**FROM: ROSEMARY GRAHAM Ref: I/C 56/17**

**DATE: 04 DECEMBER 2017**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**Sport NI**

# INFORMATION SYSTEMS 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. **Sport NI** will meet salary costs and associated expenses. The salary scale is **£29,317 - £31,446**.

Duration

1. The opportunity will be for 12 months, with the possibility of an extension for a further 12 months, 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 at House of Sport, 2A Upper Malone Road, Belfast.
2. Form of Transport

It is essential that applicants have access to a suitable form of transport to allow them to fulfil the requirements of the post.

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

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](mailto:interchangesecretariat@dfpni.gov.uk)  by **5.00pm on Monday 18 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.

Further information

1. If you require any further information about the post, please contact Chris Halliday in Sport NI on 028 9038 3837 or by e-mail to [chrishalliday@sportni.net](mailto:chrishalliday@sportni.net).

**Rosemary Graham**

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