



ASCENSION ISLAND GOVERNMENT

Residency Catering/Events Coordinator and Housekeeper

Total Package value up to £26,450 pa including allowances and housing depending on experience, qualifications and family status

The Ascension Island Government is currently looking for an experienced person to fill the position of Residency Catering/Events Coordinator and Housekeeper, at the home of the Administrator in Green Mountain National Park.

Ascension is a small volcanic island situated in the sub-tropical South Atlantic with a warm stable climate (26-34°C), excellent beaches and hiking trails and world recognised biodiversity. This is a unique opportunity to contribute to our future success and to be part of a welcoming and friendly island community.

Working closely with the Administrator, their partner and the Residency gardener, you will be responsible for providing high-quality meal preparation and event management for official functions and visits by senior officials. The role will also involve general housekeeping duties. Full details of the role can be found in the Job Description on the Ascension Island Government (link below).

This position is available as an accompanied, or unaccompanied post to the right candidate, meaning the successful candidate may be accompanied by a partner and dependent children (under 18 years old).

We are offering a two-year contract with the following benefits (dependent upon single or accompanied status):

- Annual salary of £9,500 to £11,750
- Food allowance of £6,700 pa accompanied or £3,350 single status
- Water allowance worth £2,270 pa accompanied or £1,360 pa single status
- An electricity allowance worth £938 pa
- Rent free accommodation worth £400+ per month
- 37.5 hours working week (overtime will be payable for additional/unsociable hours)

Plus

- Relocation costs for your personal effects including the shipping of a vehicle from the UK or St Helena
- Return flights for you and your family to your home country at mid-contract
- 30 days annual holiday (with additional 9 days public holidays)
- End of contract gratuity on completion of 2 years
- Free primary dental and medical care and medical referral to the UK or South Africa if required
- Medevac provision in an emergency
- Free schooling for dependent children up to 16 years
- Annual travel insurance

This appointment will be subject to:

- Satisfactory Employment References
- Enhanced Criminal Records Check
- Satisfactory Medical Clearance

We are looking for the post holders to start as soon as possible from February/March 2024

Closing Date for applications 31 January 2024

Interviews: Early February (by Skype for applicants not in Ascension)

For more information and to apply visit:

<https://www.ascension.gov.ac/lifestyle-and-employment/vacancies>

If you have any questions about the role please email recruitment@ascension.gov.ac