**FROM: PAUL McKINNEY**

**DATE: 15 OCTOBER 2018**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**Charity Commission for NI**

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

Salary

1. **The Charity Commission for NI** will meet salary costs and associated expenses. The salary scale is analogous to that of NICS Executive Officer 2 level (.

Duration

1. The opportunity will be until 31st March 2019, with the possibility of an extension, 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 at 257 Lough Road, Lurgan, County Armagh.

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 26 October 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. If you require any further information about the post, please contact Punam McGookin in the Charity Commission NI on tel: 02838320220, or by e-mail at: punam.mcgookin@charitycommission.org.uk

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