**Ref: I/C 45/18**

**FROM: PAUL McKINNEY**

**DATE: 27 AUGUST 2018**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**Sport Northern Ireland**

# Personal Secretary – Executive Officer 2

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 who have the relevant skills and experience to undertake the duties outlined.

Salary

1. **Sport Northern Ireland** will meet salary costs and associated expenses. The salary scale is analogous to that of the NICS Executive Officer 2 level.

Duration

1. The opportunity will be until 31st August 2019, with the possibility of an extension for a further 12 month period, 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.

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 Monday 17 September 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 Amy Beatson in the House of Sport on 028 90383837, or by e-mail to amybeatson@sportni.net

**Paul McKinney**

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