**FROM: PAUL MCKINNEY Ref: I/C 11/23**

**DATE: 16 February 2023**

**TO: Interchange Partners**

**Secondment Opportunity with**

**TOURISM NORTHERN IRELAND**

**EVENTS 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 middle management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. **Tourism NI** will salary and associated expenses and the salary for this post is: £32,328 - £33,459 per annum.

Duration

1. It is anticipated that this opportunity will last for one year with the possibility of an extension subject to the agreement of all parties.

Location

1. The successful candidate will combine working at home (and remotely) with working in Tourism NI’s vibrant city centre offices in Linum Chambers, Bedford Street, Belfast, BT2 7ES.

Form of Transport

1. The successful candidatemust also possess a current driving licence and use of a car for business purposes or have access to a form of transport which will permit the applicant to meet the requirements of the post in full.

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 Friday 03 March 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

1. Please contact Louise Fitzsimons by email at: [l.fitzsimons@tourismni.com](mailto:l.fitzsimons@tourismni.com) or by telephone on: 028 9044 1504.

**Paul McKinney**

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