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

**DATE: 18 DECEMBER 2017**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**Business in the Community (BITC)**

# PROGRAMME MANAGER – WORKPLACE CAMPAIGN

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. 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. 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 19 January 2018;** 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 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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