



St Helena  
Government

# VACANCY

## INTERNAL COMMUNICATIONS OFFICER (Fixed Term within Central Support Service until 31 March 2022)

*An exciting opportunity to assist in the delivery of internal communications to support the Public Service Fit for Future Transformation Programme*

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

- **A Level 2 or above qualification in a relevant subject – such as English, Marketing, Communications, Tourism etc. or equivalent level of demonstrable attainment or experience**
- **Good written and verbal communication skills**
- **Experience of using information to develop solutions and solve problems**
- **It would be an advantage to have experience of working in a communications role and/or experience of managing content on an intranet or website**

**We offer the following:**

**Salary:** £8,613 per annum pro rata  
**Leave:** 25 days per annum pro rata  
**Paid Sickness Absence**  
**Flexible working hours scheme**

**Further information** about the duties of the post - interested persons should contact:

Victoria Kellett, Programme Manager - Fit for the Future on telephone number 22470 or email: [victoria.kellett@sainthelena.gov.sh](mailto:victoria.kellett@sainthelena.gov.sh)  
Laura Stroud, Organisational Development Advisor on telephone number 22470 or email: [laura.stroud@sainthelena.gov.sh](mailto:laura.stroud@sainthelena.gov.sh)

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

Corporate Human Resources or the SHG website at: [www.sainthelena.gov.sh/vacancies](http://www.sainthelena.gov.sh/vacancies). Applications should be submitted through Directors, where applicable, to Dianne Venning, Human Resources Officer, The Castle or email [recruitment@sainthelena.gov.sh](mailto:recruitment@sainthelena.gov.sh) by no later than **4pm on Monday, 26 July 2021**.

**To be considered for this role, you must complete our application form. Failure to do so will mean that your application will not be considered.**

**Please do not submit your CV.**

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.



