**FROM: Paul McKinney Ref: I/C 57/22**

**DATE: 19 August 2022**

**TO: Interchange Partners**

# Secondment Opportunity with

**radius housing**

**assets Administrator**

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 lower management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. Radius Housing will meet salary costs and associated expenses and the salary range is £20,043 (SP5) - £21,269 (SP8) per annum.

Duration

1. This opportunity may last for up to 2 years, however, Radius Housing can be flexible on duration and this can be discussed at interview.
2. Location

The successful candidate will be based at the Radius Offices in either Belfast or Holywood.

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 Monday 05 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. Further information can be obtained by contacting Brendan Burdock on Tel: 07778 127945 or by email at: brendan.burdock@radiushousing.org.

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