on 0131 550 1568.

HOUSING INITIATIVE – SCOTLAND: LINK currently operates the LIFT Open Market Shared Equity Scheme on behalf of the Scottish Government across 25 council areas in the Scottish Central Belt extending from Argyll & Bute to the Scottish Borders, Angus to Dumfries & Galloway.

The scheme is available to people who may not be able to afford to buy on the open market without financial assistance. The Target Priority Groups are social renters, members of the Armed Forces, veterans who have left the Armed Forces within the past year and widows, widowers and other partners of service personnel killed in action for up to one year after their partner has been killed. For more information about the scheme contact 08451 550019 or look on the website www.linkhousing.org.uk

If you are about to leave the Armed Forces you can apply to live in any available MOD 'Void' property (that is an empty house or flat owned by the MOD which is not needed for another purpose), on a temporary basis whilst looking for a permanent home. This will not jeopardise your place on social housing waiting lists. A property may not be available, but the system will try to assist. Contact the Joint Service Housing Advice Organisation for more details on www.mod.uk/jshao

REMPLOY finds employment for disabled people in major organisations as well as its own manufacturing and service business. For more information on any of the services provided by Remploy look at their website www.remploy.co.uk or e-mail info@remploy.co.uk

Useful Jobsites

<http://www.s1jobs.com/>

<http://www.glasgowregeneration.org.uk/>

<http://www.heraldscotland.com/services/jobs>

<https://www.myjobscotland.gov.uk/councils/councils.asp> - **All local Government Jobs in Scotland**

<http://www.scotcareers.co.uk/>

<http://jobseekers.direct.gov.uk/> - **Job Centre Plus – without visiting the high Street**

www.oilandgas4u.com

www.oilcareers.com

<http://www.talentscotland.com/>



Regional Business News

A brief round-up of all the most important stories of regional business information for Scotland



Jet2.com to create 50 new jobs with Glasgow Airport expansion

Fifty new jobs are to be created at Glasgow Airport following expansion of the airline Jet2.com. The company will have a third aero plane based at the airport from summer next year to increase capacity on its flights.

Jobs include pilots, cabin crew and ground staff

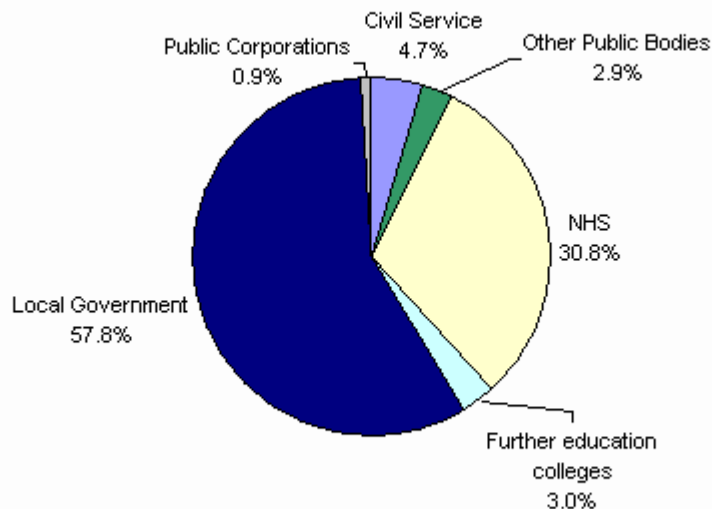
Public Sector Employment

In 2011 there were 615,400 people employed in the Public Sector in Scotland, a decrease of 8,000 (1.3%) since 2010.

Public sector employment accounted for 24.9% of total employment, down from 25.7% in 2010. Total employment in the devolved public sector decreased from 518,800 in 2010 to 509,700 in 2011, a decrease of 9,100 (1.8%) over the year. This was driven by a decrease in local government employment, down 9,800 (3.2%) over the year to 2011.

If banks were not included total public sector employment would have decreased by 11,600 (2.0%) over the year, instead of 8,000 (1.3%) and employment in the reserved public sector in Scotland would have decreased by 2,300 (3.7%) over the year, instead of increasing by 1,100 (1.0%). Financial institutions are not included in the devolved public total.

Latest Breakdown of Devolved Public Sector Employment in Scotland



Unemployment by duration, Scotland, 2004-2010

There were 2,471,000 people in employment in Scotland in 2011; an increase of 1.8% from 2,427,000 in 2010. Table below gives numbers of unemployed.

	Less than 6 months		6 months but less than 12 months		12 months or over	
	Proportion of all unemployed	Level	Proportion of all unemployed	Level	Proportion of all unemployed	Level
2004	61.3%	84,100	13.8%	18,900	24.9%	34,200
2005	62.3%	85,800	15.1%	20,700	22.6%	31,100
2006	63.2%	86,900	15.0%	20,600	21.9%	30,100
2007	60.7%	76,000	16.4%	20,500	22.9%	28,700
2008	68.2%	88,600	13.3%	17,300	18.5%	24,000
2009	54.7%	102,400	19.7%	36,800	25.6%	47,900
2010	51.2%	105,300	19.7%	40,500	29.1%	59,700

Source <http://www.scotland.gov.uk>

Average Scottish house prices

Scotland - £ 153,820

See all 32 local authority area prices and sales etc here <http://www.ros.gov.uk/>

Commonwealth Games 2014

The 20th Commonwealth games are being held in Glasgow from 23rd July – 3rd August 2014. The Games will provide thousands of opportunities for getting involved in a once in a lifetime, major international event. This might be as a business contract to supply a support service, employment with the games or indeed the chance to volunteer.

There is currently a small nucleus of employees in the games HQ, but this is expected to expand over the next 3 years, with up to 1000 people employed at the peak just before the games in 2014.

All vacancies will be advertised on the Commonwealth 2014 website, so if you are interested in working for this prestigious project, look at the site regularly. www.glasgow2014.com.

If you want to be sure that you are alerted to all new vacancies on the site you can register for Twitter alerts as every time a new job is posted it will be tweeted to all registered followers. www.twitter.com/glasgow2014

In the run-up to the games in 2014, Glasgow 2014 will also be looking to recruit a substantial number of volunteers; all opportunities will be listed on the website.

If you have never considered volunteering before, this might be the time and opportunity to do so. The experience can be extremely beneficial for people in all sorts of different work and life situations.

Volunteer opportunities won't be available until nearer the time of the games - this is just to alert you well in advance.

Royal Navy Redundancy Issues - Helpline

Any Royal Navy personnel who require assistance with Redundancy issues should contact the Fleet Redundancy Cell on 93832 8987(mil) or 02392 628987 (BT)

Money Worries

DOSH covers aspects of handling personal finances, such as:

Debt ,Credit,Income ,Managing a bank account ,Saving and Borrowing ,Budgeting,Credit Unions

The course is run in a relaxed and informal way and learning is through activities and discussion.

Credit Union Membership Everyone on the course will also be able to open a credit union savings account and will receive a £5 bonus in the account for each week attended. You will not be able to take money out of the account until after the course is completed (allow 1-2 weeks and contact the credit union direct—details will be given). We will pay an extra bonus to anyone who adds to their savings in the three months after the course.

Contact: Marion on 01506 282923
(marion.phillips@westlothian.gov.uk)
or Janet 01506 633222 (janet.mundy@wlcuf.org.uk)

My World of Work

Careers Scotland and learndirect scotland websites and directing all customers to our new web service, [My World of Work](#).

My World of Work has essential careers and learning information, plus many new features and benefits including:

- My Strengths – an interactive feature that helps you learn more about your strengths.
- My CV – a CV builder that lets you create and customise CVs.
- Careers A-Z – a search tool to discover careers suited to you.
- Videos – real life case studies of people talking about their jobs.
- Information – a range of articles plus interview tips, job descriptions and available funding for learning.
- Web chat – an easy-to-use online web chat facility offering support for the web service's features.
- Job Search – a job search using information from Jobcentre Plus which makes recommendations based on your preferences.

Information Services Team IIII Skills Development Scotland

Tel: 0141 285 6100

Address: Alhambra House, 45 Waterloo Street, Glasgow G2 8HS

Web: www.skillsdevelopmentscotland.co.uk

Skills Development Scotland is the new national skills body for Scotland delivering: Careers Scotland, Get Ready for Work, ILA Scotland, learndirect scotland, learndirect scotland for business, Modern Apprenticeships, Skillseekers, The Big Plus and Training for Work.

The Skills Development Scotland Co. Limited, registered in Scotland SC202659.
Registered office: Alhambra House, 45 Waterloo Street, Glasgow G2 6HS.

I've found a Job as well!

If you have found suitable employment, please send us the details by






[Clicking here](#)

Rank	Job Title	Town	Salary
CT	Project Engineer	Aberdeen	£47,500
POAET	Instrument Technician	Dyce	£50,000
WO1	Engineering Manager	Glasgow	£32,000
CPO	Home Based Inspector	Glasgow	£36,000
WO2	Bus Driver	Edinburgh	£15,000
Lt Col	Deputy Chief Exec	Edinburgh	£35,648

This Bulletin has been prepared by the Regular Forces Employment Association's (RFEA) Consultants in Scotland who deliver the CTP's Employment service in the region. If you need any further advice or assistance please contact us direct.

Contact Us	
Employment Consultant Edinburgh – Keith White	Tel: 0131 557 1747 Mob: 07852 287 839 Email: kwhite@ctp.org.uk
Employment Consultant Glasgow – George Clark	Tel: 0141 427 6861 Mob: 0785 2287834 Email: gclark@ctp.org.uk
Employment Consultant Kinloss – Annette Berry	Tel: 01309 692 390 Mob: 0785 2287832 Email: aberry@ctp.org.uk
Employment Consultant Officers Association Scotland Mary-Clare MacFarlane	Tel: 0131 550 1575 Mob: 07894 484 498 Email: mmacfarlane@ctp.org.uk
Training Advice and Guidance Scotland – Romana Grant	Tel: 01383 425085 e-mail rgrant@ctp.org.uk
RRC Rosyth	Tel: 01383 425086 e-mail rrcrosyth@ctp.org.uk
RightJob Helpdesk	Tel: 0121 236 0058

Useful Website Links

	<p><u>RightJob</u> Our on-line job finding service</p>
	<p><u>Career Transition Partnership</u> The official provider of resettlement and employment support to leavers of the UK Armed Forces</p>
	<p><u>Regular Forces Employment Association</u> Through-life job finding help for Veterans</p>
	<p><u>Officers' Association</u></p>
	<p><u>Officers' Association Scotland</u></p>



Please Note - We are sending this Bulletin to you because you have registered with the CTP for job finding services.

If you no longer require this service because you have found employment, please send us your job details by [Clicking here](#)

Please Note: We make every effort to ensure that resources and information are accurate and up to date. However, as information is subject to change you are advised to check material facts and dates. Any website links are used to provide further information and are not intended to signify that we endorse such websites and/or their content.