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

**49/17**

**DATE: 30 OCTOBER 2017**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**Chief Executives’ Forum**

# Administrative 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 Junior Management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. The Chief Executives’ Forum will meet salary costs and associated expenses. The salary scale is £18,946 - £22,291 per annum

Duration

1. The opportunity will last for up to 24 months, 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 Clare House, 303 Airport Road West, Belfast BT3 9ED.

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 through your Interchange Manager to [interchangesecretariat@finance-ni.gov.uk](mailto:interchangesecretariat@dfpni.gov.uk)  by **Friday 10 November 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.
2. If you are unsure who the Interchange Manager is for your Department/Organisation a full list is available on the Interchange Website at <http://www.interchangeni.org.uk/guide/annex1.asp>.

Authorisation

1. All applications **MUST** be accompanied with confirmation that the parent organisation is willing to release the candidate, should they be successful.

Further information

1. If you require any further information about the post, please contact Renée Quinn on Tel: 02890 816446 ext. 76446 or by email at: [renee.quinn@finance-ni.gov.uk](mailto:renee.quinn@dfpni.gov.uk).

**Rosemary Graham**

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