**FROM: Paul McKinney Ref: I/C 07/23**

**DATE: 20 January 2023**

**TO: Interchange Partners**

**Secondment Opportunity with**

**NI LOCAL GOVERNMENT ASSOCIATION (NILGA)**

**Strategic Communications 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. **NILGA** will meet salary costs and associated expenses. The salary range is PO5 (NJC SCP 38 – 41) £44,539 - £47,573 per annum.

Duration

1. It is anticipated the secondment will last until 31st March 2024 (which may be extended, subject to funding and agreement by all parties).

The secondment will begin as soon as a candidate is identified and a release date agreed.

Location

1. The successful candidate will be based at Bradford Court, Upper Galwally, Belfast BT8 6RB.

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 Monday 6th February 2023**; 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 this opportunity please contact Diane Anderson by emailing [d.anderson@nilga.org](mailto:d.anderson@nilga.org).

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