



## **VACANCY NOTICE-COMMUNICATIONS OFFICER/PA to DIRECTOR**

BVI LONDON OFFICE

INTERNATIONAL AFFAIRS SECRETARIAT, PREMIER'S OFFICE

The International Affairs Secretariat, Premier's Office and BVI London Office invites qualified and professional applicants to apply for the post of **Communications Officer/PA to Director, British Virgin Islands London Office**.

### **CONTEXT**

The BVI London Office is the British Virgin Island's Governments Representative Office to the United Kingdom (UK) and the European Union (EU). The office conducts diplomatic and consular activities in the interests of the BVI as a jurisdiction and its citizens and residents who reside in the UK and Europe.

### **ROLE SUMMARY**

To provide a full range of support to the BVI London Office's communication strategy and administrative assistance to the Director of BVI London Office working also with the Deputies. An exciting and challenging opportunity to work at a highpoint of the BVI London Office in the busy and demanding dual-nature role of Communications Officer and Personal Assistant to the Director UK/EU Representative of the BVILO.

### **RESPONSIBILITIES**

1. Initiate, draft and prepare correspondence on behalf of Director on a variety of matters
2. Organise and maintain the Director's diary and make appointments including preparation of daily local travel
3. Arrange all overseas travel (logistics, flights, visas, accommodation etc.), and organising visit programmes for Director, Deputies and occasionally other members of staff.
4. Conduct research to ensure Director and Deputies expenditure is cost effective and in line with BVILO budget in conjunction with Finance and Operations Officer
5. Reconcile Director's invoices and expense receipts and complete necessary paperwork in conjunction with Finance and Operations Officer.
6. Take minutes at meetings called by the Director; and occasionally travel with the Director to take notes or dictation at meetings, or to provide general assistance.
7. Take minutes of staff meetings and conduct follow-up on action items.
8. Manage all meetings and engagements for the Director consulting experts, recording decisions and prioritisation often managing communication with senior staff and contacts around politically important issues, writing to contacts and responding to invitations and providing well-judged advice to the Director and ensuring that each day is well-planned according to priorities and the Director's preferences.
9. Commission all briefings for meetings, managing all briefing papers, liaising with and advise policy staff and senior managers on papers, recording decisions on the level of briefing needed, preparing all briefing material daily, ensuring a high-quality product for the Director.
10. Ensure that the Director is fully prepared each day through complete management of workflow in and out of their office, providing astute advice on the priorities and how to manage the day, troubleshooting problems and responding to challenges through the day which are often finely balanced political issues
11. Carry out background research and present findings
12. Screen and handle telephone calls, enquiries and requests
13. Welcome and look after visitors to BVI House
14. Maintain an efficient and effective filing system for matters handled directly by the Director
15. Develop and actively utilise a comprehensive network of contacts within the private and public sectors within UK/EU, other senior diplomats and officials, presenting a professional, quality and high competence image always.

16. Assist with official visitor programmes to BVI House
17. Plan official functions including compilation of guest lists in conjunction with Senior Consular and Protocol Officer
18. Maintain contact lists and invitation lists in conjunction with Senior Consular and Protocol
19. Provide other administrative support to the Director as required.
20. Create and source content for BVILO newsletter and other publications
21. Deliver digital content and manage the BVILO's Social Media accounts.
22. Assist wider team in delivering communications around campaigns, visits and events
23. Provide reporting to UK and BVI stakeholders on topical issues.
24. Assist Director and Deputies in media relations (handling media queries, drafting press releases and background briefs).
25. Complete other communications related tasks as required
26. Organise and promote events – meetings, receptions (of varying sizes), and identifying potential new events in conjunction with wider team and working with BVI consultants on events.

### **REQUIREMENTS**

- Bachelor's Degree in Communications, Journalism, Business Administration, Public Administration or another related field
- Associates Degree in Communications, Journalism, Business Administration, Public Administration or another related field or related training/experience
- Must have at least five (5) years' experience in Office/ administration/ executive support, or similar
- Three to five (3-5) years working experience in communications
- Experience in an international Affairs, political science or public administration environment is strongly desired
- The ability to work under pressure and to meet deadlines
- The ability to organise and maintain efficient systems of record, information and data
- Excellent oral and written skills, including appropriate telephone protocol
- Knowledge of social media platforms, awareness of digital trends and practical knowledge of using digital tools (e.g. social media, blogs)
- Knowledge of desktop publishing software, content management systems and social media platforms
- Working knowledge of event planning and management
- The ability to work under multiple demands and priorities to meet deadlines
- Excellent IT skills including Microsoft Word, Outlook and Excel
- Excellent organisational skills and attention to detail
- A strong team player, ability to work with colleagues, mostly senior, to deliver tasks and a quality service
- Strong judgement and ability to take quick decisions and provide rapid and clear advice on own initiative
- Outstanding inter-personal skills, including with senior staff
- Exceptional customer service skills, including in representational scenarios, with senior external contacts and visitors and a wide range of other stakeholders

**Note:** Candidates possessing a combination of extensive directly related experience, transferable skills and additional qualifications to do this job are encouraged to apply for consideration.

### **WORKING CONDITION**

Normal office environment and occasional exposure to various outdoor environments.  
Occasional extended hours; and  
Occasional evening and weekend events and activities.

### **NATIONALITY REQUIREMENTS**

Belonger, British Overseas Territories Citizen – BVI

**APPOINTMENT CONDITION:**

The selected candidate will be:

1. Subject to medical fitness and one-year probationary period
2. Direct hire
3. Must have permission to work in the UK ahead of official start date.

**SALARY:** Salary commensurate with qualifications and experience

**Closing date:** 23<sup>rd</sup> July 2021

**HOW TO APPLY**

Applicants should submit a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/ diplomas/ licenses, along with a police certificate from your place of residency.

Send applications via e-mail to:

**British Virgin Islands**

Human Resources Manager  
International Affairs Secretariat  
Premier's Office  
33 Central Administration Complex  
Road Town, Tortola VG1 110  
mfrett@gov.vg

**United Kingdom**

Ag. Director  
BVI London Office  
BVI House  
15 Upper Grosvenor Street  
London W1K 7PJ  
tbradshaw@bvi.org.uk

Applications should be copied to both email addresses above.