



ASCENSION ISLAND GOVERNMENT

JOB DESCRIPTION

JOB TITLE:	Policy, Projects and Communications Officer
TEAM:	Administrator's Office
REPORTS TO:	Head of Administrator's Office
JOB PURPOSE:	Lead the development and delivery of government policy and distinct projects, underpinned by effective external and internal communications. The Policy, Projects and Communications Officer reports to the Head of the Administrator's Office and will work closely with the Administrator and senior management team (SMT) of the Ascension Island government (AIG) on a broad range of policy areas, initiatives and communications.

MAIN DUTIES:

- Prepare and develop high quality, well evidenced and robust policy advice for the Administrator's Office, SMT and Island Council.
- Develop, shape and influence government policy across all AIG directorates to deliver strategic objectives and ensure consistency of approach, delivery and enforcement.
- Work across all SMT leads to develop government policy, the delivery of special projects, and business cases.
- Work closely with directors and legal experts to ensure the good governance of the territory through the implementation of sound policy using the AIG Policy Making Framework, strategic cross-governmental approaches to problem solving, and the delivery of excellent public services.
- Lead and manage the government's external communications, acting as the focal point for media enquiries and ensuring clear, consistent messaging. Produce and disseminate timely public communications across formal notices, traditional media, the official website, and social media channels. Advise on and support development of effective internal messaging to ensure staff across all Directorates are aware of and engaged in AIG initiatives.
- Support and coordinate cross-government and international approval processes for sovereign assets and initiatives, including liaison with the Commonwealth Mint and FCDO.
- Design and deliver stakeholder engagement and communications strategies to support policy development, major projects, and public-facing initiatives, ensuring effective consultation with the Island community and positively influencing a broad network of stakeholders including Island Councillors, British and US military, island-based employers, and UK government departments.

- Provide strategic cybersecurity policy support to the ICT Technician, working in partnership with the UK Home Office UKOT Cybersecurity Programme, ensuring alignment with international standards and best practice.

RESPONSIBILITIES:

- **Health and safety** – Shared responsibility for maintaining a safe and compliant work environment for staff and visitors, including adherence to corporate policies and reporting potential hazards.
- **Continuous development** – Take ownership of your Continuing Professional Development (CPD) by actively seeking opportunities to build skills, knowledge, and professional growth relevant to the role.

PERSON SPECIFICATION: Knowledge, skills, experience and personal attributes

Essential

- A minimum of two years' experience in leading, or four years supporting, policy development, strategic planning and/or operational delivery gained from central, regional or local government.
- Excellent oral and written communication, interpersonal and influencing skills – adaptable to different audiences - including report writing and presentation skills.
- Ability to work collaboratively and form positive, professional and trusting relationships with colleagues and other stakeholders.
- Strong community-facing engagement skills, including the ability to build trust, listen to diverse local perspectives, and apply contextual understanding to inform policy development and project delivery.
- Sound political and commercial awareness.
- Self-motivation, resilience and flexibility.
- High standard of personal integrity, honesty, impartiality, discretion and objectivity.
- Experience of using a variety of social media platforms to deliver key messages.

Desirable

- A degree in a relevant subject would be beneficial, as would an awareness of legal frameworks.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time, according to operational needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Updated: April 2026