



British High Commission Accra

COMMUNICATIONS

Start Date: 01 November 2026

Length of Contract: 1 year

Main Purpose of Job:

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

Roles and Responsibilities:

- Produce high quality internal communications products including emails and videos.
- Adopt creative ways to communicate and engage British High Commission staff through events and townhall meetings.
- Keep abreast of breaking news stories relating to the UK-Ghana partnership and appropriately circulate stories within the mission through a daily news summary.
- Support internal and public diplomacy activities organised by the British High Commission. This might include photographing events, engaging internal stakeholders, and liaising with social and traditional media influencers to ensure that British High Commission events get good local publicity.
- Assist in managing the British High Commission's official social media accounts.
- Support in the day-to-day (administrative) running of the Communications Team and support colleagues across the wider team to deliver business-critical pieces of work.

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.

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- Photography skills with a camera or mobile phone.
- Analytical skills.
- Ability to work in a fast-paced environment.

Desirable:

- Ability to work autonomously.
- Demonstrable experience in engaging and influencing internal and external stakeholders.
- Good working knowledge and demonstrable interest in Ghana's media landscape.
- Demonstrable interest in key and emerging social media channels such as Instagram, Facebook, X and TikTok.
- Some experience using editing or graphic design software

Learning and Development:

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