**FROM: ROSEMARY GRAHAM Ref: I/C 13/18**

**DATE: 26 FEBRUARY 2018**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**The Chief Executive’s Forum**

# EXECUTIVE DIRECTOR

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 open to individuals currently working at **Director** or **Deputy Director** level, who have the relevant skills and experience to undertake the duties outlined.

Salary

1. **The Chief Executive’s Forum** will meet salary costs and associated expenses.

Duration

1. The opportunity will be for up to 3 years, 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 in Clare House, 303 Airport Road West, Belfast BT3 9ED.
2. Form of Transport

It is essential that applicants have access to or ownership of a car 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 23 March 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 the current post holder, David Cartmill on 028 9081 6444.

**Rosemary Graham**

**Rosemary Graham**