**FROM: PAUL MCKINNEY Ref: I/C 20/23**

**DATE: 21 APRIL 2023**

**TO: INTERCHANGE PARTNERS**

**Secondment Opportunity with**

**mid and east antrim borough council (meabc)**

**project support officer**

1. I have attached an Interchange Hosting Proforma outlining the details of the above opportunity which has been advertised on the Interchange Website. A link to the website can be found on the HR Connect Portal under ‘Secondment Opportunities’.

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. **MEABC** will meet salary costs and associated expenses. The salary scale is £34,723 - £36,298 per annum.

Duration

1. It is anticipated this opportunity will last until 31 March 2026.

Location / Travel

1. Based at one of the council locations within the borough which can be agreed with the applicant and will be subject to the Council’s agile working policy.
* Access to a form of transport to fulfil the duties 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 by **4.00pm on Friday 12 May 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. For further information about the post please contact contact Denise Stevenson at: denise.stevenson@midandeastantrim.gov.uk.

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