

VACANCY NOTICE

Tel: (284)468-2730

Official Government Website:

<https://gov.vg>

Vacancy - BVI London Office

Release Date: 2 September, 2025

The Government of the Virgin Islands, London Office
is seeking a qualified person to serve as

PERSONAL ASSISTANT & COMMUNICATIONS OFFICER



Location: United Kingdom
Employment Type: Full-Time

Are you a highly organised, proactive, and articulate professional with a sound understanding of government operations? Do you excel at supporting senior leadership while managing complex communications across traditional and digital channels? If you thrive in a fast-paced environment, take initiative, and have experience managing social media, websites, newsletters, alongside providing executive support, we want to hear from you.

We are a forward-thinking organisation dedicated to excellence, innovation, and service. Our team is committed to fostering a collaborative, respectful, and impactful working environment that values integrity and initiative.



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ABOUT US:

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ROLE OVERVIEW:

As the Personal Assistant & Communications Officer, you will provide high level administrative and communications support to senior leadership. You will play a pivotal role in ensuring day to day operations run smoothly, while also acting as a point of contact with key stakeholders, including government departments and agencies.

KEY RESPONSIBILITIES

1. Manage diaries, schedule meetings, and coordinate appointments for senior personnel
2. Draft, proofread, and distribute professional correspondence and briefing materials
3. Liaise with government officials and external stakeholders on behalf of leadership

4. Organise and support events and meetings, including minute taking and follow up
5. Conduct research and prepare reports or summaries to support informed decision making
6. Maintain accurate records and ensure effective internal communication

ESSENTIAL CRITERIA

1. Must be a BOTC Citizen, Territory of the Virgin Islands
2. Proven previous experience in a Personal Assistant, Executive Support, or Communications role
3. Strong understanding of governmental processes and the public sector environment
4. Proficient in managing social media platforms (e.g., X, LinkedIn, Facebook, Instagram, WhatsApp Channels)
5. Experience maintaining websites, ideally through CMS platforms
6. Skilled in producing newsletters and engaging digital content
7. Excellent written and verbal communication skills
8. Highly organised with the ability to prioritise effectively and handle multiple tasks
9. Proficient in Microsoft Office (Word, Outlook, Excel, PowerPoint) and related systems

MINIMUM QUALIFICATIONS & EXPERIENCE

1. Bachelor's Degree in Communications, Journalism, Business Administration, Public Administration or another related field

2. Associates Degree in Communications, Journalism, Business Administration, Public Administration or another related field or related training/experience
3. Must have at least five (5) years' experience in Office/ administration/ executive support, or similar
4. Three to five (3-5) years working experience in communications
5. Experience in an international Affairs, political science or public administration environment is strongly desired.

WHY WORK WITH US?

- Join a values driven organisation making a meaningful impact
- Engage in varied and interesting work that supports high level decision making
- Professional development opportunities
- Competitive salary and benefits package

SALARY

Salary range: £35,000 - £40,000

HOW TO APPLY

Please submit your CV and a covering letter outlining your relevant experience to **kmanning@bvi.org.uk** by **Tuesday, 30th September, 2025**.

We are an equal opportunities employer and welcome applications from all suitably qualified individuals.

Help us make a difference, apply now.

For Additional Information Contact:

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