**FROM: PAUL MCKINNEY Ref: I/C 10/19**

**DATE: 11 FEBRUARY 2019**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**PARADES COMMISSION**

**ADMINISTRATIVE 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 junior level 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 £20,692 - £22,739.

Duration

1. This opportunity will be for two years with the possibility of an extension, subject to the agreement of all parties. The secondment will begin as soon as suitable candidate has been identified and a release date agreed.

Location

1. The successful candidate will be based at Andras House, 60 Great Victoria Street, Belfast BT2 7BB.

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.

How to apply (process for **non**-NI Civil Service organisations)

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@finance-ni.gov.uk) **by 5.00pm on Friday 22 February 2019;** otherwise I will assume a nil return.
2. Candidates should demonstrate in the proforma how they meet the requirements for the post. This information may be used for shortlisting purposes.

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 Nuala Higgins on tel: 028 9089 5900 or by email at: [nuala@paradescommissionni.org](mailto:nuala@paradescommissionni.org)

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