

Join us!

We are recruiting...



St Helena
Government

Fixed Term General Teaching Assistant (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**

Closing date: **08 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. Contact us for further information and a copy of the full job profile.

Enquiries: **Damian Burns on Email Damian.burns@sainthelena.gov.sh**

Closing date: **14 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

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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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. Contact us for further information and a discussion.

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

Closing Date: 07 October 2024

Customer Service Officer-Post & Customer Services Centre (£9,197 per annum)

Do you have good customer service skills and IT skills? Here is an opportunity for you to improve the lives of all within our community and help the island thrive by being responsible for the provision of a customer service frontline which is well-versed in all of the products or services in Postal and Customer Services delivery. Contact us for more information and a discussion.

Enquiries: Karen Yon on Email:
karen.yon@sainthelena.gov.sh

Closing Date: 18 October 2024

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

Closing Date: 14 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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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

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

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

How to apply

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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

Closing date: 09 October 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. Contact us for more information and a discussion.

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

Closing date: 16 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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Sea Rescue Crew (Auxiliary)

(£5.37 per hour) 18 years + and must be able to swim and pass a fitness test.

The successful applicant will receive a monthly retainer of £70 on completion of basic training.

Trainee Helmsmen (Sea Rescue)

(£7,700 per annum)

Applications will be considered from 16 years +

Are you keen to improve the lives of all within our community and help the island thrive by protecting and saving lives at sea? If you are a highly motivated and enthusiastic individual with the ability to remain calm under extreme physical and mental pressure, then the St Helena Sea Rescue Service has the above opportunities for you to join their team.

Contact us for more information and a discussion on the above posts.

Enquiries: Leeroy Caswell (leeroy.caswell@helanta.co.sh) or Mark Caswell (mark.caswell@helanta.co.sh) on 25215

Closing date: 15 October 2024

Bus Driver

(£7,960 per annum)

The bus driver will help the island thrive by being responsible for helping to provide the Public Transport services for the community. The Public Transport Service is well utilized by shift workers for home to work purposes as well as many other members of the community for social purposes; it is highly valued by all users. The Bus driver will also be responsible for carrying out daily water, oil and other checks as required by the Senior Transport Manager. Contact us for more information and a discussion.

Enquiries: Nicholas George on Tel No 23208 or Email Vehicle.Fleet@helanta.co.sh

Closing date: 16 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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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

Closing Date: 18 October 2024

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. Keys 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: Sharina Williams on Tel No 22470 or Email sharina.williams@sainthelena.gov.sh

Closing date: 16 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

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

How to apply

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Leasehold Manager (£18,902 per annum)

The Economic Development Portfolio is looking to strengthen the Property team to deliver the requirements of the new Property Disposal and Purchase Policy 2024 (PDPP 2024), by proactively identifying commercial property before lease expiry for the Property Disposal Register, and enabling economic growth by monitoring leasehold covenants so that property is better maintained and readily let at a competitive rent.

The Leasehold Manager will also be responsible for delivering effective day to day leasehold management services to commercial tenants, and implementing policies and procedures that support a professional, leasehold management service to residential and commercial Crown property tenants.

Contact us for further information and a discussion.

Enquiries: Nikita Crowie on Tel No 22270 or Email nikita.crowie@sainthelena.gov.sh

Closing Date: 18 October 2024

Crown Estates Manager (£18,902 per annum)

As part of the strengthening of the Property team the Economic Development Portfolio is seeking to recruit a Crown Estates Manager to be responsible for the day to day operations and service delivery of the Crown Estates Team. You will also be required to deliver the requirements of the new Property Disposal and Purchase Policy 2024 (PDPP 2024), so that property is accessible for residential and investment opportunities, ensuring economic growth.

The post holder will be required to have a good understanding of the fiduciary duty to be exercised when disposing of Crown property and previous experience in a Managerial role.

Contact us for more information and a discussion.

Enquiries: Nikita Crowie on Tel No 22270 or Email nikita.crowie@sainthelena.gov.sh

Closing Date: 18 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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