



VACANCY NOTICE

Tel: (284)468-2730

Official Government Website:
<https://gov.vg>

Personal Assistant and Communications Officer - BVI London Office

Release Date: 9 January, 2026



**ARE YOU SEEKING
OPPORTUNITIES FOR
GROWTH?**

The BVI London Office is seeking qualified persons to fill the following position of

**PERSONAL ASSISTANT
& COMMUNICATIONS OFFICER**

United Kingdom (BVI London Office)

For a detailed role profile and other important



Please see documents for details.

For Additional Information Contact:

Angela U Burns

Information Officer II

Premier's Office

Government of The Virgin Islands

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VACANCY NOTICE
BVI LONDON OFFICE PERSONAL ASSISTANT AND COMMUNICATIONS OFFICER

Postholder: Personal Assistant and Communications Officer
Location: London, United Kingdom
BVI London Office

Employment Type: Full-Time
Salary: £30,000 - £35,000 per annum
(dependent on experience)

Dependent on: The British Virgin Islands (Territory of the Virgin Islands)

Are you a highly organised, proactive, and enthusiastic individual with a sound understanding of government operations? Do you have excellent communication skills while managing communications across multiple platforms? Do you have a passion for a fast-paced environment, take initiative, and work well under pressure? If so, and you are looking for a role that will provide you with the opportunity to support the Office website, manage and update the Office website, and maintain and update the Office website, we would like to hear from you.

About Us
The BVI London Office represents the interests of the Virgin Islands in the United Kingdom. Terrible, and internationally. We are committed to representing the Territory's public service, and we foster a collaborative and professional environment. We value integrity, professionalism, and respect.

Role Overview
As the Personal Assistant and Communications Officer, you will provide personal high-level administrative, executive, and communications support to the Postholder. You will play a pivotal role in ensuring day-to-day operations run smoothly, acting as a key point of contact with government departments, agencies, and external stakeholders.

Key Responsibilities

- Manage calendar, schedule meetings, and coordinate appointments for senior personnel.
- Draft, proofread and distribute professional correspondence, briefing notes, and other materials.

Essential Duties

- Work with government officials and external stakeholders on behalf of senior personnel.
- Organise and support meetings and events, including remote working and those via video link.
- Conduct research and prepare reports, including analysis and recommendations to support informed decision-making.
- Maintain accurate records and ensure timely and accurate reporting.
- Manage and update social media platforms (including LinkedIn, Twitter, Facebook, and the BVI Government Website).
- Manage and update the Office website, ideally using a content management system (CMS).
- Produce newsletters and engaging digital content to support communications and promotional events.

Desirable Duties

- Experience working in an international government service, a public administration environment.
- Familiarity with public diplomacy, international relations, or government communications.
- Ability to work independently.
- Join a values-driven organisation making a meaningful impact on behalf of the Territory.
- Engage in varied and interesting work supporting high-level decision-making.
- Opportunities for professional development.
- Competitive salary of £31,000-£40,000 per annum, dependent on experience, plus benefits.

How to Apply
Please submit the following documents:
A cover letter outlining your interest in the role, highlighting relevant academic background and experience.
Two reference letters (academic or professional) and their contact details.
Verifiable proof of British Overseas Territories citizenship and proof of residence in the Virgin Islands.
Please submit your application outlining your relevant experience and suitability for the role to hr@bvi.gov.vg by 30 January, 2020.
Only shortlisted candidates will be contacted for interview.