**FROM: PAUL MCKINNEY Ref: I/C 19/24**

**DATE: 22 MARCH 2024**

**TO: NI CIVIL SERVICE STAFF ONLY**

**Secondment Opportunity with**

**THE SIMON COMMUNITY NI**

**Private Rented Accommodation Co-ordinator**

1. I have attached an Interchange Hosting Proforma outlining the details of the above opportunity which has been advertised on the Interchange Website. A link to the website can be found on the HR Connect Portal under ‘Secondment Opportunities’.

Eligibility

1. Thise opportunity is open to staff at both substantive **EXECUTIVE OFFICER 1 AND EXECUTIVE OFFICER 2** levels and analogous grades on level transfer terms.

Salary

1. **The Simon Community** will meet salary costs and associated expenses. As this is a development opportunity the successful candidate will transfer at their current salary.

Duration

1. This opportunity will be for a period of 2 years, with the possibility of an extension subject to the agreement of all parties.

The preferred start date is in April 2024, or as soon as a release date is agreed.

Location

1. The successful candidate will be based at 4th Floor Arthur Place, 24-26 Arthur Street, Belfast, BT1 4GF.

Authorisation

1. All applications **MUST** be accompanied with confirmation that your Line Manager **and** Business Area (Grade 5 level) s willing to release you if successful in your application. In the event that this application is successful, the Business Area will be responsible for departmental sign-off on the Secondment Agreement which will be prepared by NICS HR / HRConnect.

How to apply (this process is for NI Civil Servants only)

1. Complete the candidate proforma which is available at [www.interchangeni.org.uk](http://www.interchangeni.org.uk) and forward a copy to your Line Manager and Business Area (at least Grade 7 level) to ensure that endorsement for this application is provided prior to the deadline of **5.00pm on Friday 29 March 2024**.

Fully endorsed candidate proformas should be submitted by the applicant to HRConnect at [secondments@hrconnect@nigov.net](mailto:secondments@hrconnect@nigov.net) or by post to:

Secondments Team

HRConnect

Metro Building

6-9 Donegall Square South

Belfast

BT1 9EX

**NICS Outward Secondment Business Case**

* You should also complete the Outward Secondment Business Case at Annex A which should be retained by your business area/branch.

1. Candidates should demonstrate in the proforma how they meet the requirements for the posts. 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 additional details of the role, please contact Lauren Bradley by email at: [laurenbradley@simoncommunity.org](mailto:laurenbradley@simoncommunity.org).

**Paul McKinney**

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**ANNEX A**

**Outward Secondment Business Case**

