

# Join us!

## We are recruiting...



St Helena  
Government

JOIN THE PUBLIC SERVICE

### Prison Officers (£12,049 per annum)

Working in a prison isn't for everyone, but, if you're one of the few with the right blend of qualities, it's a secure and very rewarding career. HM Prison Service serves the public by keeping in custody those committed by the courts. The role of a Prison Officer is to look after them with humanity and help them lead law abiding and useful lives in custody and after release. Day-to-day, you'll supervise prisoners and help to create a safe, secure environment where rehabilitation is supported and encouraged. You will take direction from Senior Prison Officers and assist the Superintendent of Prisons to run a safe, decent and secure prison.

Contact us for more information and a discussion.

Enquiries: Tania Augustus on Tel No. 22653 or  
Email: [tania.augustus@sainthelena.gov.sh](mailto:tania.augustus@sainthelena.gov.sh)

Closing date: 18 September 2024

### Science Laboratory Technician (£9,197 per annum)

Are you interested in working with young people and want to be a part of shaping their future? Then join the team and become a Science Laboratory Technician in PAS. The post holder is required to service the science laboratories, prep rooms and chemical store at Prince Andrew School including the laboratory at the Harpers Agricultural Centre and make available equipment and related materials required for science lessons. Contact us for more information and a discussion.

Enquiries: Dion Yon on Tel No. 24290 or  
Email: [dion.yon@sainthelena.edu.sh](mailto:dion.yon@sainthelena.edu.sh)

Closing date: 17 September 2024

### Community Nurse (£12,049 per annum)

The Community Nurse will help to improve the lives of all within our community and help the island thrive by working within the community either at the District Clinics or in the patient's home. Deliver Nursing Care as part of a team. Supporting the Community Nursing Sister in the delivery of an efficient/effective nursing service and has responsibility for assessment, planning, delivery and evaluation of care. Management of a caseload of patients under the direction of the Sister or Chief Nursing Officer.

Contact us for more information and a discussion.

Enquiries: Jackie Henry on Tel No. 22500 or Email  
[jackie.henry@sainthelena.edu.sh](mailto:jackie.henry@sainthelena.edu.sh)

Closing date: 25 September 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/government/vacancies](http://www.sainthelena.gov.sh/government/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](mailto:recruitment@sainthelena.gov.sh) or paper copies delivered to the Human Resources Officer by the closing date.

*To be considered for our vacancies, you must complete our application form. Please do not submit your CV.*

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.

# Join us!

## We are recruiting...



St Helena  
Government

JOIN THE PUBLIC SERVICE

### Casual Workers – Social Care (Rate of Pay: £4.37 per hour)

Social Care is seeking to recruit Casual Workers to provide quality care and support to those in care. You will be required to communicate and interact fully with both adults and children to ensure their protection and promote their welfare.

Please note that as Casual Workers you will only be entitled to receive payment for the hours worked. Annual leave etc. will not apply. Contact us for more information and a discussion.

**Enquiries:** Rosalie Brown (Head of Social Care – (SD) Tel: 23312  
Martin Greenhalgh (at CCC) Tel: 23090  
Nicole Hercules (at Piccolo Hill) Tel: 25936  
Hannah Herne (at Sheltered Housing) Tel: 25798  
Kelly Hopkins (at Ebony View) Tel: 23343  
Annabel Phillips (Children Residential Home) Tel: 24386

### Deputy Community Care Centre Residential Manager (£15,033 per annum)

Social Care is seeking to recruit a Deputy Community Care Centre Residential Manager (D-CCCRM). Working with the Community Care Centre Residential Manager, the D-CCCRM will ensure residents' care and wellbeing is at the heart of everything done at the CCC and that the level of care offered goes beyond just professional standards and statutory, regulatory and legal requirements. This is an opportunity for an individual, who can think creatively, enjoys developing skills and practice within others, and is able to develop ideas. We are looking for a passionate and caring individual with good interpersonal skills and experience of practice in a social care setting with older people. Contact us for more information and a discussion.

**Enquiries:** Martin Greenhalgh  
Email: [martin.greenhalgh@sainthelena.gov.sh](mailto:martin.greenhalgh@sainthelena.gov.sh)

**Closing Date:** 30 September 2024

### Senior Care Assistant (Ebony View) (£10,167 per annum)

Social Care is seeking to recruit a Senior Care Assistant to work under the direction of the Learning Disability & Residential Manager, to deliver care and well-being to service users in accordance with the individuals Care Plan and Unit procedures and guidelines. We are looking for an individual with good interpersonal skills and experience in working with challenging behaviour in a care setting. Contact us for more information and a discussion.

**Enquiries:** Kelly Hopkins on Tel No 23343 or Email  
[kelly.hopkins@sainthelena.gov.sh](mailto:kelly.hopkins@sainthelena.gov.sh)

**Closing Date:** 30 September 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/government/vacancies](http://www.sainthelena.gov.sh/government/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](mailto:recruitment@sainthelena.gov.sh) or paper copies delivered to the Human Resources Officer by the closing date.

*To be considered for our vacancies, you must complete our application form. Please do not submit your CV.*

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.

# Join us! We are recruiting...



St Helena  
Government

## Senior Human Resources Assistant (£9,781 per annum)

Here is a great opportunity to start your career in HR! Central Human Resources is seeking to recruit a motivated and enthusiastic individual to join our HR Transactional team. In this post, you will be responsible for undertaking a range of HR transactional processes to ensure the delivery of a high quality HR service. Key areas include recruitment and selection, processing of leavers, contractual changes and providing advice on employment related policies and procedures.

Contact us for more information and a discussion.

**Enquiries:** Sharnell Benjamin on Tel No 22470 or Email [Sharnell.benjamin@sainthelena.gov.sh](mailto:Sharnell.benjamin@sainthelena.gov.sh)

**Closing date:** 24 September 2024

## Human Resources Support Officer (£7,960 per annum)

Do you have a flair for figures with good attention to detail and is proficient in Microsoft excel? If so come and join our HR team in the role of Human Resources Support Officer where you will be responsible for undertaking a range of financial and administration duties. This includes setting up and maintaining spreadsheets and producing accurate payroll data. This will be a good opportunity for you to contribute to capturing HR data to support the efficient running of HR.

Contact us for more information and a discussion.

**Enquiries:** Clare O’Dean on Tel No 22470 or Email [Clare.odean@sainthelena.gov.sh](mailto:Clare.odean@sainthelena.gov.sh)

**Closing Date:** 24 September 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/government/vacancies](http://www.sainthelena.gov.sh/government/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](mailto:recruitment@sainthelena.gov.sh) or paper copies delivered to the Human Resources Officer by the closing date.

*To be considered for our vacancies, you must complete our application form. Please do not submit your CV.*