**FROM: Paul McKinney Ref: I/C 80/21**

**DATE: 08 October 2021**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**THE EXECUTIVE OFFICE (TEO)**

**Marketing and Communications Officer, Strategic Policy, Equality and Good Relations Directorate**

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. Salary costs, travel expenses etc will be met by the Executive Office and paid to the parent organization on a quarterly basis. The salary range is: £32,328 - £33,459.

Duration

1. It is anticipated that the post holder will be in place from December 2021 for a period of three years to November 2024.
2. Location

The post will be based at Castle Buildings, Stormont Estate and remotely in CIT areas. Candidates will be permitted to work from home in line with COVID-19 regulations.

1. Travel

The post will be require the successful candidate to travel throughout NI, so they must have access to a suitable form of transport.

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 **5.00pm on Friday 22 October 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.

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