



Employment Opportunity

Opening Date: 27th August, 2026
Closing Date: 23rd September, 2026
Job Title: Executive Director
Location: Road Town, Tortola, British Virgin Islands
External Agency: Recreation Trust
Assignment Duration: 2 Years



PURPOSE

The Director provides strategic leadership and oversight for a diverse portfolio of parks, playgrounds, and sports facilities, ensuring the delivery of safe, inclusive, sustainable, and high-quality recreational services that support community wellbeing and national development objectives. This post is responsible for strategic planning, policy implementation, fiscal stewardship, regulatory compliance, and stakeholder engagement, while promoting the effective and sustainable management of public recreational assets.

RESPONSIBILITIES

1. Develop a multi-year strategic plan aligned with the Recreational Act and other relevant legislation (Public Procurement legislation, Public Finance Act and Regulations), and directives from the Recreation Trust Board.
2. Lead the development and implementation of strategic plans for parks, playgrounds, and sports facilities aligned with national development priorities.
3. Accountable for the strategic and operational performance of parks, playgrounds and sport facilities.
4. Develop pricing strategies and revenue generating opportunities.
5. Foster a high-performing, customer centric culture that emphasizes accountability.
6. Oversee the daily operations, preventative maintenance and safety protocols for all assets within remit.
7. Implement asset preservation and capital renewal strategies to ensure long-term facility viability.
8. Develop and enforce Standard Operating Procedures (SOP's) across all recreational sites.
9. Advise the Ministry on policy, legislative, and infrastructure needs relating to recreation and sports facilities.
10. Identify opportunities for innovation, public-private partnerships, and sustainable facility development.
11. Ensure compliance with all applicable Public Service policies, legislation, health and safety standards, and accessibility requirements.
12. Exercise sound fiscal stewardship over allocated budgets and budgets and grants.
13. Prepare governance papers and briefing materials for the Recreation Trust Board.
14. Monitor performance, risk and service outcomes across facilities.
15. Ensure timely maintenance, safety audits, and service improvements.
16. Foster constructive relationships with communities, sporting bodies, NGOs, private sector partners, and other government agencies.
17. Promote inclusive access and community participation in recreational and sporting programmes.
18. Represent the Recreation Trust at meetings, consultations, and public forums.

**PREFERRED
QUALIFICATIONS,
SKILLS, AND
COMPETENCIES**

- Bachelor's Degree in Facilities Management (preferred), Public or Business Administration, Business Management or equivalent
- A Master's degree in a relevant discipline is desirable
- Five (5) year experience in a related area
- Expert knowledge of Government structure, policies and procedures
- Expert knowledge in budgeting and asset management
- Results oriented with excellent planning and strong organisational skills
- Strong interpersonal and negotiation skills
- Sound judgement and decision-making skills
- Highly computer literate with data analytical skills
- Excellent project and performance management skills
- Excellent oral and written communication skills
- Effective supervision, coaching, and performing management skills
- Sound leadership and management skills
- Develop the trust and support of the Board, colleagues and stakeholders
- Provides strong strategic guidance and leadership
- Sound integrity, accountability, and professionalism
- Ensure health and safety requirements are met in the areas of responsibility
- Sound knowledge of public-sector governance, financial management, and regulatory compliance.
- High ethical standards and commitment to accountability and transparency
- Ability to build trust and partnerships across diverse stakeholders
- Proven capacity to manage budgets, assets, and projects effectively

**WORKING
CONDITIONS/
ENVIRONMENTAL
FACTORS**

The role operates within an office environment with frequent site visits, inspections, and engagement with the operational staff to oversee service delivery, maintenance, and safety standards.

HOW TO APPLY

Please submit an electronic copy of your cover letter and resume to the Chairman of the Recreation Trust (nsmith@recreationtrustvi.com) and Permanent Secretary, Ministry of Education, Youth Affairs and Sports (MEC@gov.vg) before the closing date 30th June 2026