



St Helena Government

TERMS OF REFERENCE

SOCIAL WORKER

Date: February 2026

1. Background

1.1 The island of St Helena is an internally self-governing Overseas Territory of the United Kingdom located in the South Atlantic approximately 4,000 miles from the UK. The Government comprises a Governor (who is appointed by the Crown), a Chief Minister an Executive Council, which has the general control and direction of Government, and a Legislative Council. The Governor retains responsibility for internal security, external affairs, defence, the public service, the administration of justice and finance.

1.2 The island's population is around 4,100 and it has a typical small island economy with a high import dependency, a narrow economic base, a large public sector (total establishment of 902 at August 2024), and significant outward labour migration. St Helena receives UK Government financial assistance to support recurrent and capital expenditure as part of their obligation to ensure that the reasonable needs of the population are met.

1.3 The St Helena Government Strategy for St Helena captures the following National Goals:

Altogether Safer
Altogether Healthier
Altogether Better for Children and Young People
Altogether Greener
Altogether Wealthier
Effective Infrastructure
Effective, efficient and accountable Public Sector

The plan will improve joined up thinking, focus, and crucially reflect the views of the community. This can be found here: <https://www.sainthelena.gov.sh/wp-content/uploads/2022/05/SHG-Strategy-2022-2025-FINAL.pdf>

Our Vision:

St Helena – a great place to live, learn, work, visit and invest.

Our Mission:

Improve the lives of all within our community and help the island thrive.

Our Values:

FAIRNESS - We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY - We communicate openly and we are honest, accountable and ethical.

TEAMWORK - We work together and we support each other.

1.4 Commercial flights to St Helena commenced on 14 October 2017. It is hoped that the tourism activity resulting from this will significantly enhance St Helena's economic prospects and have a

positive impact on the island community, bringing a period of accelerated social and economic change. Achievement of Government's Goals and Strategic Objectives will require sound management and transformation of the Public Service to make it a professional, modern, and flexible organisation able to initiate and respond to change.

1.5 There are five Portfolios, each led by a Portfolio Director, reporting to the Chief Secretary who is the Head of the Public Service. The Portfolios are: Economic Development; Education, Skills and Employment; Health and Social Care; Environment Natural Resources and Planning; and Safety, Security and Home Affairs. There is also a Central Support Service led by the Deputy Chief Secretary which provides support to all areas of the Public Service, as well as the Executive and Legislative Councils. The Treasury is led by the Deputy Financial Secretary.

1.6 The Health and Social Care Portfolio consists of Health and Social Care within one portfolio that puts clients and patients at the centre of the design and delivery of care with the aim of improving client and patient outcomes, satisfaction, and value for money.

The Strategic focus of Health and Social Care is to ensure healthy lives, promote wellbeing for everyone at all ages, and to work together to prevent, provide early help, or appropriate intervention to stop longer term impacts through un-met need.

The organisational chart is shown at the end of this document.

1.7 The Island has entered an exciting phase in its development. To help us achieve the Ministerial Agenda we are seeking a key member for the team, to work under the supervision of the Children's Services Team Manager. The work of the post holder will be guided by the development of a new strategic framework for integrated social services, to be developed under the leadership of the Director.

1.8 This role is funded by UK Government as the skills required are not currently available on the Island. Officers employed through this 'Technical Co-operation (TC) Programme' are expected to share their knowledge and skills beyond the workplace to ensure their time on St Helena has the broadest benefit. It is important that you have the right values and attitude and that you are motivated by wanting to make a difference and contribute to our small island community. You will need to be adaptable, be sensitive to the local context and challenges, and have the ability to take joy from the simple things in life. This is an excellent opportunity to support, contribute and give back to the island whilst also enjoying the unique lifestyle opportunities the island can offer you.

2. Key Objectives

2.1 The overall objectives of the post during the contractual period are as follows:

- Improved and sustained Safeguarding and Child Protection procedures and facilities
- Improved quality of life, including through greater social integration of people with disabilities

2.2 A key objective for all the roles funded through the TC Programme is Capacity Development. Capacity Development is defined by the Public Service as:

- Developing specific job related technical skills and knowledge in an individual or across teams or groups.
- Enhancing knowledge, skills and abilities of individuals, teams and the Public Service as a whole.
- Supporting the improvement of overall Public Service performance.
- Enhancing knowledge, skills and abilities of individuals within the private sector and wider community.
- Supporting the development of the island (including voluntary work) which may be unrelated to your substantive role.

You may be directly involved in succession planning and if so you would be required to:

- Participate in the performance management process and identify solution for filling skill/capacity gaps.
- Facilitate continuing professional development for direct reports and the wider team as necessary.
- Develop succession plans, or contribute to succession planning for staff within the section.

You can contribute to the development of the workforce even if you don't have direct reports or a designate or successor for your role. You can also add value and support a range of projects through other activities including volunteering.

It is important that officers funded by the TC Programme collect and report on what they are doing to develop the workforce, in their section, in their Portfolio, across the Public Service and in some cases wider into the Private Sector. It is also important that the Public Service can report on the added value officers bring to the Island through supporting projects or volunteering.

Capturing the added value and capacity development that officers funded by the TC Programme undertake, as well as the collective impact these officers make to St Helena, is imperative as the Public Service relies on UK Government funding for these roles.

Throughout your employment you will be required to complete a Capacity Development Record to help the Public Service capture all of this information. Thinking about all you can do to support the development of people, services and St Helena should be an integral part of your time here.

3. Support to National Goals and Strategic Objectives

The post holder will indirectly support the achievement of all goals and objectives but will directly support the following:

NATIONAL GOAL	STRATEGIC OBJECTIVE	DEPARTMENTAL OBJECTIVE
Altogether better for children and young people	Provision of a statutory social work intervention and support for children in need of protection, children in need and children looked after.	Statutory response to all children on St Helena as required.
Altogether Safer	Provision of statutory responses to children in need of support and intervention to ensure the safe care and support of children on Island.	

4. Outputs, Timing and Reporting

1. The Social Worker shall provide to the Team Manager (Children& Families), monthly reports on progress. These reports should cover the outputs, and key performance indicators agreed with Team Manager (Children & Families).
2. A Capacity Development Record should be kept by the postholder for the duration of their contract.
3. The post will be for two years. Performance will be measured with respect to the Section and Portfolios overall performance in service delivery and increases in operational effectiveness

and efficiency. The Capacity Development Record will be a key document for measuring performance. A probationary period of 6 months will apply.

4. The Social Worker will report directly to the Team Manager (Children & Families)

5. Organisational Structure

