**FROM: Paul McKinney Ref: I/C 40/22**

**DATE: 31 May 2022**

**TO: Interchange Partners**

# Secondment Opportunity with

**armagh banbridge and craigavon BC (abc bc)**

**Administrative & Personal Assistant**

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 host organisation will meet salary and associated costs and the salary range is: £25,419 -£27,514.

Duration

1. The secondment is expected to last for 12 months initially but may be extended subject review and funding.
2. Location

Post Holder will be located in the location of the current SOLACE Chair (ABC BC area with hybrid working arrangements facilitated).

Travel

Hold a full valid driving licence and have access to transport to meet the requirements of the post; or, Have access to a mode of transport that will enable the post holder to fulfil the role 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](mailto:interchangesecretariat@finance-ni.gov.uk) by **Noon on Thursday 09 June 2022;** 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 about the post can be obtained from Niamh Shannon, Acting Head of HR and Organisations Development, by email at: [Niamh.shannon@armaghbanbridgecraigavon.gov.uk](mailto:Niamh.shannona@armaghbanbridgecraigavon.gov.uk).

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