**FROM: ROSEMARY GRAHAM Ref: I/C 60/17**

**DATE: 18 DECEMBER 2017**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**The Arts Council of Northern Ireland**

# GENERALIST IT 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 Arts Council for Northern Ireland** will meet salary costs and associated expenses. The salary scale is **£28,500 - £31,135**.

Duration

1. The opportunity will be until March 2020, with the possibility of an extension, 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 1 The Sidings, Antrim Road, Lisburn, BT28 3AJ.Due to the reform of property management the Arts Council will relocate in August 2018 to premises that have yet to be confirmed.

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 Monday 15 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 Witney Williamson in the Arts Council on 028 9262 3524, or by e-mail to wwilliamson@artscouncil-ni.org.

**Rosemary Graham**

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