**FROM: Paul McKinney Ref: I/C 42/22**

**DATE: 10 JUNE 2022**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**Commissioner for Survivors of institutional childhood abuse (COSICA)**

**PA to the Commissioner**

**(Corporate Services Support)**

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 salary range is: £26,017 - £26,575. COSICA will meet salary costs and any associated expenses.

Duration

1. Secondment – 24 Months initially with the potential to extend for an extension of up to an additional 12 months, subject to the agreement of all parties.
2. Location

5th Floor South Queen’s Court, 56-66 Upper Queen Street, Belfast, BT1 6FD. Some home working will also be facilitated.

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 **4.00pm on Friday 24 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. Please contact Joanne McComb on tel: 028 9054 4985 or by email at: [Joanne.Mccomb@cosica-ni.org](mailto:Joanne.Mccomb@cosica-ni.org)

**Paul McKinney**

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