**FROM: PAUL McKINNEY Ref: I/C 54/21**

**DATE: 28 JULY 2021**

**TO: INTERCHANGE PARTNERS**

**Secondment Opportunity with**

**The Northern Ireland Assembly**

**EQUALITY & GOOD RELATIONS OFFICER**

1. I have attached an Interchange Hosting Proforma outlining the details of the above opportunities 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 opportunities are aimed at permanent employees of member organisations of the NI Interchange Scheme. The opportunities are aimed at individuals at middle management level who have the relevant skills and experience to undertake the duties outlined.

 \*(this opportunity is not open to NI Civil Service staff)

Salary

1. The Northern Ireland Assembly will meet salary costs and associated expenses. The salary is £37,181.

Duration

1. It is anticipated that this opportunity will continue until April 2022.

Location

1. The successful candidate will be based at Parliament Buildings, Stormont Estate, Belfast.

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 Friday 20 August 2021;** 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

10. For further information about the post please contact Victoria Withers at Northern Ireland Assembly by email at: Victoria.withers@niassenmbly.gov.uk.

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