**FROM: PAUL MCKINNEY**

**DATE: 29 APRIL 2019**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**VICTIMS AND SURVIVORS SERVICE (VSS)**

**VERIFIVATION 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. Details are 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. VSS will meet salary costs and associated expenses. The salary scale is £26,962 - £27,819.

Duration

1. It is anticipated that this opportunity will continue until 31 July 2021 (any further extension will be subject to the agreement of all parties and funding). The secondment will begin as soon as a suitable candidate has been identified and release date agreed.

Location

1. The successful candidate will be based at Seatem House, 28-32 Alfred Street, Belfast BT2 8EN.
2. Form of transport

It is essential that applicants have access to a suitable form of transport to allow them to fulfil the requirements of these posts.

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 17 May 2019;** otherwise I will assume a nil return.
2. Candidates should demonstrate in the proforma how they meet the requirements for these posts. 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

11. If you require any further information about the post, please contact Nichola McClean by email at: [nichola.mcclean@vssni.org](mailto:nichola.mcclean@vssni.org).

**Paul McKinney**

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