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

**DATE: 09 MAY 2025**

**TO: INTERCHANGE MEMBERSHIP** (non-NICS organisations)

**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 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 [Interchange NI](https://www.interchangeni.org.uk/).

Eligibility

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

Salary

1. **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 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 30 May 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. 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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