**FROM: PAUL MCKINNEY Ref: I/C 62/20**

**DATE: 09 SEPTEMBER 2022**

**TO: INTERCHANGE PARTNERS**

**Secondment Opportunity with**

**THE VICTIMS AND SURVIVORS SERVICE (VSS)**

**FINANCE AND GOVERNANCE 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 junior management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. VSS will meet salary costs and associated expenses. The salary scale is - £39,748-£42,639. per annum.

Duration

1. This opportunity will be for a period of 24 months with the possibility of an extension subject to the agreement of all parties.

Location

1. The successful candidate will be based at 1st & 4th Floor, Seatem House, 28-32 Alfred Street Belfast BT2 8EN with the opportunity for hybrid working.

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 by **4.00pm on Monday 26 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 information about the post please contact Paul Sharvin by email at: paul.sharvin@vssni.org.

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**Paul McKinney**

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