**FROM: ROSEMARY GRAHAM Ref: I/C 59/17**

**DATE: 18 DECEMBER 2017**

**TO: NICS Staff**

# Secondment Opportunity with

# Business in the Community (BITC)

 PROGRAMME MANAGER – WORKFORCE CAMPAIGN

1. I have attached an Interchange Hosting Proforma outlining the details of the above opportunity which has been advertised on the Interchange Website. A link to the website can be found on the HR Connect Portal under ‘Secondment Opportunities’.

Eligibility

1. The opportunity is open to staff at substantive **Executive Officer 1** and analogous grades.

Salary

1. Ideally, salary costs will be paid by the successful candidate’s parent organisation, given the development opportunity on offer. This can be negotiated if it causes difficulty.

Duration

1. The opportunity will be for 12 months.The secondment will begin in February 2018 or as soon as a suitable candidate has been identified and a release date is agreed.

Location

1. The successful candidate will be based in Bridge House, Paulett Avenue, 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.

How to apply

1. Complete the candidate proforma which is available at [www.interchangeni.org.uk](http://www.interchangeni.org.uk) and forward a copy to your Line Manager and Business Area (at least Grade 7 level) to ensure that endorsement for this application is provided prior to the deadline of **5.00pm on Friday 19 January 2018**.

 Fully endorsed candidate proformas should be submitted by the applicant to HRConnect at secondments@hrconnect.nigov.net, or by post to:

Secondments Team

HRConnect

Metro Building

6-9 Donegall Square South

Belfast

 BT1 9EX

1. 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 with confirmation that your Line Manager **and** Business Area is willing to release you if successful in your application. In the event that this application is successful, the Business Area will be responsible for departmental sign-off on the Secondment Agreement which will be prepared by NICS HR / HRConnect.

Further information

1. If you require any further information about the post, please contact Gillian McKee in Business in the Community on 028 9046 0606, or by e-mail to gillian.mckee@bitcni.org.uk.

**Rosemary Graham**

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