**Ref: I/C 46/18**

**FROM: PAUL McKINNEY**

**DATE: 03 SEPTEMBER 2018**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**THE PARADES COMMISSION**

# 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. **The Parades Commission** 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 for two years, 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 Andras House, 60 Great Victoria Street, Belfast.

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](mailto:interchangesecretariat@dfpni.gov.uk)  by **5.00pm on Friday 21 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 Lee Hegarty on tel: 02890 895900 or by e-mail at: [leeh@paradescommissionni.org](mailto:leeh@paradescommissionni.org)

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