**FROM: ROSEMARY GRAHAM Ref: I/C 35/18**

**DATE: 02 JULY 2018**

**TO: NICS Staff**

# Secondment Opportunity with

# The Prince’s Trust

ASSISTANT TEAM LEADER(S)

(Full-time & Part-time applications will be considered)

1. I have attached an Interchange Hosting Proforma outlining the details of the above opportunity which has been advertised on the Interchange Website. A link to the website can be found on the HR Connect Portal under ‘Secondment Opportunities’.

Eligibility

1. The opportunity is open to staff at Administrative Assistant and Administrative Officer grades on level transfer.

Salary

1. The successful applicant’s parent NICS Department will continue to meet salary costs for the duration of the Secondment.

Duration

1. The opportunity will be for 16 weekswith anticipated start dates of September / October 2018.

Location

1. Positions will be available in a number of areas throughout Northern Ireland as indicated in the Candidate Proforma.

How to apply

1. Complete the candidate proforma which is available at [www.interchangeni.org.uk](http://www.interchangeni.org.uk) and forward a copy to your Line Manager and Business Area (at least Grade 7 level) to ensure that endorsement for this application is provided prior to the deadline of **5.00pm on Friday 27 July 2018**.

 Fully endorsed candidate proformas should be submitted by the applicant to HRConnect at secondments@hrconnect.nigov.net, or by post to:

Secondments Team

HRConnect

Metro Building

6-9 Donegall Square South

Belfast

 BT1 9EX

1. 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 with confirmation that your Line Manager **and** Business Area is willing to release you if successful in your application. In the event that this application is successful, the Business Area will be responsible for departmental sign-off on the Secondment Agreement which will be prepared by NICS HR / HRConnect.

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. For further information about the post please contact Caroline Devlin in the Volunteering Team at The Prince’s Trust NI on 028 9089 5000 or by email at ni.volunteering@princes-trust.org.uk.

**Rosemary Graham**

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