**FROM: Paul McKinney Ref: I/C 101/21**

**DATE: 22 November 2021**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**ARDS AND NORTH DOWN BOROUGH COUNCIL (andbc)**

**CORPORATE COMMUNICATIONS ASSISTANT**

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

Salary

1. The salary range is: £25,481 - £27,041. ANDBC will meet salary costs and any associated expenses.

Duration

1. Secondment – 18 Months initially with the potential to extend for an extension, subject to the agreement of all parties.
2. Location

The secondee will be based at: Town Hall, The Castle, Bangor – currently working from home and hybrid working is an option moving forward.

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 by email at: [interchangesecretariat@finance-ni.gov.uk](mailto:interchangesecretariat@finance-ni.gov.uk) by **4.00pm on Monday 06 December 2021;** otherwise I will assume a nil return.

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. For further information please contact [sheelagh.walton@ardsandnorthdown.gov](mailto:sheelagh.walton@ardsandnorthdown.gov).

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