**FROM: STEPHEN MCCONVILLE Ref: I/C 14/21**

**DATE: 29 MARCH 2021**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**THE PARADES COMMISSION**

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

Salary

1. The Parades Commission will meet salary costs and associated expenses and the salary range is £21,370 - 23,483 pro rata.

Duration

1. This opportunity is for two years with the possibility of a further 12 month extension, subject to the agreement of all parties.

This posting is expected to start May 2021.

Location

1. The successful candidate will be based at Andras House, 60 Great Victoria Street, Belfast, BT2 7BB.

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 16 April 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.

**Stephen McConville**

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