**FROM: PAUL McKINNEY Ref: I/C 45/22**

**DATE: 24 June 2022**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**Causeway Coast and Glens Borough Council**

**LEISURE OPERATIONS 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. The salary range is currently £36,371-£39,571 gross per annum per annum.

Causeway Coast and Glens BC will meet salary and associated costs.

Duration

1. Temporary for six months, which may be extended subject to the agreement of all parties.
2. Location

The post is based in Joey Dunlop Leisure Centre, 33 Garryduff Rd, Ballymoney BT53 7DB, with a requirement for flexibility to work throughout the Borough when required.

* The successful candidate must hold a full current driving licence and access to transport to meet the requirements of the post.

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 08 July 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.

**Paul McKinney**

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