**FROM: Paul McKinney Ref: I/C 54/22**

**DATE: 19 August 2022**

**TO: Interchange Partners**

# Secondment Opportunity with

**THE EXECUTIVE OFFICE (TEO)**

**Head of Good Relations Outcomes Branch**

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. This opportunity is aimed at individuals at senior management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. TEO will meet salary costs and associated expenses and the salary range is £52,026-£55,685 pa.

Duration

1. This secondment opportunities are for one year.
2. Location

This post will be based at Castle Buildings, Stormont Estate, Belfast BT4 3SL.

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 02 September 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. For further information contact Chris Gardner by email at: chris.gardner@executiveoffice-ni.gov.uk.

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