



**St Helena
Government**

VACANCY

DIGITAL MEDIA OFFICER

Permanent Post—Treasury, Infrastructure and Sustainable Development Portfolio

Working within the Press Office but liaising closely with the Sustainable Development Team you will be responsible for St Helena Government's online presence across all digital channels. This will include managing the Government Website and official Social Media accounts, as well as planning digital campaigns and developing, implementing, tracking and reporting on digital performance.

Applicants should have the following qualifications and/or equivalent level of experience:

- In-depth knowledge and experience of digital development or digital marketing
- Experience of creating, implementing and managing a Digital Marketing Plan
- Experience of using Microsoft Office, Adobe Creative Suite (including InDesign and Illustrator), and web design software e.g. WordPress proficiently
- Qualification (preferably at degree level) in Digital Media, Digital Marketing or a related field or equivalent level of demonstrable attainment or experience

We offer the following:

Salary: £14,138—£17,673 per annum

Leave: 30 days per annum

Pension: 15% pension contribution into approved defined contribution pension scheme

Paid Sickness Absence

Flexible working hours scheme

Training opportunities

Further information about the duties of the post and a copy of the job profile, interested persons should contact: Nicole Shamier, Chief Government Economist on telephone number 22470 or email: nicole.shamier@sainthelena.gov.sh

Job Profile and **Application forms** are available from:

Corporate Human Resources or the SHG website at: www.sainthelena.gov.sh/vacancies. Applications should be submitted through Directors, where applicable, to Dianne Venning, Human Resources Officer, The Castle or e-mail recruitment@sainthelena.gov.sh by no later than **4pm on Tuesday, 2 March 2021**.

SHG positively accepts applications from all members of the community regardless of race, gender, disability, age, sexual orientation, religion or belief, and will consider all applications on the basis of merit, in accordance with the person specification. All disabled applicants meeting the minimum criteria listed in the job profile will be guaranteed an interview.
All appointments are subject to the successful candidate providing satisfactory clearances, including a medical check and vetting/DBS clearance.
SHG reserves the right to have information provided on the application form independently verified.
Benefits are subject to change and may only apply to certain roles.