



British
High Commission
Accra

STRATEGIC PARTNERSHIPS AND DIASPORA RELATIONS TEAM

Start Date: 01 October 2025

Length of Contract: 1 year

Main Purpose of Job:

Provide agile and skilled support to the Strategic Partnerships and Diaspora Relations Team. This role will be essential to delivering the British High Commission's objectives.

Roles and Responsibilities:

- Assist in managing events of varying sizes, including the administration, planning and execution stages.
- Manage the BHC contact list, working with staff across the mission to ensure this is kept up-to-date.
- Support the development of the Chevening Scholarships brand, and boost its impact in Ghana, including through mobilising the Chevening Alumni Network.
- Maintain files and ensure good information management in line with FCDO guidance, and encourage good use of information tools.

Behaviours:

- Changing and Improving
- Managing Quality Service
- Communicating and Influencing
- Delivering at Pace

Language requirements:

Language: English

Level of language required: Advanced level proficiency in English Language (ability to understand, write and speak English language without any difficulty)

Other Skills/Experience/Qualifications:

Essential on arrival:

- A final year student from a recognised tertiary institution.
- Excellent command of English, oral and written communication.
- Photography skills with a camera or mobile phone.
- Analytical skills.
- Ability to work in a fast-paced environment.

Desirable:

- Some experience using editing or graphic design software.
- Ability to work autonomously.
- Good working knowledge and demonstrable interest in Ghana's media landscape.
- Good working knowledge and demonstrable interest in key and emerging social media channels such as Instagram, Twitter and TikTok.

Learning and Development:

- Online learning
- On the job learning, job shadowing and mentoring
- Various development workshops