

# Join us!

## We are recruiting...



St Helena  
Government

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### 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.

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### Independent Living Support Worker (Piccolo Hill) (6 month Fixed Term - £7,960 per annum pro rata)

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](mailto:piccolo.hill@helanta.co.sh)

Closing Date: **07 October 2024**

### Head of Economic Development Policy (£30,256 - £36,244 per annum based on experience)

The Economic Development Portfolio is seeking to recruit a Head of Economic Development Policy to be responsible for drafting and implementing policies that ensure the Sustainable Economic Development Strategy (SEDS), Digital Strategy, Tourism Recovery Strategy, and Investment Strategy are delivered.

The post holder will be key in delivering the vision of the SEDS: creating an enabling environment that allows people and businesses to thrive, preserving what makes St Helena unique, and improving how SHG delivers as a government.

Heads of Service are integral to supporting the overall financial resilience of the Public Service and have a responsibility to ensure value for money and return in investment within their Service and across the Public Service as a whole.

You will be required to have experience in working within an economic development field and experience in writing and implementing policy and strategy.

Strong leadership is essential as well as experience in managing and leading a high performing team.

Please contact us for further information and a copy of the full job profile.

Enquiries: **Damian Burns on [Damian.burns@sainthelena.gov.sh](mailto:Damian.burns@sainthelena.gov.sh)**

Closing date: **14 October 2024**

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.

### 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**

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### Social Care Officer (Adults Services) (£13,344 per annum)

The Health & Social Care Portfolio is seeking an individual to join the Adult Service team. As the Social Care Officer you will need to be able to recognise and respond to issues of mental capacity and safeguarding, as well as to promote the independence, provide meaningful support and to safeguard vulnerable people within our community.

Contact us for more information and a discussion.

Enquiries: Angela Bevan on 22920 or Email  
[angela.bevan@sainthelena.gov.sh](mailto:angela.bevan@sainthelena.gov.sh)

Closing Date: 14 October 2024

### Humanities/English Teacher (Permanent) (£11,520 - £18,902 per annum) depending on qualifications & experience

Are you interested in working with young people and want to be a part of shaping their future? Then join the team and become an English/Humanities teacher in PAS. You will be responsible for planning, preparing and effectively delivering programmes of study in the specific subject(s) to a designated class(es) to cater for all abilities of students. You must have the required qualifications, be committed to safeguarding and promoting the welfare of young people, have good communication skills and be able to interact with students, parents and colleagues. Contact us for more information and a discussion.

Enquiries: Isabel Andrews on Tel No. 24290 or Email  
[isabel.andrews@sainthelena.edu.sh](mailto:isabel.andrews@sainthelena.edu.sh)

Closing date: 01 October 2024

### Auxiliary Worker – Pilling Primary (1 Year Fixed Term - £7,280 per annum)

You will be responsible for the supervision of pupils during break and lunch including conducting the duties of a Lollipop person before and after school and supervising nursery pupils being transported home at mid-day. You will deputise in the absence of the School Secretary including reception and conduct clerical duties as required. You will also assist staff with tasks such as, cleaning and preparing lesson resources, preparing wallboards for display work, general tidying of lesson resources and any other similar auxiliary duties that the Head Teacher of the school may require from time to time. Basic IT skills are essential for this role. Contact us for more information and a discussion

Enquiries: Elaine Benjamin on Tel No. 22540 or Email  
[elaine.benjamin@primary.edu.sh](mailto:elaine.benjamin@primary.edu.sh)

Closing date: 01 October 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**

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### Healthcare Assistant (£7,960 per annum)

The Health and Social Care Portfolio is looking to recruit an individual who are highly motivated with a caring and empathetic nature to support our Nursing team in providing direct patient care in a highly pressured working environment. It is essential that individuals have good verbal and written communication and have excellent attention to detail and accuracy. The role involves assisting nursing staff with out of hour's nurse-led emergency care (evenings, nights and weekends) for patients attending hospital or contacting via telephone, as well as assisting nurses as part of the ambulance team when called out of the hospital for emergencies. This role involve unsocial hours e.g. shift work – weekends, night duty and public holidays.

Contact us for more information and a discussion.

Enquiries: **Marilyn Essex on 22500 or Email**  
[marilyn.essex@sainthelena.gov.sh](mailto:marilyn.essex@sainthelena.gov.sh)

Closing Date: **09 October 2024**

### Assistant Gardner (£7,280 per annum)

Central Support Services has an exciting opportunity for an enthusiastic individual to fill the role of Assistant Gardner. The Assistant Gardener will assist the Head Gardener with the day to day upkeep of Plantation kitchen gardens and the production of a variety of vegetables to supply Plantation House with fresh vegetables all year round.

Contact us for more information a discussion.

Enquiries: **Debbie Yon on Tel No. 24453 or Email**  
[ph.resmanager@helanta.co.sh](mailto:ph.resmanager@helanta.co.sh)

Closing date: **09 October 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**

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**Marine & Fisheries Conservation Data  
Apprentice  
(£7,280 per annum) (Fixed term until 31 March 2025)**

The Marine & Fisheries Conservation Data Apprentice will help to improve the lives of all within our community and help the island thrive by allowing the apprentice to gain experience and workplace awareness. This in turn will support their career and educational progression allowing them to contribute to the future development of St Helena. The role will specifically focus around supporting ENRPs Marine and Fisheries Conservation activities, specifically data management as well as communications, public awareness raising and fieldwork.

Contact us for more information and a discussion.

**Enquiries:** Kirsty Jones on Tel No. 25966 or Email  
[kirsty.jones@sainthelena.gov.sh](mailto:kirsty.jones@sainthelena.gov.sh)

**Closing date:** 09 October 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:** Patricia Williams on Tel No 24737 or Email  
[Patricia.Williams@primary.edu.sh](mailto:Patricia.Williams@primary.edu.sh)

**Closing date:** 08<sup>th</sup> October 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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