



British  
High Commission  
Accra

## STRATEGIC PARTNERSHIPS AND DIASPORA RELATIONS - EVENTS

**Start Date:** 01 November 2026

**Length of Contract:** 1 year

### **Main Purpose of Job:**

Provide support for event planning and execution in collaboration with the Residence team while providing 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.
- Work closely with the Residence team to support event set-up, flow, and on-the-day operations.
- Provide on-the-day support to ensure events run smoothly.
- Support calendar management and ability to manage several events coherently.
- Assist and contribute with event reports and lessons learned.
- Working across collaboratively with team within the office and various teams across the mission
- Maintain files and ensure good information management in line with FCDO guidance and encourage good use of information tools.

### **Behaviours:**

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

### **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.
- Excellent communication and interpersonal skills.
- Strong organisational and time management skills.
- Good proficiency in Microsoft office (Excel and Word)
- 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 and International event landscape.

**Learning and Development:**

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