**FROM: ROSEMARY GRAHAM Ref: I/C 03/18**

**DATE: 10 JANUARY 2018**

**TO: INTERCHANGE PARTNERS**

**(NB: This opportunity is not open to NI Civil Service staff)**

# Secondment Opportunity with

**Northern Ireland Council for Voluntary Action (NICVA)**

# HR MANAGER

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. NI Civil Servants are not eligible to apply for this opportunity.

Salary

1. **NICVA** will meet salary costs and associated expenses. The salary scale is **£33,437 - £35,444**.

Duration

1. The opportunity will be for a minimum of 10 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 NICVA, 61 Duncairn Gardens, Belfast, BT15 2GB.

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 **Noon on Friday 26 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 Alex Hastings in NICVA on 028 9087 7777, or by e-mail to alex.hasting@nicva.org.

**Rosemary Graham**

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