**FROM: PAUL MCKINNEY Ref: I/C 64/22**

**DATE: 30 SEPTEMBER 2022**

**TO: INTERCHANGE PARTNERS**

**Secondment Opportunity with**

**InterTradeIreland**

**Policy research 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. **InterTradeIreland** will meet salary costs and associated expenses. The salary scale is £42,685 - £45,218 per annum.

Duration

1. It is anticipated that this opportunity will last for three years. The secondment will begin as soon as a successful candidate has been identified and release date agreed.

Location /Travel

1. The successful candidate will be based at Old Gasworks Business Park, Kilmorey St, Newry BT34 2DE, however, this post may require travel across the island so therefore access to a form of transport is essential Hybrid working is available.

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 17 October;** 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. Further information about the role can be obtained by emailing: recruitment@intertradeireland.com.

**Paul McKinney**

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