

Join us!
We are recruiting...



**St Helena
Government**

JOIN THE PUBLIC SERVICE

**Dental Receptionist (Fixed term until 09
December 2025)
(£7,960 per annum)**

The Dental Department is seeking to recruit a personable Dental Receptionist who cares about providing excellent care to patients in the practice or by telephone. You will have all the attributes required to provide a high-quality service to patients and understand the support the team needs, including good telephone etiquette, organizational skills and customer service skills. Contact us for more information and a discussion.

Enquiries: Charmaine Buckley-Thomas on Tel No. 25387 or
Email: charmaine.buckley@sainthelena.gov.sh

Closing date: 30 October 2024

**Biosecurity Assistant
(£9,197 per annum)**

The Biosecurity Assistant is responsible for the effective implementation of the division's biosecurity programme and assisting with border operations in collaboration with the Pest Control Services team. If you have a keen interest in border security and would like to be a part of the Biosecurity team then this could be a rewarding opportunity for you. Candidates who do not have the required experience/qualifications will be eligible to start on a training grade. Contact us for more information and a discussion

Enquiries: Julie Balchin on Tel No. 24724 or
Email: julie.balchin@sainthelena.gov.sh

Closing date: 30 October 2024

**Teacher (St Paul's Primary)
(£11,520 - £18,902 per annum)**

Are you passionate about our young children's education and holistic life? If so, we are seeking to recruit a Teacher to share their expertise and passion in order to teach our pupils to achieve the best possible standard of education. This will mean the ability to cater for all abilities and needs in the classroom. This position requires you to be responsible for the planning, preparation and effective delivering of programmes of study to designated class(es). 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 effectively with students, parents and colleagues.

Enquiries: Patricia Williams Tel No. 24737 or
Email: patricia.williams@primary.edu.sh

Closing date: 05 November 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.

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.

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Fire Fighter - Permanent (£9,711 per annum)

The St Helena Fire & Rescue Service has an opportunity for you 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.

Contact us for more information and a discussion

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

Closing date: 05th November 2024

Independent Living Support Worker (Piccolo Hill) (6 month Fixed Term - £7,960 per annum pro rata) (Casual Workers - £4.46 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.

Contact us for further information and a discussion.

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

Closing Date: 08 November 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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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: 08 November 2024

Casual Workers – Social Care Rate of Pay: (£4.46 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 Community Care Centre) 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

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

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Senior Support Worker – Sheltered Housing (£11,713 per annum)

We are seeking to recruit a Senior Support Worker with a good sense of responsibility and commitment, for providing assistance to individuals within Sheltered Accommodation that encourages them to live independently.

Contact us for more information and a discussion.

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

Closing date: 08 November 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

Closing Date: 08 November 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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