

Diplomatic service officer

Diplomatic Service officers help to promote and protect British interests, businesses and citizens overseas.

Average salary (a year)



£27,000

£48,000

Starter

Experienced

Typical hours (a week)



37 to 40

a week

You could work



on call

attending events or appointments

Different routes to get this job

(check the website for entry requirements)

- a university course
- working towards this role
- applying directly
- a graduate training scheme

Day-to-day tasks

Your day-to-day duties will depend on your role. You may:

- monitor and analyse overseas events
- develop policies and strategies towards different countries
- deal with press and communications at home and abroad
- promote overseas investment into the UK
- give consular support to UK citizens abroad
- process visa applications for people looking to visit, study or work in the UK
- handle queries and give advice face to face, using email or in written form
- write and check reports and official documents
- give admin support to other embassy staff

Skills and knowledge

You'll need:

- administration skills
- to be thorough and pay attention to detail
- the ability to work well with others
- to be flexible and open to change
- sensitivity and understanding
- patience and the ability to remain calm in stressful situations
- knowledge of English language
- excellent verbal communication skills
- to be able to use a computer and the main software packages competently

Regularly check Teams channel "[Careers advice for students](#)"