



Research and International Affairs Officer

Turn reliable research into useful advice and practical engagement for the Virgin Islands.

Location: BVI London Office, London, United Kingdom

Employment: Full-time

Salary: £40,000 annually, 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

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

Research supports this work when it identifies implications for the Territory and gives leadership clear, usable options.

We seek someone who can investigate issues carefully, distinguish evidence from opinion and write concise advice. The role includes sustained desk research, maintaining records and following up engagement, alongside support for official meetings and visits.

What You Will Deliver

- Track relevant developments and explain their significance for the Territory, including uncertainties and matters requiring further investigation.
- Prepare concise briefs, reports and recommended actions, with traceable sources and clear distinctions between fact and analysis.
- Prepare leadership for engagements through stakeholder research, background material and briefing questions.
- Maintain records of contacts, commitments and follow-up, progressing assigned actions through management.
- Explore potential partnerships and opportunities, assessing their practical value and feasibility.

- Support official programmes and prepare accurate material for approved public communication.



GOVERNMENT OF THE
**BRITISH
VIRGIN
ISLANDS**
LONDON OFFICE

What You Must Bring

- A bachelor's degree in a relevant discipline, such as international relations, politics, economics or law, together with demonstrated research and policy-analysis experience. Applicants must write clearly, communicate effectively, organise competing assignments and deliver accurate work to deadlines.
- You must be able to demonstrate independent use of credible sources, sound analytical judgement and personal ownership of relevant outputs. Preparation should include an understanding of the BVI London Office's function and the Territory's principal interests.
- The role requires confidentiality, professional impartiality, accurate representation of evidence and respect for delegated authority. Induction will address office procedures and specific policy priorities; the successful applicant must arrive with established research and writing capability.
- An advanced relevant qualification, experience in government or international institutions, and familiarity with UK/EU political structures and Virgin Islands government priorities are advantageous.

Application and Assessment

Submit a CV, verifiable evidence of eligibility and a supporting statement of no more than 750 words. Explain why this role interests you, how research contributes to the Office's work, and two examples of your personal research or analytical contribution. Specify the question examined, sources used, your own responsibilities and how the output informed action. Include an example of handling uncertainty or sensitive material.

Provide details of two referees who can verify your work, including a direct supervisor where available. Reference letters may be supplied, but the Office will undertake direct checks. Obtain your referees' consent to be contacted and state any current employer restriction.

Shortlisted candidates will complete a briefing exercise and discuss their reasoning at a structured interview. Assessment will test evidence evaluation, clarity, judgement and understanding of reporting arrangements. Experience, qualifications and references will be verified.

How to Apply

Email your application to kmanning@bvi.org.uk with the subject line "Research and International Affairs Officer 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.