**FROM: ROSEMARY GRAHAM Ref: I/C 53/17**

**DATE: 27 NOVEMBER 2017**

**TO: INTERCHANGE PARTNERS**

**(NB: This opportunity is not open to NI Civil Service staff)**

# Secondment Opportunity with

**The Parades Commission**

# ADMINISTRATIVE OFFICER(S)

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

Salary

1. **The Parades Commission** will meet salary costs and associated expenses. The successful candidate(s) for this opportunity will be expected to be in a post with a current salary of around **£19,811 - £22,514**.

Duration

1. The opportunity will be for 2 years, with the possibility of an extension for a further year, subject to the agreement of all parties. The first secondment will begin as soon as a suitable candidate has been identified and a release date is agreed. There is potential for a second secondment with a start date of 1 March 2018.

Location

1. The successful candidate(s) will be based in Andras House, 60 Great Victoria Street, Belfast, BT2 7BB.

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 08 December 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 Joan McClelland in The Parades Commission on 028 9089 5900, or by e-mail to joan@paradescommissionni.org.

**Rosemary Graham**

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