**FROM: PAUL McKINNEY Ref: I/C 50/25**

**DATE: 26 SEPTEMBER 2025**

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

# Secondment Opportunity with

**the depatrment for EDUCATION (DE)**

**staff officer**

**pupil support team**

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. Full details are also available on the Interchange Website.

Eligibility

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

Salary

1. DE will meet the salary costs and associated allowances for the roles and the salary will be within the NICS Staff Officer scale, which is currently £37,694 - £38,990.

Duration

1. Secondment – for one year with any extension, subject to the agreement of all parties.
2. Location

The Department of Education is based at Rathgael House, Balloo Road, Bangor, BT19 7PR, however, hybrid working arrangements are in place.

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 by email at: [interchangesecretariat@finance-ni.gov.uk](mailto:interchangesecretariat@finance-ni.gov.uk) by **5.00pm on Wednesday 15 October 2025;** otherwise I will assume a nil return.

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

1. Plesae contact Glenda Davies with any queries about the post by email at: [Glenda.davies@education-ni.gov.uk](mailto:Glenda.davies@education-ni.gov.uk).

**Paul McKinney**

**Interchange Secretariat**