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

**DATE: 22 MARCH 2024**

**TO: INTERCHANGE PARTNERS**

**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 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 lower middle management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. The Simon Community will meet salary and associated costs. The salary range is: £26,669 - £29,450 per annum.

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 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 29 March 2024;** 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 additional details of the role, please contact Lauren Bradley by email at: laurenbradley@simoncommunity.org.

**Paul McKinney**

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