



Policy, Projects and Communications Officer

Total package value up to £42,298 per annum

Comprising salary of up to £25,000 plus food and utilities allowances, housing and other benefits – details below.

About the role

This is a unique opportunity to play a central role in shaping policy and communications at the heart of Ascension Island Government. Working closely with the Administrator, Senior Management Team and Island Council, you'll help develop clear, evidence-based policy and ensure key priorities are delivered effectively. You'll operate across a wide range of areas, combining strategic thinking with hands-on delivery, from shaping policy to leading projects and managing communications.

What you'll do

You will develop and influence government policy across all directorates, helping to ensure a consistent and effective approach to delivering strategic objectives. Alongside this, you will lead and support the delivery of key projects and initiatives, working closely with senior colleagues to turn priorities into action. The role involves providing clear, well-evidenced advice to decision-makers, and working collaboratively with legal experts to support strong governance. You will also take a lead on communications, managing external messaging and media enquiries, while supporting internal communications to keep staff informed and engaged. Building strong, trusted relationships with stakeholders both on the island and beyond will be an important part of the role.

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 within 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 effective collaboration across a range of teams, 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 a salary of up to £25,000 per annum (depending on qualifications and experience and taxable on Ascension), this role offers an accompanied status contract along with the following benefits:

- Rent free furnished accommodation worth £3,000 pa (taxable benefit)
- A food allowance of £7,800 a year accompanied or £3,900 single status per year (taxable benefit)
- An electricity allowance worth £3,296 per year
- A water allowance worth £3,202 accompanied or £1,921 single status per year
- Relocation costs for your personal effects, including assistance with shipment of a vehicle
- One mid-contract return journey to your country of recruitment for you and your family
- 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
- Free schooling for children from 4 up to 16 years
- Free annual travel insurance

The appointment will be subject to:

- Satisfactory employment references
- Standard Criminal Records Check
- Satisfactory Medical and Dental Clearance

Closing date: Friday 08 May 2026

Interviews: Week Commencing 11 May 2026 (via MS Teams if off island)

Start date: As soon as possible

For more information, job descriptions, and to apply visit: <https://www.ascension.gov.ac/lifestyle-and-employment/working-here/>
If you have any queries about the role, email: recruitment@ascension.gov.ac