GOVERNMENT OF THE
BRITISH VIRGIN ISLANDS
LONDON OFFICE



VACANCY NOTICE

BVI LONDON OFFICE INTERNATIONAL RELATIONS INTERN

Build professional skills while contributing to the Virgin Islands' international work.

Position: International Relations Intern

Location: United Kingdom
(BVI London Office)

Employment Type: Full-time internship

Salary: £12,500 for the contract duration (equivalent to £25,000 per annum)

Eligibility: British Overseas Territories Citizen of The Virgin Islands.

Contract Duration: Initially six months; any extension, up to twelve months in total, is subject to approval

Working Hours: 9:00 a.m. to 5:00 p.m.

About the Office and the Opportunity

The London Office supports the Government's external engagement and provides a setting in which academic knowledge can be applied to practical public-service assignments. The internship offers supervised experience with defined tasks, feedback and opportunities to develop.

We welcome applicants who are curious, prepared to learn and dependable. Prior professional diplomatic experience is not expected. Candidates should understand the purpose of the BVI London Office and show genuine interest in contributing to its work.

What You Will Do

- Help investigate assigned issues and prepare clear summaries with appropriate sources.
- Assist with data organisation, briefing preparation and meeting records.
- Support programme arrangements and maintain accurate records of assigned actions.
- Complete appropriate administrative assignments and work constructively with colleagues.
- Seek guidance when necessary, apply feedback and progressively take responsibility for agreed tasks.

The internship provides learning and development; it does not guarantee a subsequent appointment.

What You Must Bring

- Current enrolment in, or recent completion of, a relevant Bachelor's programme, such as international relations, politics, law or economics.
- Applicants should demonstrate interest in international affairs, clear English communication, research and reasoning ability, teamwork and competence with Word, Excel, PowerPoint and Outlook.
- An understanding of Virgin Islands society, culture, history, economy, government and constitutional arrangements; awareness of wider historical, geographical and current political/social issues; and foundational economic knowledge. Assessment will reflect the developmental level of the internship.
- Academic, voluntary and community experience can demonstrate reliability, initiative and learning potential. We require confidentiality, respectful behaviour and willingness to follow supervision and authorised reporting arrangements.

Application and Assessment

Submit a CV, verifiable evidence of eligibility and a supporting statement of no more than 500 words. Explain what you understand about the BVI London Office, why this internship interests you, what you hope to learn and an example of completing a research, team or community assignment. Be specific about your contribution.

Provide two academic or professional referees who know your work and can comment on reliability and learning potential. Obtain their permission to be contacted. Reference letters may accompany the application; direct checks will also be undertaken.

Shortlisted candidates will complete a short research exercise or writing task and attend an interview. Assessment will focus on preparation, clarity, judgement and potential to learn, rather than senior-level experience.

How to Apply

Email your application to **kmanning@bvi.org.uk** with the subject line **"Accounting Officer Application"** by **11:59 p.m. (UK time) on13th November, 2026.**

Interviews are planned for November 2026; anticipated commencement is March 2027, subject to appointment formalities and applicable UK work permission requirements. Only shortlisted applicants will be invited to interview.

Common Conduct and Selection

Appointments are assessed on demonstrated suitability for the advertised duties. Staff are expected to serve professionally and impartially, protect confidential information, declare relevant conflicts of interest and work through the Office's authorised management arrangements. Requests outside delegated authority must be referred to the appropriate manager. Applicants should accurately describe their qualifications, experience and individual contribution; material discrepancies will be explored during selection.

Applicants may request reasonable adjustments for the selection process through the recruitment contact. Information about UK work eligibility, any available sponsorship and relocation support must be stated in the final applicant pack. Citizenship eligibility alone should not be presented as establishing UK work permission.