

# VACANCY NOTICE

**Tel:** (284)468-2730

**Official Government Website:** 

https://gov.vg

## **Vacancy - BVI London Office**

Release Date: 2 September, 2025

The Government of the Virgin Islands, London Office is seeking a qualified person to serve as

### PERSONAL ASSISTANT & COMMUNICATIONS OFFICER



Location: United Kingdom Employment Type: Full-Time

Are you a highly organised, proactive, and articulate professional with a sound understanding of government operations? Do you excel at supporting senior leadership while managing complex communications across traditional and digital channels? If you thrive in a fast-paced environment, take initiative, and have experience managing social media, websites, newsletters, alongside providing executive support, we want to hear from you.

We are a forward-thinking organisation dedicated to excellence, innovation, and service. Our team is committed to fostering a collaborative, respectful, and impactful working environment that values integrity and initiative.



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#### **ABOUT US:**

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#### **ROLE OVERVIEW:**

As the Personal Assistant & Communications Officer, you will provide high level administrative and communications support to senior leadership. You will play a pivotal role in ensuring day to day operations run smoothly, while also acting as a point of contact with key stakeholders, including government departments and agencies.

#### **KEY RESPONSIBILITIES**

- Manage diaries, schedule meetings, and coordinate appointments for senior personnel
- Draft, proofread, and distribute professional correspondence and briefing materials
- Liaise with government officials and external stakeholders on behalf of leadership

- 4. Organise and support events and meetings, including minute taking and follow up
- 5. Conduct research and prepare reports or summaries to support informed decision making
- 6. Maintain accurate records and ensure effective internal communication

#### **ESSENTIAL CRITERIA**

- 1. Must be a BOTC Citizen, Territory of the Virgin Islands
- Proven previous experience in a
   Personal Assistant, Executive Support,
   or Communications role
- Strong understanding of governmental processes and the public sector environment
- 4. Proficient in managing social media platforms (e.g., X, LinkedIn, Facebook, Instagram, WhatsApp Channels)
- 5. Experience maintaining websites, ideally through CMS platforms
- 6. Skilled in producing newsletters and engaging digital content
- 7. Excellent written and verbal communication skills
- Highly organised with the ability to prioritise effectively and handle multiple tasks
- Proficient in Microsoft Office (Word, Outlook, Excel, PowerPoint) and related systems

### MINIMUM QUALIFICATIONS & EXPERIENCE

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
- 3. Must have at least five (5) years' experience in Office/ administration/ executive support, or similar
- 4. Three to five (3-5) years working experience in communications
- Experience in an international Affairs, political science or public administration environment is strongly desired.

#### WHY WORK WITH US?

- Join a values driven organisation making a meaningful impact
- Engage in varied and interesting work that supports high level decision making
- Professional development opportunities
- Competitive salary and benefits package

#### SALARY

Salary range: £35,000 - £40,000

#### **HOW TO APPLY**

Please submit your CV and a covering letter outlining your relevant experience to kmanning@bvi.org.uk by Tuesday, 30<sup>th</sup> September, 2025.

We are an equal opportunities employer and welcome applications from all suitably qualified individuals.

Help us make a difference, apply now.

#### **For Additional Information Contact:**

Angela U Burns
Information Officer II
Premier's Office
Government of The Virgin Islands

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Facebook: https://www.facebook.com/BVIGovernment/

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