



VACANCY NOTICE-COMMUNICATIONS OFFICER/PA to DIRECTOR

BVI LONDON OFFICE

INTERNATIONAL AFFAIRS SECRETARIAT, PREMIER'S OFFICE

The International Affairs Secretariat, Premier's Office and BVI London Office invites qualified and professional applicants to apply for the post of **Communications Officer/PA to Director, British Virgin Islands London Office**.

CONTEXT

The BVI London Office is the British Virgin Island's Government's Representative Office to the United Kingdom (UK) and the European Union (EU). The office conducts diplomatic and consular activities in the interests of the BVI as a jurisdiction and its citizens and residents who reside in the UK and Europe.

ROLE SUMMARY

To provide a full range of support to the BVI London Office's communication strategy and administrative assistance to the Director of BVI London Office working also with the Deputy Representative and Deputy Director. An exciting and challenging opportunity to work at a highpoint of the BVI London Office in the busy and demanding dual-nature role of Personal Assistant to the Director UK/EU Representative of the BVILO.

RESPONSIBILITIES

1. Initiate, draft and prepare correspondence on behalf of Director on a variety of matters
2. Organise and maintain the Director's diary and make appointments including preparation of daily local travel
3. Arrange all overseas travel (logistics, flights, visas, accommodation etc.), and organising visit programmes for Director, Deputies and occasionally other member of staff
4. Conduct research to ensure Director and Deputies purchases are cost effective and in line with BVILO budget in conjunction with Finance and Operations Officer
5. Reconcile Director's invoices and expense receipts and complete necessary paperwork in conjunction with Finance and Operations Officer Take minutes at meetings called by the Director; and occasionally travel with the Director to take notes or dictation at meetings, or to provide general assistance
6. Take minutes of staff meetings and conduct follow-up on actions items
7. Manage all meetings and engagements for the Director consulting experts, taking judgements on conflicts and prioritisation often managing senior managers and contacts around politically important issues, writing to contacts and responding to invitations, complete diary management and providing well-judged advice to the Director and ensuring that each day is well-planned according to priorities and the Director's preferences
8. Commission all briefings for meetings, managing all briefing papers, liaising with and advise policy staff and senior managers on papers, taking judgements on the level of briefing needed, preparing all briefing material daily, ensuring a high-quality product for the Director
9. Ensure that the Director is fully prepared each day through complete management of workflow in and out of their office, providing astute advice on the priorities and how to manage the day, troubleshooting problems and responding to challenges through the day which are often finely balanced political issues
10. Carry out background research and presenting findings
11. Screen and handle telephone calls, enquiries and requests
12. Welcome and look after visitors to BVI House
13. Maintain an efficient and effective filing system for matters handled directly by the Director
14. Develop and actively utilise a comprehensive network of contacts within the private and public sectors within UK/EU, and other senior diplomats and officials, and presenting a professional, quality and high competence image always

15. Assist with official visitor programmes to BVI House
16. Plan official functions including compilation of guest lists in conjunction with Senior Consular and Protocol Officer
17. Maintain contact lists and invitation lists in conjunction with Senior Consular and Protocol
18. Provide other administrative support to the Representative as required
19. Create and source content for BVILO newsletter and other publications
20. Deliver digital content and manage the BVILO's Social Media accounts.
21. Assist wider team in delivering communications around campaigns, visits and events
22. Provide reporting to UK and BVI stakeholders on topical issues.
23. Assist Director and Deputies in media relations (handling media queries, drafting press releases and background briefs).
24. Complete other communications related tasked as required
25. Organise and promote events – meetings, receptions (of varying sizes), and identifying potential new events in conjunction with wider team and working with BVIIG consultants on events.

REQUIREMENTS

- Bachelor's Degree in Communications, Journalism, Business Administration, Public Administration or another related field
- Associates Degree in Communications, Journalism, Business Administration, Public Administration or another related field or related training/experience
- Must have at least five (5) years' experience in Office/ administration/ executive support, or similar
- Three to five (3-5) years working experience in communications
- Experience in an international Affairs, political science or public administration environment is strongly desired
- The ability to work under pressure and to meet deadlines
- The ability to organise and maintain efficient systems of record, information and data
- Excellent oral and written skills, including appropriate telephone protocol
- Knowledge of social media platforms, awareness of digital trends and practical knowledge of using digital tools (e.g. social media, blogs)
- Knowledge of desktop publishing software, content management systems and social media platforms
- Working knowledge of event planning and management
- The ability to work under multiple demands and priorities to meet deadlines
- Excellent IT skills including Microsoft Word, Outlook and Excel
- Excellent organisational skills and attention to detail
- A strong team player, ability to work with colleagues, mostly senior, to deliver tasks and a quality service
- Strong judgement and ability to take quick decisions and provide rapid and clear advice on own initiative
- Outstanding inter-personal skills, including with senior staff
- Exceptional customer service skills, including in representational scenarios, with senior external contacts and visitors and a wide range of other stakeholders

Note: Candidates possessing a combination of extensive directly related experience, transferable skills and additional qualifications to do this job are encouraged to apply for consideration.

WORKING CONDITION

Normal office environment and occasional exposure to various outdoor environments.
Occasional extended hours; and
Occasional evening and weekend events and activities.

NATIONALITY REQUIREMENTS

Belonger, British Overseas Territories Citizen (BOTC) – BVI
Must hold a United Kingdom Passport

APPOINTMENT CONDITION:

The selected candidate will be:

1. Subject to medical fitness and one-year probationary period
2. Direct hire
3. Must hold a valid United Kingdom passport or have permission to work in the UK ahead of official start date

SALARY: Salary commensurate with qualifications and experience

Closing date: 27th March 2020

HOW TO APPLY

Applicants should submit a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/ diplomas/ licenses, along with a police certificate from your place of residency.

Send applications via e-mail or post to:

British Virgin Islands

Ag. Director
International Affairs Secretariat
Premier's Office
33 Central Administration Complex
Road Town, Tortola VG1 110
nachristopher@gov.vg

United Kingdom

Ag. Director
BVI London Office
BVI House
15 Upper Grosvenor Street
London W1K 7PJ
tbradshaw@bvi.org.uk

Applications sent via email should be copied to both email addresses above.