**FROM: PAUL MCKINNEY Ref: I/C 40/23**

**DATE: 25 AUGUST 2023**

**TO: INTERCHANGE MEMBERSHIP**

**Secondment Opportunity with**

**Antrim and Newtownabbey Borough Council (ANBC)**

**Tackling Deprivation Co-ordinator**

1. I have attached an Interchange Hosting Proforma outlining the details of the above opportunity and ask that you consider bringing it to the attention of staff in your organisation who would be eligible to apply. It is also available on the Interchange Website.

Eligibility

1. The opportunity is aimed at individuals at middle management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. **ANBC** will meet salary costs and associated expenses. The salary scale is £37,261- £40,478 per annum.

Duration

1. Maternity Cover for up to 12 months with an expected start date of 20 November 2023.

Location /Travel

The successful candidate will be based at Mossley Mill, Newtownabbey BT36 5QA – but may be required to work at other locations.

* Full current driving licence or, if a disability prevents driving, access to a suitable form of transport to enable the duties of the post to be carried out in full.

Authorisation

1. All applications **MUST** be accompanied by authorisation from both your Line Manager **and** Interchange Manager, and confirmation that your parent organisation is willing to release you if successful.

How to apply (process for **non**-NI Civil Service organisations)

1. Interested staff should complete a candidate proforma, available at [www.interchangeni.org.uk](http://www.interchangeni.org.uk) and return it to the Interchange Secretariat at: interchangesecretariat@finance-ni.gov.uk by **5.00pm on Friday 08 September 2023**; otherwise I will assume a nil return.
2. Candidates should demonstrate in the proforma how they meet the requirements for the post. This information may be used for shortlisting purposes.

GDPR

1. Your information will be held and managed in accordance with the Data Protection Act/GDPR policies and procedures, including those relating to retention and disposal will be applied; the information will be used only for the purposes of this secondment, and will only be shared with any relevant third parties only with the explicit permission and assurance of NICSHR.

Further information

10. For further information, please contact Stephanie Buchanan, by email at: Stefanie.buchanan@antrimandnewtownabbey.gov.uk

**Paul McKinney**

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