**FROM: Paul McKinney Ref: I/C 99/21**

**DATE: 19 November 2021**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**Tourism ni**

**investment programmes manager**

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. This opportunity is aimed at individuals at middle management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. Tourism NI will meet salary costs and associated expenses and the salary range is £36,812 - £40,473.

Duration

1. This secondment will be for 12 months initially, with the possibility of an extension an extension, subject to the agreement of all parties

Location

1. The normal place of work for this role is Linum Chambers, Bedford Street, Belfast, BT2 7ES. However, in line with current Government guidelines, Tourism NI employees are working from home.
2. Travel

The successful candidate must also possess a current driving licence and use of a car for business purposes, or have access to a form of transport which will permit the applicant to meet the requirements of the post in full.

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 Friday 03 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. Further information: Please contact Kathryn McCann by email at: k.mccann@tourismni.com or Tel: 028 9044 1514.

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