**FROM: PAUL MCKINNEY Ref: I/C 06/20**

**DATE: 27 JANUARY 2020**

**TO: INTERCHANGE PARTNERS**

**Secondment Opportunity with**

**THE ARTS COUNCIL NI**

**FINANCE 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 middle management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. Arts Council NI will meet salary costs and associated expenses. The salary scale is £24,429 - £25,225.

Duration

1. It is anticipated that this opportunity will continue for 11 months with the possibility of an extension will be subject to the agreement of all parties.

The secondment will begin as soon as suitable candidate has been identified and a release date agreed: the objective is for the successful candidate to be in post by 2 March 2020.

Location

1. The successful candidate will be based at Linen Hill House, 23 Linenhall Street, Lisburn BT28 1FJ.

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 by **5.00pm on Monday 17 February 2020;** 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

11. For further information about the post please contact Whitney Williamson on Tel: 028 9262 3524 or by email at wwilliamson@artscouncil-ni.org.

**Paul McKinney**

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