**FROM: PAUL MCKINNEY Ref: I/C 28/24**

**DATE: 17 MAY 2024**

**TO: INTERCHANGE PARTNERS**

**Secondment Opportunity with**

**The Safeguarding Board for Northern Ireland (SBNI)**

**Professional 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. SBNI will meet salary costs and associated expenses. The salary scale is £54,764 to £63,862 (pro rata). per annum.

Duration

1. It is anticipated that this opportunity last until 31st March 2025, with any extension dependent on funding and agreement of all parties.

The secondment will begin as soon as suitable candidate has been identified and a release date agreed.

Location

1. The successful candidate will be based at The Beeches, Hampton Manor Drive, Belfast BT7 3EN.

The post can be carried out on a hybrid working basis. The postholders will be required to be in the office at least 3 days a week.

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 **5.00pm on Friday 31 May 2024;** otherwise I will assume a nil return.
2. Candidates should demonstrate in the candidate 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 Helen McKenzie by email at: [Helen.McKenzie@hscni.net](mailto:Helen.McKenzie@hscni.net) or by Tel: 028 95 361810.

**Paul McKinney**

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