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

**DATE: 02 JULY 2018**

**TO: INTERCHANGE PARTNERS**

# 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 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** management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. The successful applicant’s parent organisation will be expected to 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. 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 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.

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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