**FROM: ROSEMARY GRAHAM Ref: I/C 31/17**

**DATE: 10 JULY 2017**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**Department of Justice**

**COMMUNICATIONS & ENGAGEMENT MANAGER**

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

Salary

1. **The Department of Justice** (through the Fresh Start programme) will pay salary costs and associated expenses. As this is a development opportunity the successful candidate will transfer at their current salary.

Duration

1. The opportunity will be for two years, with possible extensionsubject to the agreement of all parties. The secondment will begin as soon as a suitable candidate has been identified and a release date is agreed.

Location

1. The successful candidate will be based in Castle Buildings, Stormont Estate, Belfast.

How to apply

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 28 July 2017**; otherwise I will assume a nil return. Candidates should demonstrate in the proforma how they meet the skills requirements for the post. This information may be used for shortlisting purposes.

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.

Further information

1. If you require any further information about the post, please contact Katie Taylor in the Department of Justice on tel: 028 9037 8649 5741, or by e-mail at katie.taylor@justice-ni.gov.uk.

**Rosemary Graham**

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