**FROM: PAUL McKINNEY Ref: I/C 59/21**

**DATE: 31 AUGUST 2021**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**Newry, Mourne and Down District Council (NMDDC)**

**Leisure Development Support 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 lower management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. The salary scale is currently £24,982 - £27,041 per annum (based on a 37 hour working week) and NMDDC will pay the total salary and associated costs to the home department/organisation on a full cost recovery basis.

Duration

1. Secondment until 01 May 2022.
2. Location

The post will be based at either Down Leisure Centre, Downpatrick or Newry Leisure Centre, Newry

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 by **5.00pm on Tuesday 14 September 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.

**Paul McKinney**

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