**FROM: Paul McKinney Ref: I/C 07/22**

**DATE: 14 JANUARY 2022**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**NI Council for Voluntary Action (NICVA)**

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

Salary

1. NICVA will meet salary costs and associated expenses and the salary range is £35,745 - £37,890 per annum, pro rata.

Duration

1. It is anticipated that this opportunity will continue until November 2022.
2. Location

The normal place of work is the NICVA building at 61 Duncairn Gardens, Belfast, however, at present all staff who can work from home, continue to do so in line with the NI Executive guidance, with a potential hybrid model of the two in future.

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 **4.00pm on Friday 28 January 2022;** otherwise I will assume a nil return.

Further information

1. For further information about the post please contact Una McKernan by email at: una.mckernan@nicva.org.

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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