**FROM: ROSEMARY GRAHAM Ref: I/C 37/17**

**DATE: 14 AUGUST 2017**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**The Executive Office (TEO)**

# PART-TIME DEVELOPMENT OFFICER

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

Salary

1. **The Executive Office** will meet salary costs and associated expenses. The salary scale is **£29,317 - £31,446** pro rata.

Duration

1. The opportunity will be for 1 year, with the possibility of an extension for a further year, subject 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.
2. Form of Transport

Travel will be required throughout Northern Ireland, it is therefore essential that applicants have access to a suitable form of transport to allow them to fulfil the requirements of the post.

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 01 September 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 Alastair Walker in the Executive Office on 028 9052 3222, or by e-mail to alastair.walker@executiveoffice-ni.gov.uk.

**Rosemary Graham**

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