Executive Assistant

Support the Head of Mission and help deliver the Virgin Islands diplomatic engagement and public communications.

Location: BVI London Office, London, United Kingdom
Employment: Full-time
Salary: £40,000 to £46,000 annually, depending on qualifications and experience, with applicable allowances as specified in the approved terms.
Eligibility: British Overseas Territories Citizen of the Virgin Islands
Reports to: Director and UK Representative / Head of Mission
Contract Duration: Initial two-year appointment, subject to renewal
Working Hours: 9:00 am to 5:00 pm

Benefits

- Housing Allowance
- Private Medical Insurance
- Travel Allowance
- Competitive Annual Leave Entitlement
- Other applicable benefits in accordance with the terms of appointment.

These benefits support staff wellbeing and help with the costs of living and working in London. Entitlements, amounts and policy coverage are subject to the terms of appointment.

About the Office and the Opportunity

The BVI London Office represents and advances the interests of the Virgin Islands in the United Kingdom, Europe and internationally. Its work combines diplomatic engagement, public service and sustained relationships with government, parliamentary, professional and community stakeholders.

We seek an experienced professional to provide executive, administrative and communications support to the Head of Mission. The Executive Assistant will also track agreed actions across the Office and provide concise progress reports, helping leadership maintain oversight of commitments and deadlines.

This is a practical delivery role involving detailed administration, careful drafting and dependable follow - through alongside support for high-level engagements. It includes substantial communications responsibilities. The postholder coordinates agreed work and obtains updates; the position carries no staff supervision, work allocation or performance management authority. Competing priorities and unresolved delays are referred to the Head of Mission.

Key Responsibilities

- Manage the Head of Mission’s diary and preparation for meetings, ensuring schedules reflect Office priorities.
- Prepare correspondence, agendas, briefing packs and minutes; check submissions for the information needed before referring them to the Head of Mission.

- Maintain action logs, obtain factual progress updates, issue authorised reminders and flag overdue work or emerging risks.
- Draft diplomatic correspondence, including Notes Verbales, for review and clearance; maintain secure correspondence registers and contact records.
- Coordinate assigned administrative and logistical arrangements for ministerial visits and delegations with relevant colleagues, respecting their responsibilities.
- Support official events through invitations, guest lists, schedules, seating and protocol arrangements agreed with the responsible officers.
- Undertake background research and source checking for the Head of Mission's briefings.
- Maintain website and social media content, prepare newsletters and public notices, and track the communications calendar and engagement results.
- Obtain the required approval before releasing official correspondence or public content; keep secure and accessible records and communications archives.
- Help improve digital records, action tracking and routine administrative workflows within approved systems.

Essential Qualifications and Experience

- A bachelor's degree in communications, journalism, business administration, public administration or a related field.
- At least five years of relevant executive support, administration or comparable experience, including demonstrated support for senior leadership.
- Three to five years of professional communications experience. Relevant experience may overlap with the executive support requirement where both functions formed part of the same employment; additional experience is welcome.
- Evidence of maintaining action records, monitoring deadlines and coordinating progress updates professionally.
- Practical experience managing websites, social media and digital content.
- Understanding of government operations and public-sector working arrangements.
- Strong drafting, research, proofreading and minute-taking ability, supported by clear spoken communication.
- Competence with Word, Outlook, Excel and PowerPoint, and effective management of competing deadlines.
- Sound judgement, discretion, constructive teamwork and reliable follow through.

Applicants should demonstrate an informed understanding of the BVI London Office and explain how their skills would support its work. Induction will cover Office procedures and specific priorities; candidates must already possess the core executive support and communications capabilities required.

Desirable Experience

- Work in government, a representative office or an international-affairs setting
- Knowledge of the BVI/UK constitutional relationship
- Familiarity with diplomatic correspondence and protocol support for ministerial programmes
- Experience with digital publishing, analytics or project coordination

Professional Standards

The role requires impartial public service, confidentiality and respect for authorised management arrangements. The postholder must declare relevant conflicts, recognise the limits of delegated authority and refer requests requiring authorisation to the Head of Mission. Candidates will be assessed on judgement, conduct and demonstrated capability.

Why Join Us?

This is an opportunity to contribute directly to the Territory's interests through executive support, diplomatic engagement and public communications. The Office offers varied responsibilities, collaborative working and professional development.

Application and Assessment

Submit a CV, verifiable evidence of the stated citizenship eligibility and a supporting statement of no more than 750 words explaining:

1. Your understanding of the BVI London Office, motivation for this particular position and readiness to work in London.
2. Two examples showing your own executive support and communications contributions, the level of responsibility held and the results achieved.
3. An example of exercising discretion or managing competing demands while respecting reporting arrangements.

Provide two professional referees, including a person who directly supervised relevant work where available. Include their contact details and relationship to you, obtain their agreement to be contacted, and identify any restriction on contacting a current employer. Reference letters may accompany the application but do not replace direct checks.

Selection will include a structured interview and practical exercises in executive support and written or digital communication. Qualifications, experience and references will be verified, and material discrepancies will be explored. Candidates should accurately distinguish their own contribution from the wider team's work.

How to Apply

Email your application to kmanning@bvi.org.uk with the subject line "Executive Assistant Application" by 11:59 pm (UK time) on 31 October 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.