**FROM: ROSEMARY GRAHAM Ref: I/C 09/18**

**DATE: 29 JANUARY 2018**

**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 of Northern Ireland** will meet salary costs and associated expenses. The salary scale is **£28,500 - £31,446**.

Duration

1. The opportunity will be for 2 years, with the possibility of an extension, subject to the agreement of all parties. The objective is for the successful applicant to be in post by 1 March 2018 at the latest.

Location

1. The successful candidate will be based at 1 The Sidings, Antrim Road, Lisburn, BT28 3AJ.

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](mailto:interchangesecretariat@dfpni.gov.uk)  by **5.00pm on Friday 09 February 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 for Northern Ireland on 028 9262 3524, or by e-mail to [wwilliamson@arts-council-ni.org](mailto:wwilliamson@arts-council-ni.org).

**Rosemary Graham**

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