**FROM: ROSEMARY GRAHAM Ref: I/C 33/18**

**DATE: 02 JULY 2018**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**Sustainable Northern Ireland**

# 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.

Salary

1. **Sustainable NI** will meet salary costs and associated expenses. The salary scale is **£29,909 - £34,106**.

Duration

1. The opportunity will be for a period of up to 1 year. The secondment will begin in September 2018.

Location

1. The successful candidate will be based at 89 Loopland Drive, Belfast BT6 9DW, Belfast.
2. Form of Transport

A full driving licence which enables the post holder to drive in Northern Ireland and a car available for official business **or**

Access to a form of transport which will enable the applicant to meet the requirements of the post in full

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 **12 noon on Friday 13 July 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. You must also read the NICS Privacy Notice (see Candidate Proforma).

GDPR

1. Your information will be held and managed in accordance with the Data Protection Act/GDPR policies and procedures, including those relating to retention and disposal will be applied; the information will be used only for the purposes of this secondment, and will only be shared with any relevant third parties only with the explicit permission and assurance of NICSHR.

Further information

1. If you require any further information about the post, please contact Nichola Hughes on tel: 028 9590 9351, or by e-mail to nichola.@sustainableni.org.

**Rosemary Graham**

**Rosemary Graham**