



British
High Commission
Accra

STRATEGIC PARTNERSHIPS AND DIASPORA RELATIONS

Start Date: 01 November 2026

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:

- Manage stakeholder databases and engagement trackers
- Coordinate meetings, briefings, and engagement activities with partners/stakeholders
- Support partnership development efforts through research, outreach coordination, and preparation of engagement materials.
- Assist in identifying, mapping, and maintaining relationships with strategic partners, including diaspora organisations, investors, development partners, embassies, and private sector stakeholders
- Assist in monitoring progress of strategic initiatives and reporting outcomes
- Coordinate logistics for events, workshops, and stakeholder sessions
- Support the delivery of the Chevening Scholarships, and boost its impact in Ghana, including through mobilising the Chevening Alumni Network.

Behaviours:

- Managing Quality Service
- Communicating and Influencing
- Delivering at Pace
- Making Effective Decisions

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.
- Strong written and verbal communication skills
- Excellent organizational and time-management abilities
- Research and analytical skills with attention to detail
- Ability to work in a fast-paced environment.

Desirable:

- Strong interest in diaspora engagement, partnerships, and international collaboration
- Ability to work with minimal supervision, using initiative and sound judgement to prioritise tasks.
- Good working knowledge and demonstrable interest in Ghana's cultural, sports and creative landscape.
- Demonstrable awareness of current affairs and media trends, with the ability to identify timely opportunities for engagement.
- Some experience using editing or graphic design software.

Learning and Development:

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