



VACANCY NOTICE

Tel: (284)468-2730

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

International Relations Intern Vacancy - 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

**INTERNATIONAL
RELATIONS INTERN**

United Kingdom (BVI London Office)

For a detailed role profile and other important



Please see documents for further 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 INTERNATIONAL RELATIONS INTERN

Position: International Relations Intern

Location: United Kingdom (BVI London Office)

Duration: 6 months with the possibility of extension up to 12 months

Salary: £15,000 per annum

Eligibility: Open only to BVI passport holders (Territory of the Virgin Islands)

Are you personally interested in international relations, diplomacy, and international affairs? Are you seeking practical experience and training that will build a strong foundation for a future career in public or private sector international engagement? This internship offers a meaningful opportunity to learn, contribute, and develop professional skills in a diplomatic setting.

About Us
The British Virgin Islands London Office, in cooperation with the Premier's Office, represents the interests of the Virgin Islands in the United Kingdom and internationally. The Office plays a key role in advancing the Territory's political, economic, and social development, promoting understanding of the Virgin Islands and its policies.

Role Overview
As an International Relations Intern, you will support the work of the BVI London Office, including the provision of administrative assistance related to international relations. This is a structured, capacity-building role designed to provide hands-on exposure to diplomacy and international relations. You are encouraged to apply academic knowledge and skills to practical challenges and to contribute meaningfully to the Office's work.

Key Responsibilities

- Conduct research on international political and diplomatic issues relevant to the Virgin Islands
- Assist with data analysis and preparation of reports, briefing notes, and background papers
- Support policy research and preparation of official meetings, events, and visits
- Attend meetings and events as required, including international conferences or notes
- Assist with the day-to-day operations of the BVI London Office as appropriate

Essential Criteria

- Holder of a BVI passport holder
- Resident of the Virgin Islands
- Currently enrolled in a bachelor's degree programme or a recent graduate in a related field (International Political Science, Law, Economics, or a related discipline)
- Demonstrated interest in international relations, diplomacy, or global affairs
- Strong research, analytical, and critical thinking skills
- Excellent written and verbal communication skills in English
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

Why Work With Us?

- Gain practical real-world exposure to international relations and diplomacy
- Build a strong foundation for future international relations and diplomatic careers
- Receive a formal letter of recommendation upon successful completion

How to Apply

Please submit the following documents:

- A cover letter outlining your interest in international relations and your qualifications
- A CV/resume highlighting relevant academic background and experience (professional, voluntary, or personal)
- Two letters of reference (academic or professional)
- Proof of British Overseas Territories Citizenship (Territory of the Virgin Islands)

Send your application outlining your relevant experience and suitability to angela.burns@gov.vg by 30th January, 2024.

Only shortlisted candidates will be contacted for interview.