**FROM: PAUL MCKINNEY Ref: I/C 60/22**

**DATE: 09 SEPTEMBER 2022**

**TO: INTERCHANGE PARTNERS**

**Secondment Opportunity with**

**THE CHIEF EXECUTIVES’ FORUM (CEF)**

**ADMINISTRATIVE OFFICER**

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

Salary

1. **CEF** will salary and associated expenses and the salary range for this post is: £22,519 - £23,955.

Duration

1. It is anticipated that this opportunity will last for two years with the possibility of an extension subject to the agreement of all parties and the secondment will begin as soon as suitable candidate has been identified and a release date agreed.

Location

1. The successful candidate will be Initially based in Clare House, 303 Airport Road West, Belfast, BT39ED; CEF is scheduled to move to Goodwood House, 52 May Street, Belfast within the next 12 months.

Form of transport

1. It is essential that applicants have access to a form of transport to allow them to fulfil 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 at: [interchangesecretariat@finance-ni.gov.uk](mailto:interchangesecretariat@finance-ni.gov.uk) by **4.00pm on Wednesday 28 September 2022;** otherwise I will assume a nil return.
2. Candidates should demonstrate in the proforma how they meet the requirements for the post. This information may be used for shortlisting purposes.

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

10. For further information please contact Fiona Gunning on Tel: 028 9081 6446 or by email at: [fiona.gunning@finance-ni.gov.uk](mailto:fiona.gunning@finance-ni.gov.uk).

**Paul McKinney**

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