



ASCENSION ISLAND GOVERNMENT

## VACANCY NOTICE

### Policy, Projects and Communications Officer

**Total package value up to £40,150.00 per annum**  
Including allowances and housing

**Additional benefits include annual home leave, vehicle and personal effects shipping, free medical and dental care, free schooling and annual travel insurance.**

#### About the role

This is a great opportunity for a talented and experienced policy and communications expert, to support the office of the Administrator, the Senior Management Team and Island Council with the development and delivery of high quality, well evidenced and robust policy and communications advice to AIG. The contract is for two years.

#### What you'll do

You'll develop, shape and influence government policy across all government directorates to deliver AIG strategic objectives and ensure consistency of approach, delivery and enforcement. Working across all areas of the senior team, you will lead on the development of government policy and delivery of special projects and business cases. Working closely with directors and legal colleagues, you will ensure good governance of the territory through the implementation of sound policy, developing strategic cross-governmental approaches to ensure the delivery of excellent public services. More information is in the job description.

#### What you'll bring

You'll have at least two years' experience in leading, or four years supporting, the delivery of policy development, strategic planning and / or operational delivery gained from central, regional or local government. With excellent oral and written skills, the ability to write effect reports and presentations, you will be able to adapt your communication approach to a variety of audiences. The role requires you to work collaboratively across a variety of people, forming strong, positive, professional trusting relationships with colleagues and island-wide stakeholders. A degree in a related subject would be beneficial, as would an awareness of legal frameworks.

#### What we offer

In addition to an annual salary of £25,000 (taxable on Ascension), the role attracts an Accompanied status contract and the following benefits:

- Rent free accommodation (value £400+ per month).
- A food allowance of £6,700 pa accompanied or £3,350 pa single status.
- An electricity allowance worth £938 pa.
- A water allowance worth £2720 pa accompanied or £1,360 single status.
- Relocation costs for your personal effects, including the shipment of a vehicle.
- One mid-contract return journey to your country of recruitment
- A gratuity payable on the successful completion of a 2 year contract
- 30 days' annual holiday (with additional 9 days public holidays).
- Free primary dental and medical care and medical referral or medivac provision if required.
- Free schooling of dependent children up to 16 years.
- Free annual travel insurance.

**The appointment will be subject to:**

- Satisfactory employment references
- Criminal Records Check/Police Clearance
- Satisfactory Medical and Dental Clearance

## **What's it like to work on Ascension?**

Ascension is a small volcanic island, situated in the South Atlantic, with a warm stable climate (26-34°C). We are part of the wider UK Overseas Territory of Saint Helena, Ascension and Tristan da Cunha, situated approximately 1,000 miles from the mainland of Africa and 800 miles from our nearest neighbour, the island of St Helena. To thrive here in this high-profile role, you must be resilient, adaptable and able to live and work in an incredibly small community with limited availability of goods and services (in particular perishable food supplies) and internet connectivity.

**Closing date:** Friday 17 February 2023  
**Interviews:** Late February 2023, via Skype if off island  
**Required start date:** May 2023 or as soon as possible thereafter

The closing date for this post has been extended, previous applicants need not re-apply. For more information, a full job description, and to apply visit: [www.ascension.gov.ac/lifestyle-and-employment/working-here/](http://www.ascension.gov.ac/lifestyle-and-employment/working-here/) If you have any queries about the role, email [recruitment@ascension.gov.ac](mailto:recruitment@ascension.gov.ac)