

Join us!

We are recruiting...



St Helena
Government

General Maintenance Operative (£7,280 per annum)

The Transport Section are looking to recruit a General Maintenance Operative to deliver day to day cleaning of the Administration Office/Garage Offices and Mess Room. The General Maintenance Operative will also be responsible for daily checks of all SHG pool vehicles. Contact us for more information and a discussion.

Enquiries: **Nicholas George on Tel No. 23643 or Email vehicle.fleet@helanta.co.sh**

Closing date: **22 July 2024**

Communication Officer (£9,781 per annum)

The Communications Officer will work across the Communications Hub to deliver successful external and internal communications by using a range of communications channels to deliver internal news and content including the intranet, video, newsletters and events, and support the delivery of external news to the public, press, media and stakeholders. Contact us for more information and a discussion

Enquiries: **Jamie Drabble on Tel No. 22470 or Email jamie.drabble@sainthelena.gov.sh**

Closing date: **22 July 2024**

Handyman Driver (£7,960 per annum) (fixed term – 6 months)

The Health & Social Care Portfolio is currently seeking to recruit a Handyman Driver who will be responsible for the upkeep and maintenance of the Health & Social Care premises and will have a vital role to play in making the environment safe and comfortable. You will also be required to perform driving duties to support the smooth running of the service.

Contact us for more information and a discussion

Enquiries: **Michael Gaga - Hale on Tel No. 22500 or Email michael.gaga-hale@sainthelena.gov.sh**

Closing date: **30 July 2024**

Benefits

Leave – 30 days leave per annum, plus public holidays

Pension – 15% pension contribution by SHG into approved defined contribution pension scheme

Training and Development

Paid sickness absence

How to apply

To access job profiles and application forms online, visit www.sainthelena.gov.sh/governments/vacancies Alternatively, these are available in paper format from Central Human Resources and Organisational Development at The Castle, Jamestown.

For further information, please contact the recruitment team on telephone number **22470** or via the email address below.

Applications should be submitted through the Director/Line Manager (where applicable) to the Human Resources Officer by email recruitment@sainthelena.gov.sh or paper copies delivered to the Human Resources Officer by the closing date.

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JOIN THE PUBLIC SERVICE

Environmental Officer Risk Management (£11,542 per annum) Fixed term to 31 March 2025

The Environmental Risk Management section is currently seeking a highly motivated individual to join their team. This role will require you to assist the Environmental Risk Manager in the development, implementation and management of policies and operational procedures for climate change, environmental pollution and waste management. The role also includes assisting in the design, planning, management and delivery of internal and external funded environmental management projects that contribute towards strategic objectives. You will also have operational management for Waste Management Services.

Contact us for more information and a discussion; a secondment opportunity is also available for current SHG Employees.

Enquiries: **Mike Durnford on Tel No. 24724 or Email**
mike.durnford@sainthelena.gov.sh

Closing date: **22 July 2024**

PA to Law Officers (£9,781 per annum)

The Attorney General Chambers is seeking a highly motivated individual who will be responsible for the provision of comprehensive, co-ordinated administrative, secretarial and clerical support to the Law Officers. This role is highly sensitive and the post holder will be responsible for the maintenance and safekeeping of classified documents with regular access to Restricted and Confidential material and occasional access to material with higher markings. A high degree of confidentiality is essential together with excellent attention to detail.

Enquiries: **Simon Dykes on Tel No. 25526 or Email**
Simon.dykes@sainthelena.gov.sh

Closing date: **30 July 2024**

Legislative Council Office Assistant (£9,781 per annum)

The Legislative Council Office is seeking to recruit a motivated individual with proven effective administrative skills to provide the Speaker, Deputy Speaker and Members of the Legislative Council with secretarial, research and administrative support. If you are interested in this opportunity then we would be keen to hear from you. Contact us for more information and a discussion.

Enquiries: **Carol Henry on Tel No. 22470 or Email**
carol.henry@sainthelena.gov.sh

Closing Date: **22 July 2024**

Benefits

Leave – 30 days leave per annum, plus public holidays

Pension – 15% pension contribution by SHG into approved defined contribution pension scheme

Training and Development

Paid sickness absence

How to apply

To access job profiles and application forms online, visit www.sainthelena.gov.sh/governmentsent/vacancies Alternatively, these are available in paper format from Central Human Resources and Organisational Development at The Castle, Jamestown.

For further information, please contact the recruitment team on telephone number **22470** or via the email address below.

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SHG positively accepts applications from all members of the community, regardless of age, gender, disability, age, sexual orientation, religion or belief and will consider all applications on the basis of merit assessed against the role profile and person specification. All appointments are subject to the successful candidate providing satisfactory clearances, which include a medical check, vetting / DBS clearance and references. SHG reserves the right to have information provided on or with the application independently verified. Benefits are subject to change and may vary according to role.

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Administration Support Officer - Inclusion (£7,960 per annum)

Do you have good organisational skills with the ability to plan, prioritise work and can meet deadlines? If so, the Inclusion Section has an opportunity for you to join their small team to provide an efficient and effective administration service.

Contact us for more information and a discussion

Enquiries: Sharon Peters on Tel No. 25408 or Email
Sharon.Peters@supportservices.edu.sh

Closing date: 23 July 2024

Fire Fighter - Permanent (£10,167 - £12.049 per annum) depending on qualifications & experience

The St Helena Fire & Rescue Service has an opportunity to join their team as Fire Fighter. Within this role you will protect and save people and property from fire and other hazards, reduce risk and provide humanitarian services in the most competent and effective manner, to the highest possible standard of care and quality.

Contact us for more information and a discussion

Enquiries: Jason Lawrence on Tel No. 23344 or Email
stno.fire@helanta.co.sh

Closing date: 24 July 2024

Fixed Term 1:1 Teaching Assistants (St Paul's Primary) (£8,419 - £8,725 per annum)

Do you have a passion for Education? We are looking to recruit a Teaching Assistant to provide assistance to the class teacher by supporting teaching and learning in the school/classroom environment. The individual needs to be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and have good communication skills to be able to communicate between students, parents and colleagues.

Contact us for more information and a discussion.

Enquiries: Sherell Thomas on Tel No 24737 or Email
Sherell.Thomas@primary.edu.sh

Closing date: 24 July 2024

Benefits

Leave – 30 days leave per annum, plus public holidays

Pension – 15% pension contribution by SHG into approved defined contribution pension scheme

Training and Development

Paid sickness absence

How to apply

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Cover Supervisor (Prince Andrew School) (£10,361 per annum)

Within the role of Cover Supervisor you will be required to provide effective and efficient support to the school in organising and undertaking cover for absent colleagues. In addition where applicable, be also involved in planning, teaching and assessing students in designated subject areas. Contact us for more information and a discussion.

Enquiries: **Isabel Andrews on Tel No. 24290 or Email isabel.andrews@sainthelena.edu.sh**

Closing date: **30 July 2024**

Senior Care Assistant (Community Care Centre) (£10,167 per annum)

Do you have experience in working with elderly vulnerable people? Would you like to assist with the delivery of high quality health and social care service directly to frail older people in full time residential and day care, enabling them, as far as possible, to live full and active lives? This roles requires you to provide quality residential care that is evidence based using best practice guidance, through observation, assessment, formulation, implementation, maintenance and evaluation of residents care plans. You will also Champion a 'Zero Tolerance' to abuse and report any such incidence as per SHG Adult Safeguarding Strategy. Contact us for more information and to arrange a discussion

Enquiries: **Michelle Clingham on Tel No. 23090 or Email michelle.clingham@sainthelena.gov.sh**

Closing date: **23 July 2024**

Care Assistant (Community Care Centre) (£8,113 per annum)

Are you a caring and compassionate person and like to work with elderly frail people? Would you have the ability to provide high quality, holistic care directly to frail older people in full time residential and day care, in the Community Care Centre (CCC) enabling them to live full and active lives whilst being as safe as possible? If so, this could be the job for you!!

Contact us for more information and to arrange a discussion.

Enquiries: **Michelle Clingham on Tel No. 23090 or Email michelle.clingham@sainthelena.gov.sh**

Closing date: **23 July 2024**

Benefits

Leave – 30 days leave per annum, plus public holidays

Pension – 15% pension contribution by SHG into approved defined contribution pension scheme

Training and Development

Paid sickness absence

How to apply

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Team Leader – Sheltered Housing (£12,049 per annum)

This is an opportunity for a caring and passionate individual who can think creatively, has a positive attitude towards challenge, is flexible, enjoys developing skills and practice within others, and is able to think and develop ideas. The Team Leader will support the provision of a high quality health and social care service to all service users. This involves assistance with overseeing and managing the day-to-day operations of Deasons and Cape Villa and any maintenance and/or emergency situations that may arise.

Enquiries: **Hannah Herne on 23230 or 23151 or Email**
hannah.herne@sainthelena.gov.sh

Closing date: **05 August 2024**

Independent Living Support Worker (Piccolo Hill) (6 month Fixed Term - £7,960 per annum pro rata); and (Casual - £4.37 per hour)

Are you able to provide one-to-one support to enable an individual with learning difficulties to live independently in their own home in the Longwood area? Would you be able to assist the individual in developing their skills so that they can live a full, active and independent life whilst being safe? If so, this important role could be for you. You will be required to develop a supportive relationship, rather than providing a caring role, with the individual; supporting them to engage in their preferred interests and activities, decision making and independence over their own life. Why not contact us for further information about the duties of the role.

Enquiries: **Nicole Hercules on Tel No: 25936 or Email**
piccolo.hill@helanta.co.sh

Closing Date: **22 July 2024**

General Teaching Assistant (Prince Andrew School) (£8,725 per annum)

Do you have a passion for Education? We are looking to recruit a Teaching Assistant to provide assistance to the class teacher by supporting teaching and learning in the school/classroom environment. The individual needs to be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and have good communication skills to be able to communicate between students, parents and colleagues Contact us for more information and a discussion.

Enquiries: **Carolyn Yon on Tel No 24290 or Email**
Carolyn.Yon@sainthelena.edu.sh

Closing date: **31 July 2024**

Benefits

Leave – 30 days leave per annum, plus public holidays

Pension – 15% pension contribution by SHG into approved defined contribution pension scheme

Training and Development

Paid sickness absence

How to apply

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