



**St Helena
Government**

VACANCY

Press Officer

3 Months Fixed Term Contract

(Central Support Services)

The Press Office has an exciting opportunity for an enthusiastic individual to join their team. This could also be a secondment opportunity for employees within SHG. The postholder will be required to develop and implement communication strategies and plans using a variety of communication activities and tactics to build and maintain good relationships between St Helena Government and all its audiences. You will be responsible to the Head of Communications for efficient and effective PR activities, including responding to relevant enquiries on the general e-mail address for SHG.

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

- **GCSE Maths and English Language at Grade C or above, or equivalent**
- **Communication or media related experience or relevant qualification such as a diploma in journalism**
- **A minimum of one year's Administration experience**
- **Computer literacy and proficiency in the use of Desktop Publishing**

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:

Mr Alasdair Bain, Head of Communications on telephone number 22470 or email: alasdair.bain@sainthelena.gov.sh

To access the **Job Profile** and **Application forms** online visit www.sainthelena.gov.sh/government/vacancies or alternatively, both are available from Central Human Resources & Organisational Development. Applications should be submitted through Directors, where applicable, to Camilla Thomas, Trainee Human Resources Officer, the Castle or e-mail recruitment@sainthelena.gov.sh by no later than **4pm on Tuesday, 14 March 2023. 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.