**FROM: ROSEMARY GRAHAM Ref: I/C 34/18**

**DATE: 02 JULY 2018**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**Sport NI**

# HR 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** managementlevel who have the relevant skills and experience to undertake the duties outlined.

Salary

1. **Sport NI** will meet salary costs and associated expenses. The salary scale is £23,428 – £24,728.

Duration

1. The opportunity will be until 31st March 2019, with the possibility of an extension for a further 12 months, 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 House of Sport, 2A Upper Malone Road, Belfast, BT5 9LA.

Form of transport

1. The post holder will be required to travel regularly to Tollymore National Outdoor Centre in Newcastle and the Sports Institute in Jordanstown.It is therefore essential that applicants have access to a form of transport 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 **Noon on Friday 27 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.

Further information

1. If you require any further information about the post, please contact Chris Halliday in the House of Sport on 028 9038 3839, or by e-mail to chrishalliday@sportni.net

**Rosemary Graham**

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