

Policy & Projects Officer

Ascension Island Government

Salary & benefits worth up to £39,000 | Two-year fixed term contract



What are we looking for?

The Ascension Island Government (AIG) is looking for Policy & Projects Officer from February/March 2018 to assist the Administrator with a growing portfolio of policy-making demands placed on AIG. This is a cross-cutting role, requiring the candidate to work closely with the Administrator and Directors to develop well-evidenced and coherent policies. The successful candidate will be expected to take ownership of several important policy areas and manage the delivery of a wide variety of government projects and priorities, whilst recognising that the policy may lie with another government department.

This is a role ideally suited to someone with 2-3 years' proven experience of developing and implementing policy, keen to see a unique part of the world and make a difference to a small island community. The successful candidate will need to build effective relationships with a range of stakeholders – both on Ascension Island and further afield. You will need to be a self-starter, resilient and willing to live and work in a remote island community whilst remaining enthusiastic in the face of the challenges that this brings.

As Policy & Projects Officer, you will have the chance to work on a range of projects and to develop, shape and influence government policy across all government departments.

- To support the Administrator's office by developing and providing of high quality policy advice to AIG and the Island Council.
- To manage and positively influence a complex network of stakeholders on Ascension Island and beyond, including Councillors, British military (RAF, MOD JFC, DIO), US military, other island-based employers and Whitehall.
- To provide support to the Administrator by leading on special projects or dealing with other pressing policy matters.

Key projects during 2018-2020 are likely to include:

- A mid-year review of the inter-island air service between Ascension and St Helena, with a view to extending the service beyond October 2018.
- Development and implementation of an island infrastructure strategy (in the short, medium and long terms), in collaboration with Administrator and AIG Directors and Assistant Directors.
- Management of the last EDF funding round along with specific bids to the CSSF.
- Modernisation of Ascension's 90-year old employment legislation.
- Leading the review of animal welfare legislation.

What are we offering?

This post is offered as a single status, two-year fixed term contract with a salary of £20,000 per year (taxable in Ascension Island), together with the following benefits valued at up to £15,000 per year:

- A food allowance (£3,028 per year for single status employees).
- One mid-contract return journey to the country of recruitment/residence.
- Rent free housing, with electricity and water allowances.
- Relocation costs for your personal effects, including the shipment of a vehicle.
- Free primary medical and dental care.
- A gratuity payable on the successful completion of a 2 year contract.

How to apply:

Please apply online by visiting www.ascension-island.gov.ac/working-here.

Closing date for applications: **5pm Thursday 28 December 2017.**

Interviews will be held via Skype in early January 2018. Shortlisted candidates may be asked to complete a short task prior to interview which you may need to set time aside to complete. Further details will be provided to shortlisted candidates.

Need more information?

If you would like to learn more or to arrange an informal discussion about the role, please contact the current Policy Officer, Matt Pritchard-Evans on matthew.pritchard-evans@ascension.gov.ac or Jamie Manson, Director of Resources at jamie.manson@ascension.gov.ac.