**FROM: PAUL MCKINNEY Ref: I/C 25/25**

**DATE: 09 MAY 2025**

**TO: NI CIVIL SERVICE STAFF ONLY**

**Secondment Opportunity with**

**first steps women’s centre (FSWC)**

**administrative support**

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. This opportunitity is open to staff at **both** substantive **Administrative Officer and Administrative Assistant** levels and analogous grades.

Salary

1. As this is a development opportunity the successful NICS candidate will transfer at their current salary.

**Salary costs for this post are to continue to be met by the successful candidate’s employing Department i.e. costs will not be recouped from FSWC.**

Duration

1. It is expected to last for 12 months and is **a 24-30 hour per week post usually over 4 days**.

Location / Travel

1. The successful candidate will be based at 21a William Street, Dungannon, County Tyrone, BT70 1DX

Authorisation

1. All applications **MUST** be accompanied with confirmation that your Line Manager **and** Business Area (Grade 5 level) **is willing to release you if successful in your application and willing to meet your salary costs**. 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 30 May 2025**.

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

Secondments Team

 HRConnect

 PO Box 1089

 Beacon House

 27 Clarendon Road

 Belfast BT1 9EW

 **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. Further information on the role can be obtained by contacting Michael McGoldrick by email at: thewomenscentre@gmail.com.

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**Paul McKinney**

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**ANNEX A**

**Outward Secondment Business Case**

